



Republika e Kosovës
Republika Kosovo - Republic of Kosovo
Kuvendi - Skupština - Assembly

The Assembly of the Republic of Kosovo,

Based on Article 65 (1) of the Constitution of the Republic of Kosovo and Article 17, paragraph 1. of the Law on Higher Education in the Republic of Kosovo no. 04/L-037,

Approves:

**STATUTE OF THE UNIVERSITY OF APPLIED SCIENCES IN
FERIZAJ**

GENERAL PROVISIONS

Article 1
Establishment

The University of Applied Sciences in Ferizaj (hereinafter: 'UASF') was established based on the Decision of the Government of the Republic of Kosovo, No. 0273/01B, dated 06.07.2015 and ratified in the Parliament of the Republic of Kosovo, No. 05-V-122 dated 16.07.2015, based on the best experiences of universities of applied sciences in the Europe and the United States of America.

Article 2
Name, headquarters, symbols and structure

1. The name of the university is the University of Applied Sciences in Ferizaj - acronym UASF.
2. The headquarters of UASF is in Ferizaj.

Article 3

The UASF consists of academic units and organizational units, as further provided in this Statute.

Article 4

1. The UASF has these symbols:
 - 1.1. emblem;
 - 1.2. seal and dry seal;
 - 1.3. flag;
 - 1.4. rector's necklace;
 - 1.5. the gown of the Rector, Vice-rectors, the secretary general and Deans of academic units.
2. The symbols of the University are determined by the Steering Council, upon the proposal of the Senate.
3. The academic units of the University have the right to use the name, emblem and flag of the University.
4. The anniversary date of UASF is July 6th 2015 is the founding day.

Article 5 Vision, Mission and Values

1. **Vision** - National model of a modern, innovative and integrative education university, where practice complements theory and where professional and research skills are developed for the benefit of society.
2. **Mission** - We are committed to providing quality education, to training qualified professionals, dedicated researchers and educated and responsible citizens, to develop a professional career and lead a productive life.
3. **Values:**
 - 3.1. **Learning:** The UASF values education, which is employment-oriented, balances theory and practice, focuses on active learning and critical thinking, and fosters responsibility and a desire for lifelong learning.
 - 3.2. **Ethics:** The UASF treats the dignity of each of its members with respect, honesty, equality and integrity, while promoting academic freedom.
 - 3.3. **Cooperation:** Building partnerships with students, alumni, businesses and industry, local and international government institutions, the Kosovo Accreditation Agency and the community UASF serves.
 - 3.4. **Excellence:** We strive to be advanced in education, scientific creativity and innovation.

3.5. Diversity: We support different ideas, beliefs, cultures and ethnicities.

4. UASF is an integral part of the European Higher Education Area, represented by the European University Association. The UASF undertakes to respect all rules, standards and responsibilities arising from this Statute.

Article 6

The UASF is obliged to create equal opportunities for all, without any discrimination.

Article 7

The UASF ensures and supports gender equality. In cases where male and female candidates have equal qualifications and professional achievements, priority will be given to the female candidate.

Article 8

All individuals and authorities within UASF shall adhere to the highest standards of commitment, integrity, objectivity, responsibility, sincerity, honesty and leadership.

Article 9

The UASF has the right of the autonomy and freedom of academic, applied and professional teaching, scientific research, and artistic creativity, within its activity. The UASF premises have the right to inviolability by public order bodies, unless as otherwise provided by special laws.

Article 10

The academic, administrative staff, and students of the UASF have the right to join and express themselves freely, within the structures provided by this Statute.

Article 11

Rights and duties

1. The UASF must:

- 1.1. elect the governing and managing authorities and to determine their mandate;
- 1.2. regulate their structures and activities, through the regulations of the University, based on the provisions of this Statute, in accordance with the Law on Higher Education and other bylaws issued by it and in accordance with other laws in force;
- 1.3. select the teaching staff and other staff, to determine the additional conditions for

the admission of students and the teaching and assessment methods of the students, approved by the Kosovo Accreditation Agency (KAA);

1.4. independently design and implement curricula, scientific research and artistic projects;

1.5. select areas for study;

1.6. provide titles for professors/academic staff and other staff, in accordance with the Law on Higher Education, the Labor Law, and the scheme approved by the Kosovo Accreditation Agency.

Article 12

1. The UASF is a legal entity and has full legal subjectivity, in relation to all rights and duties, in relation to the issues addressed in the applicable laws, including:

1.1. the right to be a party to the proceedings;

1.2. adjusting its internal organization;

1.3. restriction of the right to use the University title only for persons or organizations authorized by the University Steering Council;

1.4. ownership and management of land, buildings and other capital assets;

1.5. receiving and administering funds from any legitimate source;

1.6. proposing taxes, fees and fines for approval by Ministry;

1.7. appointment and termination of employment of academic and non-academic staff, as well as the exercise of all duties of an employer, as provided by law in force;

1.8. signing contracts for goods, services and capital projects;

1.9. approval of the content and structure of its academic scientific, artistic and professional programs;

1.10. establishing legal relations with students and describing the criteria for their admission;

1.11. establishment of applied teaching and learning methodologies;

1.12. application of appropriate measures for quality assurance and assessment;

1.13. awarding and cancellation of titles, diplomas, vocations and scientific degrees, as well as honorary titles;

1.14. establishment of commercial, non-commercial enterprises, institutes for teaching purposes, scientific-research, professional and artistic services;

1.15. signing agreements with local and international institutions, as well as with other local and international institutions;

1.16. approval, content and shape of the emblem, seal, flag and other emblems;

1.17. other competencies necessary to perform its function according to the laws.

Article 13

1. Academic and organizational units of the UASF are not legal entities. The academic and organizational units of the UASF have the authorizations provided by this Statute. The academic and organizational units of the UASF are special budget sub-programs within UMIB, a special budget organization within the Law on Budget.

2. UASF has the right to establish commercial enterprises, according to applicable laws.

3. The UASF conducts procurement activity for all academic units. According to the requirements for commitment-expenditure, academic units have the planned budget within UASF and have the opportunity to set priorities.

4. The managing authority, to which the authorization has been given by the rector, must submit to the Rector the detailed annual report regarding all aspects of the relevant management, including:

4.1. contracts and agreements;

4.2. general use of resources;

4.3. account and budget flow;

4.4. hiring staff for special needs;

4.5. use of equipment and buildings/premises;

4.6. meeting project objectives.

5. The managing authority is responsible for submitting such a report for the shortest period, at the Rector's request.

6. In case of misuse of authority, the Rector has the right to suspend the authorization until the Steering Council of UASF makes a university's final decision.

Article 14

The property and infrastructure used by UASF is public property.

Article 15
UASF Governance

1. The main governing bodies of the UASF are: The Steering Council, the Rector, and the Senate.
2. All governing bodies of the University exercise their activity on the principle of majority voting, unless otherwise provided in this Statute.
3. The mandate of all governing officials and governing bodies of its members commences on October 1st, unless otherwise provided by this Statute.

Article 16
UASF Steering Council

1. The Steering Council of the University (hereinafter: The Steering Council) is the main governing body of the UASF.
2. The Steering Council has general strategic responsibilities for the effective functioning of the UASF.
3. The Steering Council is responsible for all decisions regarding financial issues (budget, staff, infrastructure), in order to ensure appropriate conditions for the sustainable operation of the UASF in accordance with its obligations.
4. The Steering Council reports and is responsible to the Ministry of Finance, for the proper and effective use of funds that the Ministry of Finance or any other public source has allocated to the UASF.
5. The Steering Council may form temporary committees to advise it on specific aspects of its work.
6. The Steering Council establishes the Commission for statutory issues, as an Advisory Commission. The Commission shall inform the UASF authorities of all cases of non-implementation of the Statute and other acts, regarding issues determined by the competent authorities. Also participates in the drafting or gives an opinion in the procedure of preparation of acts and regulations issued by UASF. The Steering Council, with a special act, regulates the issues around the Commission for statutory issues.

Article 17

1. The Steering Council consists of seven (7) members with the right to vote.
2. The Ministry of Education, Science and Technology appoints three (3) members with the right to vote, according to the provisions of the Law on Higher Education. They must be persons with a high public reputation, distinguished with experience in university education, or with business and entrepreneurial experience, or with experience in scientific research.

None of the appointed members should have any current direct relationship with the institution to which they are appointed.

3. The Senate elects four (4) members of the Steering Council with the right to vote from the academic staff of the University.

4. The members of the Steering Council act independently, individually, and do not represent any other individual or group interest.

5. Members on the Steering Council can not be elected:

5.1. Rector, Vice-Rector, Dean, Vice-Dean;

5.2. Members of the Senate.

6. The member of the Teaching/Scientific Council, in case of election as a member of the Steering Council, must resign from the membership in the Teaching/Scientific Council.

7. In the case of vacant position of any member of the board of directors from the ranks of university, the senate may fill that position according to the same procedure.

8. The Rector and the Secretary General are ex officio members of the Steering Council without the right to vote.

9. With the invitation of the Steering Council, the vice-rectors may also participate in the meetings.

10. The President of the Student Parliament may participate in the meetings of the Steering Council, without the right to vote.

Article 18

1. The Steering Council elects the chairperson/head of council and the deputy chairperson from among its members, who are not officials of UASF.

2. The mandate of the members of the Steering Council lasts three (3) years with the possibility of re-election for another term. The elections for the Steering Council are held in June, and the mandate of the Steering Council commences on October 1st.

Article 19

1. The rules of procedure of the Steering Council are prepared and approved by the Steering Council.

2. A quorum of four (4) members is required to hold meetings of the Steering Council.

3. Decisions in the Steering Council are made by a majority of votes (majority of all members).

4. The Steering Council needs the qualified majority of two thirds (2/3) of the votes of the members, for the approval of the annual financial plan;
5. The Steering Council approves Special Regulations for the analysis of the annual financial plan.
6. Meetings of the Steering Council are convened and chaired by the Chairman of the Steering Council. In case of absence or removal of the chairperson from the meeting, the meeting is chaired by the Deputy Chairperson. If both the chairperson and the deputy chairperson do not have the opportunity to attend the meeting, or leave the meeting, the meeting of the Steering Council is chaired by the oldest member of the Steering Council, who is present at the meeting.
7. In exceptional cases, meetings are convened by a majority of the members of the Steering Council.
8. The agenda for the meetings of the Steering Council is proposed by the chairperson in accordance with the Rector. At the beginning of the meeting, the agenda is approved by a majority vote of the members of the Steering Council.
9. The interruption or postponement of the meeting is done, through voting, with the approval of the majority of the members of the Steering Council.

Article 20

1. The Rector provides the necessary technical and infrastructural support to the Steering Council.
2. At the request of the Steering Council, the Secretary General shall be responsible for providing additional information on the decisions taken by the Steering Council.

Article 21

1. In accordance with the provisions of this Statute, the Steering Council has the following responsibilities:
 - 1.1. develop a three (3) year strategic plan, which would be updated annually. In preparing the strategic plan and its annual updates the Steering Council consults with the Ministry respectively acts in accordance with its objectives and plans, within the State Strategy for higher education and the resources that will be available from the Ministry. The scope of such consultations is determined by a sub-legal act issued by the Ministry;
 - 1.2. monitor the efficient and effective use of resources, liquidity and securing university assets on behalf of the public;
 - 1.3. develop strategies for the adequate provision of funds from public and private sources, taking into account the facilitation of the establishment of subsidiary companies and institutes, for the use of the results of university academic work;

1.4. discuss and approve the annual budget plan, presented by the Rector and submit this plan to the relevant state authorities;

1.5. define the principles on employment, delegation, leveling, promotion, suspension, dismissal and determination of the level of salaries and working conditions for staff;

1.6. decide on the establishment, disintegration and change of the internal structure of the academic units and organizational units, after being approved by the Senate.

Article 22

1. Duties of the Steering Council are:

1.1. to provide preconditions for proper administration and management of resources at the level of University and its subordinate units;

1.2. to issue Regulations for delegation of competencies for tools and other administrative issues to the academic units of University, in accordance with the provisions of this Statute;

1.3. to issue Regulations for the governance, direction and management of University, as required by this Statute;

1.4. to decide on the general organizational structure of the academic units, upon the proposal of the Senate and after consulting the units in question;

1.5. to organize financial control in accordance with the Law and this Statute;

1.6. to issue Regulations, in accordance with this Statute, about:

1.6.1. disciplinary measures and procedures for academic staff and students;

1.6.2. payments and terms of service for staff;

1.6.3. procedures and ways of compensating staff, based on complaints about their employment;

1.6.4. complaints against such suspensions and dismissals.

1.7. to propose to the Ministry, the tuition fees to be paid by the admitted students, and in some cases to determine the fees for the examination of applications for registration, for the repetition of exams and for graduation, fees which are confirmed by the Ministry;

1.8. to establish rules for calculating the costs of University services provided to third parties;

1.9. to elect the Rector from the list of names proposed by the Professional Commission of five (5) members, appointed by the Senate;

1.10. to elect the vice-rectors according to the proposal of the rector;

1.11. ensure that the general provisions of this Statute are implemented in practice within the University;

1.12. to act in accordance with the general provisions set out in this Statute;

1.13. to decide on the form and content of the emblem, seal, dry seal, flag and other institutional symbols, as well as to propose to the Ministry the form and content of diplomas according to the proposal of the Senate.

Article 23

1. The Steering Council shall publish the annual work report of UASF, in accordance with the requirements of the Ministry and the Kosovo Accreditation Agency. The report shall provide information on the following aspects:

1.1. general strategic objectives achieved;

1.2. statistical data on resources for the entire UASF and its academic and organizational units:

1.2.1. budget (public and private funds);

1.2.2. personnel/staff (development figures);

1.2.3. infrastructure;

1.2.4. academic profile (changes in academic staff, fields of study, etc.);

1.2.5. study programs;

1.2.6. number of students (first-year students enrolled, total number of students, graduates);

1.2.7. scientific research (projects, publications, participation in conferences, papers);

1.2.8. international cooperation.

2. Annual report of the auditor on the proper use of funds.

3. In accordance with the Law on Higher Education, the Steering Council reports to the Ministry on the implementation of the Strategic Development Plan, no later than March 31 of next year.

4. The reports are published on the UASF website.

Article 24

Rector

1. The Rector is the main managing authority of the UASF.
2. The Rector is responsible for the effective and orderly work of the UASF and for its management according to the policy determined by the Steering Council and has all the necessary authority to exercise his/her duties.
3. The Rector is assisted by the Vice-Rectors and the Secretary General of UASF, as provided below.

Article 25

1. The Rector is elected by the Steering Council from the list of candidates proposed by the Professional Commission of five (5) members, which is formed by the Senate. The Professional Commission has the duty to verify whether the candidate or candidates presented for the position of Rector meet the criteria provided by the announcement.
2. The Steering Council has the right to reject the list of candidates proposed by the Professional Commission, justifying it.
3. The Rector is elected by an absolute majority of votes of the members of the Steering Council with the right to vote. If no candidate gains this majority in the first round of voting, then the two (2) candidates with the highest number of votes qualify for the second ballot. If neither of the two (2) candidates takes the absolute majority three (3) times in a row, the election procedure shall be repeated from the beginning, as provided in this Statute.
4. The mandate of the Rector lasts for a period of four (4) years, with the possibility of re-election. Re-election does not mean limitation of mandates.
5. The mandate of the Rector commences on October 1st.
6. Candidates who are prevented from exercising at least half of the mandate due to reaching the mandatory retirement age cannot be elected Rectors.

Article 26

1. To lead the process of electing the governing and managing authorities of the University and the Deans, the Senate elects an interim/temporary chair, a member of the Senate from among the academic staff.
2. The position of Rector is announced by the Steering Council with a public announcement, within a period of fifteen (15) days, after consulting with the Rector.
3. The announcement for the position of Rector is open for the internal and external candidates. The candidates must meet the following criteria:

- 3.1. have proven experience in academic teaching, scientific research and have the rank of full professor, associate professor or assistant professor.
- 3.2. have proven experience in academic teaching.
4. The Professional Commission, elected by the Senate, proposes the list of candidates elected by a majority of votes, to be elected by the Steering Council.
5. The Steering Council interviews the candidates who have met the aforementioned criteria for this position. In these interviews, each candidate presents a comprehensive vision for the development of University's future strategy and its management approach.

Article 27

1. The Rector has the following duties and responsibilities:
 - 1.1. act on behalf of UASF and represent it to the general public;
 - 1.2. organizes, directs and manages UASF;
 - 1.3. leads the academic staff;
 - 1.4. decides on the rules of procedure for the academic staff of UASF, within the framework set by the Steering Council;
 - 1.5. to hire, delegate, level, promote, suspend and determine the working conditions for personnel, in accordance with the Regulations issued by the Steering Council and the Senate;
 - 1.6. chairs the Senate;
 - 1.7. submits to the Steering Committee proposals on the educational character and mission of UASF, taking into account the recommendations and opinion of the Senate;
 - 1.8. implements the decisions of the Steering Council;
 - 1.9. manages the budget and funds, within the amount approved by the Steering Council;
 - 1.10. to present, for evaluation by the Steering Council, the annual budget report on revenues and expenditures;
 - 1.11. signs, with third parties, contracts on behalf of UASF;
 - 1.12. signs UASF diplomas and other official certificates;
 - 1.13. to propose candidates for the position of vice-rectors to be elected by the steering council;

1.14. nominates candidates for the post of Secretary General;

1.15. announces all academic titles;

1.16. for public relations and media;

1.17. performs all other duties on behalf of UASF, as defined by this Statute, or other applicable Regulations.

Article 28

The Rector has the right to constitute temporary advisory committees of the Rectorate.

Article 29

The Rector shall notify the Steering Council of any action or omission of the Steering Council, which, in his/her opinion, constitutes a misuse of the public funds provided to him/her. In case the Steering Council does not act to correct such an inappropriate action or omission, then the Rector will report this action or omission directly to the Ministry. In such cases, the Steering Council may not take any action against the Rector, unless the Ministry itself allows it.

Article 30

The Rector's authority shall be symbolized through the Rector's necklace.

Article 31

1. The mandate of the Rector may be terminated before the deadline provided in case of:

1.1. resignation;

1.2. dismissal;

1.3. punishment for a serious criminal offense by imprisonment of more than six (6) months;

1.4. retirement;

1.5. death.

2. Procedures for dismissal of the Rector can be initiated by an absolute majority of votes by:

2.1. Steering Council;

2.2. Senate.

3. The procedure for dismissal of the Rector is determined by the Regulations issued by the Steering Council. The decision of the Steering Council for dismissal is valid by a qualified majority of two thirds (2/3) of the votes of the members of the Steering Council with the right to vote.

4. In case of dismissal of the Rector, the mandate of the vice-rectors ends.

5. In the case of dismissal, the newly elected Rector and Vice-Rectors shall be elected for the remainder of the term of office of the dismissed Rector.

6. In case of dismissal of the Rector, or in any case of vacancy of the position of Rector, the Steering Council elects the acting Rector until the end of the procedure for the election of the Rector for the remaining term. The Acting Rector shall hold the post of Rector until another decision is made. Acting Rector is elected the person who meets the criteria provided for the election of the Rector, Article 27.

Article 32

1. The Rector has the right to file a complaint to the Ministry against his dismissal.
2. The decision of MEST is the final decision in the administrative procedure.
3. A procedure can be initiated against the decision of Ministry in the competent court.

Article 33 Vice-Rectors

The University has three (3) Vice-Rectors. Exceptionally, with a proposal justified by the Rector and with the approval by the Steering Council, the current number of vice-rectors may be increased to a maximum of five (5).

Article 34

1. The duties of the Vice-Rectors are determined by the Rector, in accordance with the provisions of this Statute. The Rector has the right to delegate full legal responsibility to them for a certain period of time. Joint responsibilities may be assigned to Vice-Rectors in the areas of:

- 1.1. teaching, student affairs and scientific research;
- 1.2. budget, finance and infrastructure;
- 1.3. international cooperation and quality assurance;
- 1.4. cooperation with industries, professional practice and commercial activities.
- 1.5. vice-rector for innovation, technology and digitalization.

Article 35

The Rector appoints one of the Vice-Rectors as the Deputy Rector, to exercise the duty of Rector, when he/she is not present at UASF.

Article 36

1. The Rector proposes the list of names for vice-rectors from the academic staff, after consulting with the Senate. The Vice-Rectors are elected by the Steering Council by a majority of votes, in a voting queue. If the proposed candidate is not elected, then the rector has the right to nominate the new candidate.

2. The mandate of the vice-rectors is related to that of the Rector, with the possibility of re-election for another term.

Article 37

1. The mandate of the Vice-Rectors may end before the foreseen term in case of:

1.1. resignation;

1.2. dismissal;

1.3. punishment for a serious criminal offense by imprisonment of more than six (6) months;

1.4. retirement;

1.5. death.

2. Procedures for the dismissal of Vice-Rectors may be initiated by the Rector, or by an absolute majority of votes by the Senate. The dismissal of the Vice-Rectors is done by the Rector.

Article 38

Secretary General of the UASF

1. The Secretary General of the UASF (hereinafter: The Secretary of the UASF) is the highest executive and administrative official of the University, with special rights and responsibilities defined in his/her contract which is signed by the Rector.

2. The Secretary is accountable to the Rector for efficient, economic and effective administration at all UASF levels. In this position the Secretary General is responsible for all matters that are not the competence of other bodies or leaders.

3. The University Secretary is the head of the UASF administration. He/She is the head of the UASF Central Administration.

Article 39

1. The Secretary of the UASF is elected by the Steering Council, according to the proposal of the Rector, based on the report of the Professional Commission elected by the Rector, based on a public recruiting announcement.
2. The Secretary General is elected for a term of five (5) years, with the possibility of re-election for an indefinite period.

Article 40

1. Candidates running for the position of the UASF Secretary must meet the following criteria/requirements:
 - 1.1. have a Master's degree or equivalent, with at least four (4) years of study;
 - 1.2. must be from the professional field of justice;
 - 1.3. have at least five (5) years of administrative experience at the University and at least two (2) years of senior management experience at the University;
 - 1.4. have proven organizational and managerial skills;
 - 1.5. have sufficient knowledge of education processes.

Article 41

1. The Secretary of the UASF has the following duties and responsibilities:
 - 1.1. he/she is the highest official of the UASF Administration;
 - 1.2. he/she is the head of the UASF Administration;
 - 1.3. he/she is the official responsible for the efficient, economic and effective leadership of UASF;
 - 1.4. he/she is the Head of Directors Department, within the UASF Administration;
 - 1.5. he/she is the official responsible for the technical preparation of the budget process;
 - 1.6. he/she is responsible for other issues requested by the Steering Council and the Rector, which are not defined by this Statute.

Article 42 **Senate**

The UASF Senate is the university's highest academic body.

Article 43

1. The Senate consists of the following members with the right to vote:
 - 1.1. Rector;
 - 1.2. Vice-Rectors;
 - 1.3. Deans of all academic units according to this Statute;
 - 1.4. one (1) member elected by the academic staff of each academic unit;
 - 1.5. one (1) member elected by the Student Parliament from the ranks of the UASF students. The student-elected member must have a grade point average greater than eight (8), at all levels of study, and must not be re-enrolled of any academic year at any of the study levels;
 - 1.6. one (1) member elected by the non-academic staff.
2. The UASF Secretary is a permanent member of the Senate, without the right to vote.

Article 44

The mandate of academic and non-academic members of the Senate is four (4) years.

Article 45

The Rector chairs the Senate. In the absence of the Rector, the Senate is chaired by the Vice-Rector appointed by the Rector.

Article 46

The Senate issues the Regulation of procedure for its function.

Article 47

1. Regardless of the general responsibilities of the Steering Council, and the responsibilities of the Rector, the Senate is responsible for:
 - 1.1. general strategic issues related to research, study, teaching and courses at UASF, including:
 - 1.1.1. criteria for student admission;
 - 1.1.2. selection of teachers (academic staff);

- 1.1.3. policies and procedures for the evaluation and holding of exams, which ascertain the academic work of students;
 - 1.1.4. curriculum content;
 - 1.1.5. providing lifelong learning;
 - 1.1.6. academic standards, course validation and review;
 - 1.1.7. quality assurance and evaluation;
 - 1.1.8. procedure for awarding honorary qualifications and academic titles;
 - 1.1.9. procedure for expelling students for academic or other reasons.
- 1.2. developing a strategy for academic activities at UASF and the tools needed to support them, as well as providing advice and recommendations to the Rector and the Board/Steering Council;
- 1.3. development of UASF intellectual property protection policy and its commercial use;
- 1.4. providing advice and recommendations on other issues that the Steering Council or the Rector may request from the Senate.

Article 48

1. The Senate has the following duties:

- 1.1. to approve the study programs of the academic units.
- 1.2. develop strategies for the UASF academic development.
- 1.3. to elect the members of the Steering Council proposed by the University.
- 1.4. to issue General Regulations for the fields of educational, research and artistic work;
- 1.5. to establish procedures and criteria for the evaluation of teaching, scientific and artistic work;
- 1.6. to propose the criteria for student enrollment, in accordance with this Statute and the Law on Higher Education;
- 1.7. decide on criteria for expulsion of students;
- 1.8. define academic standards for lectures and for quality assurance of teaching and learning, in accordance with this Statute;
- 1.9. decide on exam criteria;

- 1.10. to determine the content of all academic data and documentation, according to this Statute;
- 1.11. to establish the procedure for the evaluation of the academic staff in accordance with this Statute;
- 1.12. to elect the members for all the Commissions and Councils formed by the Senate;
- 1.13. to take the final decisions taking into account the objections given by the Teaching/ Scientific Council;
- 1.14. to review the issues, at the request of the Teaching/Scientific Council or the Rector;
- 1.15. to consider issues, at the request of the Student Parliament;
- 1.16. to issue the Rules of Procedure of the Senate;
- 1.17. to consider other issues as defined by this Statute or at the request of the Steering Council, the Rector, the Teaching / Scientific Council or the Student Parliament.
- 1.18. the Senate may establish councils or ad hoc committees to advise it on specific aspects of its work.

Article 49

Teaching/Scientific Council

1. The University, in addition to the Senate, also has a Teaching/Scientific Council, which deals with the operational/organizational teaching and scientific issues of the UASF.
2. The Teaching/Scientific Council consists of the following members with the right to vote:
 - 2.1. Vice Rector for Teaching, Science and Student Affairs;
 - 2.2. Deans of all academic units according to this Statute;
 - 2.3. Heads of all the UASF academic programs. The program head must be part of the Faculty where the academic program is offered. The program head is selected by the academic staff (commission) of the study program and must be in full-time employment at UASF and teach in the respective academic program;
 - 2.4. by one (1) member elected by the academic staff of each academic program. The selected program member must be part of the Faculty where the academic program is offered. The member is selected by the academic staff (commission) of the study program, must have a regular employment relationship at the UASF and teach in the respective academic program;

2.5. one (1) member elected by the Student Parliament from the ranks of the UASF students. The student-elected member must have a grade point average above eight (8), at all levels of study, and must not be a repeat/re-enrolled of any academic year at any of the study levels;

2.6. one (1) member elected by the non-academic staff.

3. The Teaching/Scientific Council reports on its work to the UASF Senate

4. The mandate of the academic and non-academic members of the Teaching/Scientific Council is four (4) years.

5. The Vice Rector for Teaching, Science and Student Affairs chairs the Teaching/Scientific Council.

Article 50

1. The Teaching/Scientific Council has the following responsibilities and duties:

1.1. to provide advice and proposals to the Steering Council and the Senate on all issues relating to the UASF, its staff, structure and internal organization.

1.2. to propose to the Senate, the curricula and changes in the curricula (which come from the academic units), to give recommendations on teaching methods, in the fields of scientific studies or artistic work, as well as on other academic issues.

1.3. supervise the progress of students and scientific research, or artistic creativity in academic units.

1.4. to propose the number and determine the conditions for registration of new students, in accordance with the instructions issued by the Steering Council and the Senate.

1.5. determine and implement appropriate quality assurance and evaluation measures, in accordance with the guidelines set by the Senate.

1.6. to compile annual work reports for the Senate.

1.7. to concern other issues related to academic issues of all academic units.

1.8. to concern with other issues, which are determined by this Statute or that are required by the Steering Council or the Senate.

Article 51

1. General governing/managing elections, at the UASF, are held one (1) time within four (4) years. They are organized within the same time period.

2. Their term is four (4) years and commences on October 1st.

3. Elections are organized for: Heads of academic programs, Teaching/Scientific Council, Senate, Deans of Faculties, Rector and Vice-Rectors.

Article 52
Organizational structure

1. The UASF is composed of:

- 1.1. academic units;
- 1.2. organizational units.

Article 53

Academic units and organizational units have no legal subjectivity.

Article 54
Academic units

The academic units of the UASF are the faculty and other units, determined by the Steering Council by special decision.

Article 55

- 1. The academic units have the same status according to the provisions provided by this Statute.
- 2. The academic unit operates within the institutional framework of UASF by offering higher education programs, scientific research or artistic creativity.

Article 56

Academic units are established through the integration or disintegration of other units by decision of the Steering Council and after consultation with the Senate.

Article 57

1. Prerequisites for gaining the status of an academic unit are:

- 1.1. activity in one or more specific fields of academic education, scientific research or artistic activity/creativity, within the institutional framework of the UASF;
- 1.2. sufficient infrastructure;

1.3. appropriate number of academic staff that enables the fulfillment of academic requirements for a long period.

Article 58

1. An academic unit may lose its status if it is subject to integration or disintegration.
2. The Steering Council makes the final decision.

Article 59

The Steering Council decides on the budget allocation of UASF, according to the plan presented by the Rector. Special needs for teaching, research and artistic obligations, and the results of previous work reports and evaluations of academic units shall be taken into account when allocating the budget.

Article 60

1. For educational obligations, which are financed from public funds, the UASF assigns to the academic unit a certain number of academic and non-academic staff and provides the appropriate infrastructure in accordance with the educational obligations determined by the Steering Council on the proposal of the Senate.
2. The academic unit, as a member of the UASF, is responsible for the implementation of accredited study programs within its educational profile and in accordance with the provisions on higher education issues.
3. The academic unit is responsible for the development of scientific research and artistic activity within its scope of activity.
4. Interdisciplinary study programs which include several academic units shall be established by decision of the Senate and according to the proposals of the participating academic units.
5. Interdisciplinary study programs, which include several universities, shall be established by decision of the senates of the partner universities and according to the proposals of the participating academic units.

Article 61

1. The academic unit has its own name.
2. The academic unit holds the emblem and name of UASF.

Article 62
Faculty (Academic unit)

1. The faculty is engaged in the academic disciplines of:
 - 1.1. Academic education;
 - 1.2. Scientific research;
 - 1.3. Artistic creativity;
 - 1.4. Other activities defined by this Statute.

Article 63

1. The faculty offers the following types of studies:
 - 1.1. Professional studies;
 - 1.2. Fundamental studies – Bachelor;
 - 1.3. Master studies;
 - 1.4. Doctoral studies.

Article 64

1. The following faculties are part of UASF:
 - 1.1. Faculty of Management;
 - 1.2. Faculty of Engineering and Informatics;
 - 1.3. Faculty of Architecture, Design and Wood Technology;
 - 1.4. Faculty of Tourism and Environment;
 - 1.5. Faculty of Applied Arts.
2. According to the development dynamics and infrastructural conditions, the Steering Council can take a decision for the opening of new academic or organizational units.

Article 65

1. Regardless of the size (total number of academic staff, sufficient number of full professors, according to the need of different academic fields and percentage of permanent staff), the faculty must meet international standards in order to ensure sustainable development and professional activity in all scientific fields for a long period.

2. The Faculty orients its educational and research profile for the needs of the country, in the training and lifelong learning of professionals, and offers practical services to local partners.
3. The Faculty has the right to establish institutes for practical research in certain fields, according to cooperation agreements with private or public donors, with the approval of the Senate.
4. The Senate issues regulations on the internal organization of academic units on the proposal of the council of the respective academic unit.

Article 66

1. The faculty is responsible for the following:
 - 1.1. to propose study programs to the Teaching/Scientific Council and the Senate;
 - 1.2. to organize teaching, exams and evaluation of the students;
 - 1.3. students' academic progress, including their academic services;
 - 1.4. to develop scientific research or artistic creativity according to international standards;
 - 1.5. to ensure the quality, evaluation and reporting issues, as provided by this Statute;
 - 1.6. to use the means correctly and efficiently, as provided by this Statute;
 - 1.7. personnel/staff issues in accordance with the provisions of this Statute;
 - 1.8. to use correctly and efficiently the funds allocated by the Steering Council.

Article 67

Each faculty is headed by the Dean.

Article 68

1. Deans and Vice-dean are elected by the Teaching/Scientific Council by majority votes of members of the Teaching/Scientific Council and proposes approval to the Senate for a period of four (4) years from the academic staff of the respective faculty with the right of re-election for another term.
2. Candidates for the position of Dean must be individuals with relevant academic qualifications, have skills and experience in leadership, and have at least the title of Assistant Professor, lecturer or lector.
3. Candidates for the position of Dean must be regular academic staff at the UASF.

4. Candidates who are prevented from exercising at least half of the mandate due to reaching the mandatory retirement age cannot be elected Deans.

Article 69

The authority of the Dean is symbolized by the Necklace of the Dean.

Article 70

1. The mandate of the Dean is four (4) years, with the possibility of re-election. Re-election does not mean limitation of mandates.

2. The mandate of the Dean commences on October 1st.

3. The mandate of the Dean may end before the deadline provided in case of:

3.1. resignation;

3.2. discharge;

3.3. punishment for a serious criminal offense by imprisonment of more than six (6) months;

3.4. retirement;

3.5. death.

4. The procedure for dismissal of the Dean can be initiated by:

4.1. Steering Council;

4.2. Senate;

4.3. Rector;

4.4. Teaching/Scientific Council.

5. The decision to dismiss the Dean is taken by the Senate by a majority of votes.

6. In case of early termination of the mandate, the newly elected Dean shall be elected for the remaining term of the mandate.

Article 71

1. The Dean is accountable for his/her work to the Rector and is obliged to:

1.1. provide academic guidance in the relevant fields for the development of teaching, practical work, scientific and artistic work in the faculty;

1.2. ensure efficient, economic and effective use of funds allocated by the Steering Council for the Faculty;

1.3. take all necessary measures in the implementation of the decisions and tasks determined by the Teaching/Scientific Council;

1.4. provide sufficient information, for the Rector and the Steering Council, about the use of tools and results in teaching, scientific research and artistic creativity, always according to the provisions of this Statute;

1.5. represent the Faculty in the Teaching/Scientific Council and in the Senate of UASF;

1.6. advise the Rector and the Senate on the appointment of academic staff in the subjects/courses of the Faculty.

Article 72

1. Each faculty has Program Committees for each study program, whose members are:

1.1. Dean (Ex-officio Member);

1.2. Program Director/Head;

1.3. All teaching staff, who teach in the respective program;

1.4. A student representative, elected by the UASF Student Parliament. The member selected by the students must have an average grade point greater than eight (8) and must be a student in the respective program.

Article 73

The Program Director/Head chairs the program Committee.

Article 74

1. The program committee is responsible for the following tasks:

1.1. to provide advice and proposals to the Teaching/Scientific Council on all issues related to the program, its staff, structure and internal organization;

1.2. to propose to the Teaching/Scientific Council the curricula and changes in the curricula, to give recommendations about teaching methods, about the fields of scientific studies or artistic work, as well as about other academic issues;

1.3. to supervise the progress of students and scientific research, or artistic creativity in the study program;

1.4. to propose the number and determine the conditions for enrollment of new students, in accordance with the instructions issued by the Steering Council and the Senate;

1.5. to determine and implement appropriate quality assurance and evaluation measures, in accordance with the guidelines set by the Senate;

1.6. to compile annual work reports for the Teaching/Scientific Council;

1.7. to deal with other issues related to academic issues, such as:

1.7.1. analysis of the teaching and scientific process of the program;

1.7.2. analysis of student passing rate;

1.7.3. analysis of dropout;

1.7.4. in annual periods, review the syllabi of the courses in the program;

1.7.5. implement measures and recommendations for assurance, respectively quality improvement.

1.8. to deal with other issues related to the study program, or required by the Steering Council, the Rector or the Senate.

Article 75

Students, study organization and study programs

1. Studies at UASF are defined within the study programs.

2. The content of the programs, for all types of studies included in this Statute, is done based on the Regulations prepared by the Teaching/Scientific Council, based on the suggestions given by the study program Committee and approved by the Senate.

3. The content of the study programs for teaching is defined by the Regulations prepared by the Teaching/Scientific Council, at the suggestion of the study program committee, and approved by the Senate in accordance with Article 16 paragraph 4 of the Law on Higher Education of the Republic of Kosovo and in compliance with the standards set by KAA.

Article 76

1. UASF offers the following types of studies:

1.1. Professional studies;

1.2. Fundamental Studies-Bachelor;

1.3. Master studies: scientific and professional;

1.4. Doctoral studies.

Article 77

1. Study programs contain:

1.1. Title of the study;

1.2. Type of study;

1.3. Academic title (academic title);

1.4. Registration requirements;

1.5. Objectives and results/outcomes;

1.6. Curriculum details;

1.7. Competencies;

1.8. Point values according to ECTS (courses, diploma thesis);

1.9. Conditions for individual studies.

2. The mandatory contents of the curriculum will be determined by Regulations issued by the Senate.

Article 78

1. Bachelor studies last three (3) or four (4) years and require one hundred eighty (180) and two hundred forty (240) respectively ECTS points, unless otherwise specified by the relevant Regulations of the Ministry related to Article 16 paragraph 4. of the Law on Higher Education.

2. On the proposal of the Teaching/Scientific Council, the Senate issues special Regulations for fundamental studies in certain fields, if these programs are expected to last up to six (6) years and require up to three hundred sixty (360) ECTS points.

3. Upon successful completion of Bachelor studies, the academic title of Bachelor of Science or Bachelor of Arts is awarded.

Article 79

1. Master studies last one (1) or two (2) years and require sixty (60) or one hundred twenty (120) ECTS points, unless otherwise provided by the relevant Regulations of the Ministry related to Article 16 paragraph 4. of the Law on Higher Education.

2. Successful completion of fundamental studies - Bachelor is a condition for registration of Master studies.
3. Upon successful completion of the Master studies, the academic title of Master of science, Master of Arts or Professional Master is obtained/awarded.

Article 80

1. Doctoral studies last three (3) years and require one hundred eighty (180) ECTS points, unless otherwise provided by the relevant Regulations of the Ministry related to Article 16 paragraph 4. of the Law on Higher Education.
2. Successful completion of Master studies is a condition for the registration of Doctoral studies, respectively three hundred (300) ECTS points.
3. Upon successful completion of Doctoral studies, the academic title of Doctor of Science is awarded.

Article 81

1. The UASF academic units have the right to establish special study programs within the Bologna framework:
 - 1.1. for two-course/module study programs;
 - 1.2. for interdisciplinary study programs;
 - 1.3. for joint study programs.

Article 82

1. The two-course/module study programs are offered by the academic units in a joint study program and contain two (2) fields of study of the same unit.
2. The responsibilities of each contributing partner are defined in the study program.
3. The study program is proposed by the Teaching/Scientific Council, which is approved by the Senate.
4. Upon successful completion of studies a joint diploma is obtained and the graduate student gains the professional title in both fields of study.

Article 83

1. Interdisciplinary study programs are determined by the Senate, and proposed by two or more academic units for both levels of study.

2. The responsibilities of each partner are defined in the study program.
3. The Senate establishes the Commission for interdisciplinary studies, which is responsible for:
 - 3.1. development of the study program;
 - 3.2. organizational and technical issues;
 - 3.3. procedures for implementation.
4. All proposals of the study program committee must be approved by the Teaching/Scientific Council.
5. The Senate makes the final decision on all Study Regulations, proposed by the Study Commission and approved by the Teaching/Scientific Council.

Article 84

1. Joint study programs can be developed between UASF and other Universities, based on partnership contracts.
2. Joint study programs are determined by the Senate and offered by academic units for all three (3) levels.
3. The obligations of each partner institution are defined in the study program, based on the joint institutional agreement.
4. The Senate elects the members for the commission of the joint interuniversity study program, which is responsible for:
 - 4.1. development of the study program;
 - 4.2. organizational and technical issues;
 - 4.3. procedures for implementation.
5. All proposals of the Study Commission must be approved by the Teaching/Scientific Council, or of the Councils of all academic units of all universities, which contribute to the study program.
6. The Senate makes the final decision on all study Regulations, proposed by the Teaching/Scientific Council.

Article 85

1. Students have the right to apply to an individual study program called ‘studium irregulare’. The main ‘studium irregulare’ scheme includes one of the regular study programs (basic study program) offered by an academic unit. The total number of individually selected

courses, compared to the basic study program, should not exceed thirty percent (30%) (measured in the value of ECTS points).

2. Individual electives may be chosen by all UASF academic units.

3. Proposals for studies without interrupting work relation should be addressed to the Teaching/Scientific Council, where the basic curriculum is based, including the following elements:

3.1. title of the study;

3.2. attendance of the regular study program;

3.3. objectives and outcome of the study process;

3.4. curriculum details;

3.5. ECTS point values (courses, diploma thesis);

4. The Teaching/Scientific Council decides on:

4.1. admission to the 'studium irregulare' according to the version presented;

4.2. rejection of proposals for 'studium irregulare';

4.3. rejection of 'studium irregulare' proposals for amendment or supplementation.

5. If the Teaching/Scientific Council responds positively, the academic units approve, 'studium irregulare'.

Article 86

1. Academic units have the right to offer academic courses to the public as a whole.

2. University courses include:

2.1. Basic courses;

2.2. Specialized courses;

2.3. Seminars;

2.4. Summer schools.

3. Curriculum, prerequisites for attendance and other organizational issues are approved by the Teaching/Scientific Council according to the proposals of the professor, who is responsible for the course. The final decision is made by the Senate.

4. Upon successful completion of the university course, the certificate signed by the dean of the academic unit in which the course was developed is obtained, as well as by the professor responsible for the course.

Article 87 **Admission to studies**

1. Each candidate has the right to apply for studies at UASF, according to applicable laws.
2. Conditions for admission to fundamental studies - Bachelor at UASF are:
 - 2.1. successful completion of high school in Kosovo, certified with a diploma;
 - 2.2. successful completion of primary and secondary school with at least twelve (12) years of schooling, certified with the relevant diploma;
 - 2.3. successful completion of primary and secondary school with at least twelve (12) years of schooling, certified with the relevant diploma, obtained in other non-Kosovar universities, if the equivalence with the State Matura (State Mandatory Exam) certificate has been made;
 - 2.4. the decision on the recognition of the diploma and the equivalence is taken by the relevant Ministry.
3. The Senate issues Regulations, which define in detail the conditions and criteria for enrollment in fundamental-Bachelor studies.

Article 88

1. Students in Master studies are admitted on a competitive basis, according to the results of previous studies and their equivalence, as defined in the Law on Higher Education.
2. Students who have completed preliminary studies are allowed to enter an equal competition for admission to Master or Doctoral studies from all institutions of higher education in Kosovo.
3. Special criteria for admission to Master studies shall be determined by the Senate in accordance with the provisions of this Statute.

Article 89

1. Master study programs end with the Master Thesis, in accordance with the study programs.
2. The Master Thesis is worked individually by the student, proving that the skills achieved during the study can be successfully applied to solve complex research problems in certain scientific fields.

3. The Master Thesis can be elaborated by two (2) or three (3) students (research group), and there must be clearly marked the contribution of each candidate.
4. The application for elaboration of the Master Thesis by two (2) or three (3) students is decided by the Teaching/Scientific Council.
5. The procedure for submission, elaboration, defense and evaluation of the diploma thesis, for Master degree, is determined by the Regulations of the respective studies.

Article 90

1. Students in Doctoral studies are admitted on a competitive basis, according to the results of previous studies and their equivalence, as defined in the Law on Higher Education.
2. Special criteria for admission to Doctoral studies are determined by the Senate, in accordance with the provisions of this Statute.

Article 91

1. The number of enrolled students for Bachelor, Master and Doctoral studies is determined by the Senate for each first year of study, in each academic unit, upon the proposal of the relevant Council in accordance with the development strategy of the University. The decision is based on the total number of students who will be educated at public expenses provided by the Ministry.
2. Part-time, Bachelor, Master and Doctoral students, who are not funded by public funds, but who achieve excellent results in teaching, can be awarded a place of study, which is funded by public funds. This can be offered from the second year of study, or in the following year of study. The conditions and criteria for gaining this right are defined by the Steering Council on the proposal of the Senate.

Article 92

The rules for announcing the admissions and the criteria for enrolling new students are issued by the Senate.

Article 93

1. Candidates who have not been accepted in the first year of Bachelor and Master studies, and Doctoral studies can appeal against the decision within three (3) working days, after the announcement of the admission results.
2. The final decision on the complaint/appeal is taken by the three (3) member commission, chaired by the Vice-Rector for Teaching and Student Affairs and composed of other members appointed by the Rector.

Article 94
Determining academic success

1. The following methods shall be applied to determine academic success:
 - 1.1. Exams;
 - 1.2. Mid-term exams;
 - 1.3. Seminar papers;
 - 1.4. Workshops;
 - 1.5. Professional practice;
 - 1.6. Practical test during exercises;
 - 1.7. Interpretation and presentation of artistic creativity and other works;
 - 1.8. Other criteria defined by syllabi of relevant courses/modules.

Article 95

1. The UASF applies these grades to describe the level of success in the exams:
 - 1.1. ten (10) and nine (9) (excellent);
 - 1.2. eight (8) (very good);
 - 1.3. seven (7) (good);
 - 1.4. six (6) (sufficient);
 - 1.5. five (5) (insufficient).
2. The candidate successfully passes the exam with grades from six (6) to ten (10).

Article 96

1. Exams serve as a regular way of assessing knowledge.
2. Exams can be organized separately for each subject, or combined for more subjects in accordance with the study program (commission exam).
3. Exams are public and are held in the following ways:
 - 3.1. Written;
 - 3.2. Oral;

- 3.3. Written and oral;
 - 3.4. Practice;
 - 3.5. Other forms, defined by syllabi of relevant courses/modules.
4. Combined oral and written exams are done within seven (7) days.
 5. Exams are evaluated by a course professor or by an exam commission.
 6. Examinations may be held by an examination commission if:
 - 6.1. the student complains;
 - 6.2. it is assigned to the study program.
 7. The procedure for holding the exam is defined by the study program, respectively by the syllabus of the respective course/module.

Article 97

1. Exams for Bachelor, Master and Doctoral studies are held during the exam period.
2. Exam sessions schedules include winter (January), spring (June) and autumn (September). The exact period for each term/exam session is determined by the general calendar of studies, which is accepted by the Senate and open to the public. Details about the start and end dates of each exam term are determined by the academic units.
3. Exam schedules, which include daily schedules, are announced at the beginning of the academic year.
4. Exam schedules are set so that the student does not have more than one exam per day.
5. Exam schedules, once announced, are mandatory for both the academic staff and the student.

Article 98

1. The exam submission time starts ten (10) days before the start of the exam period and ends three (3) days before the beginning of the exam period.
2. The exam schedule, with all specific data, must be announced no later than three (3) days before the exam date.
3. In all cases when the student is absent or abstain from the exam is considered to have failed (is graded with 5).

4. At his request, the student may be allowed by the Dean of the academic unit to enter the exam earlier. This is the case when the student participates in an international exchange program, or is doing an internship abroad during the exam period.

Article 99

1. The student has the right to file a written complaint to the Dean of the academic unit for the grade obtained.

2. The complaint must be submitted within two (2) working days after the results are announced.

3. After receiving the complaint on time, the Dean of the academic unit constitutes the examination commission within one (1) working day, after the complaint has been received, and appoints three (3) members, but without the professor against whose grade the student has complained.

4. In case the oral exam is repeated, the evaluation by the commission is done on the next working day after the commission is appointed.

5. In case of complaint about the grade obtained in the written exam, the written exam shall be reviewed by the commission on the next working day, after the commission has been appointed.

6. No appeal may be lodged against the evaluation of the commission.

7. Tests, through which students are assessed, are stored for a maximum of thirty (30) days.

Article 100

1. The student has the right to take the exam again in the course he/she did not pass.

2. The student has the right to enter the exam of a course at most three (3) times.

3. The student, after complaining with a strong reasoning, may be allowed by the Dean of the academic unit to enter the examination for the fourth time. The exam can then be held before a commission of three (3) members, who are appointed by the Dean of the academic unit.

4. If the same year is registered again, the previous number of failed student exams is not taken into account.

5. In case the student, during the repeated year, again fails four (4) times in the exam, he loses the status of a regular student for this type of studies.

6. The student can regain the status of a student, if he/she appears in a new study program. The decision on regaining the status of the student determines the exams, other issues that are accepted to the student, as well as his obligations in the new study program.

Article 101

1. After the end of the last regular semester of Bachelor, Master and Doctoral studies, the student will be assigned a period of twelve (12) months to complete the exams (graduation period).
2. The student can request once from the Dean of the academic unit to extend the graduation period for another twelve (12) months.

Article 102

Diploma Thesis for Bachelor and Master Studies

1. Bachelor study programs may end with the final exam, Bachelor's degree thesis or examination before the commission, in accordance with their study programs.
2. The Bachelor thesis is prepared individually by the student, proving that the skills achieved during the study can be successfully used to solve problems in certain scientific fields.
3. The Bachelor thesis can be elaborated together by two (2) or three (3) students (research group) and it must clearly indicate the contribution of each candidate.
4. The request for elaboration of the Bachelor thesis by two (2) or three (3) students is decided by the Teaching/Scientific Council.
5. The procedure for application, elaboration, defense and evaluation of the Bachelor thesis is defined in the Regulations of the respective studies.
6. Before the defense of diploma thesis, the student signs a statement under oath that the thesis is original, if proven otherwise, the call shall be revoked.

Article 103

Doctoral Studies

1. Doctoral studies are proposed by academic units in their respective fields and approved by the Senate.
2. Doctoral studies can be established and attended only in those scientific fields, in which the responsible institution has a signed contract, for permanent employment, with at least half of the number of teachers, as well as if those scientific fields can respond, in excess of two-thirds (2/3) of the needs, to research, teaching, and mentoring work requirements.
3. The responsible institution, which organizes the doctoral studies, must have internationally recognized achievements in scientific or artistic research, respectively in artistic creativity.
4. In order to ensure the quality and promote the mobility of doctoral students and teachers, doctoral studies are open to any form of cooperation with similar institutions at home and abroad.

Article 104

In the framework of doctoral studies, the Council for Doctoral Studies is constituted, as a permanent council of the UASF Senate.

Article 105

The Doctoral dissertation is a scientific paper written by the candidate, which elaborates in an original and unique way one or more relevant scientific topics and which is subject to public scientific or artistic evaluation.

Article 106

1. Admission of students to doctoral studies is done through a public admission announced by the UASF.
2. The right to apply for enrollment in Doctoral Studies have:
 - 2.1. graduates with the academic degree of Master of Relevant Science;
 - 2.2. graduates with the academic degree of Master of Science and Master of Arts;
 - 2.3. graduates in basic studies (five or six years).
3. The organization of doctoral studies, the conditions for admission and the criteria for the evaluation of candidates in doctoral studies are determined by the UASF Senate, in accordance with this Statute and the Regulation on doctoral studies.

Article 107

1. Doctoral studies are organized in six (6) semesters.
2. For students who have completed the scientific Master's degree, the studies last two (2) years and the Master's degree is equivalent to the credit system up to one third (1/3) of the total number of credits provided.

Article 108

1. During the first year of Doctoral Studies, the doctoral candidate proposes the mentor and the thesis.
2. The mentor is selected from the ranks of Full Professors and Associate Professors of the same scientific field, who must have a regular working relationship at the University. Exceptionally, at the request of the Council of the academic unit for mentor, a teacher with the academic title of Assistant Professor may also be engaged, if there are at least three (3) papers published in international peer-reviewed journals in the field of doctoral supervision. A co-mentor from another university may also be nominated.

3. The doctoral student starts the procedure of submitting the project proposal of the doctoral thesis with the submission of the application form, which contains the personal notes of the doctoral student, the CV and the list of works of the doctoral student, the title of the proposed thesis, data on the proposed mentor and competencies the rationale of the topic and the expectations of the original scientific contribution of the proposed research, the evaluation of the research costs, and the statement that he/she has not submitted a doctoral thesis on the same topic in other university studies, respectively in any other university. The topic of the doctoral dissertation is presented in the University form.

4. The council of the academic unit, on the proposal of the Council of Doctoral Studies, appoints the commission for the evaluation of the topic and the proposal of the mentor within one (1) month from the date of the protocol of the submitted request. This commission consists of three (3) members, of which at least one (1) member must not be a teacher of the studies in question nor employed in the academic unit, which is the institution responsible for studies. The proposed mentor cannot be appointed chairman of the committee.

5. The commission for the evaluation of the topic gives the evaluation for the original scientific contribution or for the original artistic contribution and for the applicability of the research from the financial and organizational point of view, as well as makes the proposal of the mentor, at the latest one (1) month after the submission of the request.

6. The Doctoral Studies Council of the academic unit must necessarily consider the proposal of the committee for evaluation of the thesis and the proposal of the mentor in the third semester of doctoral studies.

7. The draft proposal of the doctoral thesis is defended before the Council of Doctoral Studies of the academic unit, the evaluation committee and the proposed mentor, fifteen (15) days after the submission of the report of the evaluation committee.

8. The Council of Doctoral Studies shall propose the topic and the mentor for approval to the UASF Senate. The Senate must decide on the proposal for the dissertation within two (2) months after the request. The decision may:

8.1. accept the original proposal;

8.1. ask the candidate to expand or change the topic/thesis;

8.3. ask the council of the academic unit to propose another mentor.

Article 109

1. The candidate for dissertation must submit to the Council of the academic unit the completed Doctoral dissertation for evaluation within three (3) years from the day when the topic was accepted by the Senate of UASF. The candidate must obtain in advance the consent and opinion of the mentor, written and signed for the research conducted and the original scientific contribution achieved.

2. The candidate may request from the Council of the academic unit to extend the dissertation or research period for another year.

3. In case the candidate does not submit the completed doctoral dissertation for evaluation within the regular or continuous period of the dissertation, it is considered that the candidate gives up the certain topic of the dissertation.

Article 110

1. After the candidate has submitted the completed dissertation, the Council of Doctoral Studies, within one (1) month from the day of submission of the thesis for evaluation, must form the commission consisting of three (3) members for the evaluation of doctoral thesis. The members of the Commission for the evaluation of the doctoral thesis must have at least the academic title of assistant professor.

2. At least one (1) member is not a teacher in doctoral studies, nor employed in the faculty, which is the institution responsible for studies, while if possible he is employed in another university in Kosovo or in a university outside Kosovo. The mentor cannot be a member of the Evaluation Committee.

3. The commission is obliged to make a full evaluation of the dissertation within two (2) months, including the written report and the suggestion for evaluation. The report of the commission is addressed to the Council of the doctoral studies.

4. The council of doctoral studies, after the report of the commission, decides on:

4.1. acceptance of the dissertation in the offered version;

4.2. rejection of the dissertation due to failure;

4.3. returning the dissertation for completion or change/edit.

5. In case the dissertation is returned for completion or change, the Council of the academic unit determines the appropriate period, which should be a period of at least two (2) months and at most six (6) months.

6. The completed or amended dissertation must be submitted to the Council of the academic unit together with the opinion of the mentor or mentors.

7. On the occasion of the approval of the report of the Evaluation Commission, the Council of the academic unit forms the commission for the defense of the doctorate. The commission for defense of doctoral thesis consists of three (3) members. The commission for defense of the doctoral thesis can be the same commission that has evaluated the doctoral thesis.

8. The decision of the Council of the academic unit for the approval of the dissertation must be ratified by the Senate.

Article 111

1. Once the approval of the dissertation has been confirmed by the Senate, the defense of the dissertation is held within two (2) months. The date of the defense is set by the Dean of the academic unit, in accordance with the Dissertation Commission.

2. During the public defense of the dissertation, the minutes are taken by the Secretary of the Commission, who is appointed by the Dean of the academic unit.

Article 112

1. Upon successful completion of the dissertation defense, the candidate is awarded the academic title of Doctor of Science (Dr. Sc.) or equivalent, as defined in Special Regulations issued by the Senate.

2. On the proposal of the Council of Doctoral Studies, where the candidate has successfully defended his dissertation, the Rector awards him/her the scientific degree (scientific title) in a ceremonial manner.

3. The ceremony shall be public and formal. The procedure of the ceremony is determined by special rules issued by the Senate.

Article 113

1. The doctoral degree diploma contains:

1.1. Name of the University;

1.2. Name of the academic unit where the dissertation is defended;

1.3. Name, surname, date and place of birth of the candidate;

1.4. The title of the dissertation;

1.5. Date of defense of the dissertation.

2. The diploma document is signed by the Rector.

3. The diploma document is certified with the seal of the University.

4. The form and other elements of the diploma document will be defined in a special regulation issued by MEST.

Article 114

1. The academic title "Doctor of Science" can be revoked in case of proof that:

1.1. the dissertation was not the work of the candidate himself;

1.2. the dissertation was not the result of the candidate's personal achievement;

1.3. the dissertation is based on relevant parts of previously published scientific results by individuals or other institutions;

- 1.4. it is tracked plagiarism or copyright infringement;
- 1.5. it is another unethical practice.
2. The procedure for revoking the title of Doctor of Science can be initiated after any request based on and supported by detailed written data.
3. Upon request, the Council of the academic unit forms a commission of three (3) members from professors of the same scientific discipline with the dissertation.
4. The members of the disputed dissertation commissions shall not be elected in this commission.
5. The Commission submits an evaluation report regarding the reasonableness of the request and proposes further procedures, within two (2) months after the start of the procedure. The person whose doctorate is being certified must be summoned to present his/her version of the request for revocation of the doctorate before the commission.
6. After the report and the proposal of the commission, the Council of the academic unit decides to reject or accept the request for revocation, in the first following meeting.
7. In case the Council of the doctoral studies accepts the request, the Senate shall vote for this decision in the next meeting. The person whose doctorate is contested should be summoned by the Senate to testify.

Article 115

The UASF is responsible for keeping records of awarded and revoked doctoral degrees.

Article 116

The Senate issues regulations on the organization and conduct of Doctoral studies.

Article 117 Industrial board

1. The Industrial Board is established by the UASF Senate on the proposal of the Rector.
2. The character of the Industrial Board (hereinafter referred to as the Board) is non-profit and advisory and is based on the good will of the members, and the commitment of the UASF to increase the quality of higher education in its field of activity.
3. The Board consists of representatives of all enterprises and institutions, with which the UASF has signed professional cooperation agreements.
4. After the constitution of the Board and the election of the Chairman, the Board may be joined by other members, who sign cooperation agreements with the UASF.

Article 118

1. Board members are labor market representatives who are decision makers in private or public companies, and representatives of governmental and non-governmental authorities relevant to the scope of the UASF.
2. Ex-officio members of the Board are the Rector (with the right to vote), Vice-Rectors and Deans of the academic units (without the right to vote), as well as a representative from the UASF administration (without the right to vote).
3. The Rector prepares the constitutive meeting of the Board, compiles the materials regarding the agenda and undertakes other activities for the progress of the work of the Board.

Article 119

1. The Steering Council elects the Chairman from among the labor market representatives with whom UASF has cooperation agreements. The Chairman of the Steering Council chairs the meetings and ensures that information about the meetings is disseminated to all its members, as well as other stakeholders.
2. The Steering Council also elects Vice-Presidents from the respective industries (five Vice-Presidents, who must be from the fields of study of the respective faculties).
3. These Vice-Presidents, together with the Chairman of the Board, chair the meetings with the members of the respective industries.
4. The functioning and scope of the Steering Council is regulated by a special Regulation issued by the UASF Senate.

Article 120

Degrees and diplomas

Degrees and diplomas are awarded in accordance with the provisions of this Statute and in accordance with the Law on Higher Education.

Article 121

1. The successful completion of studies, in accordance with the objectives of the study program, is certified by UASF through a diploma that is an official document.
2. The form and content of the diploma as well as the appendix of the diploma, and the issuance procedure are provided by a Special Regulation of the Ministry.
3. Bachelor and Master Diplomas are signed by the Rector and the Dean of the academic unit where the studies are completed.
4. Doctoral diplomas are signed by the Rector.

Article 122
Recognition of studies/degrees

1. In accordance with the rules of the Lisbon Convention on Recognition, as well as in accordance with the special regulations of the Ministry, the UASF accepts the qualifications (titles, diplomas, exams) of recognized and licensed domestic or foreign institutions of higher education.
2. In accordance with the Administrative Instruction of the Ministry on the principles and procedures for the recognition of diplomas of higher professional schools and university degrees, obtained outside the Republic of Kosovo, it is the competence of the Ministry to recognize the diplomas of higher professional schools and degrees university, as well as certificates of certain periods of study, in order to continue studies.
3. If the qualifications are recognized, the student has the right to continue his/her studies at the UASF.

Article 123

1. The decision to recognize studies is based on information extracted from the relevant European database and is coordinated with the National Recognition Council, which is responsible for the application of the Lisbon Convention on Recognition.
2. The Senate authorizes the Rector to make the recognition for all cases that are clear.
3. Information about the acceptance of the qualification is stored in the Central Administration of the UASF.

Article 124
Academic Year

1. The UASF, during the academic year lasting twelve (12) months, organizes studies in accordance with existing study programs. The academic year commences on October 1st and ends on September 30th.
2. The active period of studies (lectures, exercises, seminars, and colloquia/mid term exams) is divided into two (2) semesters. Winter semester starting on October 1st and ending on January 15th. Summer semester starting on February 16th and ending on May 31st.
3. The course can be taught for weeks (15 semester weeks) during one (1) or two (2) semesters or can be held as a lecture-block/double.

Article 125

The Senate issues Regulations on student engagement and overall workload.

Article 126
Language of studies

1. The UASF offers studies in Albanian and other official languages of Kosovo.
2. With the decision of the Senate, on the proposal of the Teaching/Scientific Council of the academic unit, the lectures can be held in other languages as well.
3. On the proposal of the Teaching/Scientific Council, the Senate may decide whether the study programs shall be offered exclusively in foreign languages if there are relevant arguments (promotion of academic exchange, situation in the labor market, interest of students, academic orientation of teachers) which support these measures and favor the academic development of the UASF.

Article 127
Change of study programs

1. The student can change the study program, completing the studies in one study program and starting teaching in another study program in the same unit or in the other academic units of the University.
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. During the change of the study program, the student is allowed to start the new study program if at least fifty percent (50%) of the exams have been passed successfully during the old study program and are accepted in the new study program.
4. According to paragraph 3. of this Article, the student is allowed to enroll in the new study program:
 - 4.1. at least in the second year of studies or,
 - 4.2. in the year of study that follows the old studies program.
5. The change of the study program cannot be done if the student has to re-enroll in the first year of studies in the new study program, in accordance with paragraph 3. and 4. of this Article.

Article 128

1. The student must submit the request for the change of the study program to the Teaching/Scientific Commission of the academic unit. Attached to the application must be evidence of successful completion of the requirements, based on the previous study program.
2. The Teaching/Scientific Commission of the faculty determines the individual obligations for changing the study program in accordance with certain rules of the study program.
3. The decision to change the study program must be taken by the Council of the academic

unit on the proposal of the study commission.

4. The appeal against the decision on the refusal to change the study program must be made to the Teaching/Scientific Commission by the student, within eight (8) working days after the publication of the decision.

Article 129

When changing/transfer study program from another university to the UASF, the same rules shall be applied as when changing study program within the UASF.

Article 130

Students - status, rights and responsibilities

1. The person enrolled in studies at the UASF has the status of a student.
2. Student status is verified with the student card.
3. The content and form of the student card are determined by Special Regulations issued by the Senate.

Article 131

1. The UASF offers the following study modes:
 - 1.1. Full-time student;
 - 1.2. Part-time students;
 - 1.3. Employed students;
 - 1.4. Guest/Visitor student status.

Article 132

1. Students who are admitted to the UASF have the following rights:
 - 1.1. to participate in all lectures, seminars and lessons organized in the courses of the chosen study program according to the progress of studies;
 - 1.2. to utilize university libraries and other student services;
 - 1.3. to participate in the elections for student representatives in university bodies, to participate regularly in the meetings of bodies and commissions, where they are appointed as members, and to perform such tasks with commitment and honesty. In case of conflict of interest regarding the content, the delegated student members do not participate in the meetings of the governing bodies of the UASF;

1.4. to present new ideas and controversial opinions without risking losing the student seat or the privileges they may be entitled from the UASF;

1.5. to complain about the quality of the teaching process or the UASF infrastructure;

1.6. to oppose a decision or action of the UASF against them in the Ministry and in the competent court.

Article 133

1. Students who are admitted to the UASF are required to:

1.1. comply with regulations issued by UASF;

1.2. respect the rights of staff and other students;

1.3. pay due attention to their studies and participate in academic activities;

1.4. attend lectures in accordance with the rules of the specific study program;

1.5. behave well both inside and outside the UASF premises so as not to discredit the UASF;

1.6. respect the rules of the code of ethics/conduct;

1.7. pay fees and charges that are fixed.

Article 134

1. Successful completion of the year, in accordance with the study program, is a prerequisite for the student to enroll in the next year.

2. The UASF Senate decides on the registration/enrollment criteria for the next academic year.

3. A student who has not been able to successfully complete the year must re-enroll in the same year of study.

4. The student must complete the studies within twice the duration of the respective studies.

5. The student can re-register/enroll a year of studies only once.

Article 135

1. The regular student loses the student status for the following reasons:

1.1. when he/she decides to leave studies;

- 1.2. when he/she completes the studies;
 - 1.3. when he/she fails to enroll in the academic year;
 - 1.4. when he/she has not completed the studies in the double period of the duration of his/her studies;
 - 1.5. when he reaches the maximum number of re-registration/enrollment of years without successfully completing the studies.
 - 1.6. in the case of expulsion, based on the decision issued after the disciplinary procedure.
2. The Teaching/Scientific Council applies the special rules for maintaining the status of a regular student in the following cases:
- 2.1. for special achievements in the field of sports, certified with amateur or professional status at the regional level or above;
 - 2.2. for special achievements as a well-known artistic creator, confirmed by the relevant media reaction and confirmed by the relevant Faculty Council;
 - 2.3. for individuals with physical disabilities, including sight and hearing, or mental disabilities, certified by a physician/doctor.
3. The decision for enrollment is taken every year by the Teaching/Scientific Council. These students must be equipped with special equipment that respond to their needs and enable them to attend studies, including the special form of the exam.
4. The student may request temporary suspension from full-time student status in cases proven to be:
- 4.1. severe illness;
 - 4.2. care for children under the age of three (3);
 - 4.3. pregnancy and maternity leave;
 - 4.4. other justified cases.
5. The final decision for temporary suspension is made by the Dean of the academic unit.

Article 136

1. The student can be re-registered/enrolled as a full-time student, without any obstacles, in relation to the period of temporary suspension of full-time student status based on this Statute. The period of temporary suspension of full-time student status, based on this Statute, does not count towards the duration of studies.
2. If the valid curriculum at the time of the first student enrollment does not take place in the

following year of student enrollment after the temporary suspension of full student status, according to this Statute, the Teaching/ Scientific Council shall decide on differential exams or on other additional obligations as a condition for continuation of studies.

Article 137

A student who has exceeded the time allotted to successfully complete the degree can submit a request to the Dean of the academic unit for the extension of this period only for another year.

Article 138

1. The Teaching/Scientific Council expels from the UASF permanently or temporarily students who seriously violate the rules. Excluded students have the right to appeal to the Appeal Commission, at the university level, as a second degree.
2. The Regulations related to ethical and disciplinary procedures are issued by the Steering Council.

Article 139

1. Students have the right to appeal against the decision taken by the bodies of the UASF, academic units and organizational units related to their rights and obligations.
2. Such complaints are submitted to the Teaching/Scientific Council within fifteen (15) working days after the announcement of the decision.
3. The Teaching/Scientific Council is obliged to submit the report, for the decision taken, within thirty (30) working days after receiving the appeal.
4. The appeal against the decision in the second instance is decided by the Commission established by the Senate.
5. Students have the right to oppose the decision of the Senate in the competent court.

Article 140 **Student Mobility**

1. In compliance with the study program, the student can choose and enroll in certain courses in other academic units of the University, if the chosen course is not offered in the faculty where the student is enrolled.
2. The registration of the course can be done with the permission of the academic unit where the student is enrolled and with the consent of the academic unit where the student registers the course.
3. In case of admission, the student is given a certificate on the admission for registration of a

certain course and the amount of ECTS credits, which are obtained upon completion of the course. ECTS credits earned are credited to the student's study program.

4. In the official document of the student are recorded the data for the registered course, the fulfillment of the obligations of the student and the success shown. For ECTS credits earned the student is issued a certificate from the academic unit where the student earned them.

5. International mobility of students between universities in Kosovo is regulated by a special act of the UASF. By this act and the agreement with the university where the guest student comes from shall regulate the rights and obligations of the guest students, tuition fees and other issues related to the guest student.

Article 141

Student organization

1. The UASF students have the right to establish student organizations, to which only current UASF students can join.

2. Each UASF student organization must have its own Statute, which is approved by its members in accordance with the general regulations issued by the Steering Council.

3. The head of student organization must be a current UASF student.

Article 142

Student interests, within the UASF, are represented through the Student Parliament at the UASF level.

Article 143

1. Members of the Student Parliament are elected in accordance with the regulation on student elections.

2. The details of the election procedure are determined by special regulations issued by the Steering Council.

3. The Students` Parliament acts in accordance with the rules of procedure of the students` parliament.

Article 144

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

2. The total number of members of the Student Parliament is nine (9). The members elected by the students must have an average grade during the studies of not less than eight (8) in each level of studies.

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

4. Members of the Student Parliament elect the President and the Vice-President. Elected members (Chair and Vice Chair) by students must have an average grade during studies of not less than eight (8) at each level of study.

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

6. From the list of nominees prepared by the Student Parliament, the Student Parliament itself elects their representatives in the Senate, in the Teaching/Scientific Council and in other bodies, in which the students are represented. The representatives of the Student Parliament, in all the UASF bodies must have a grade point average during studies not less than eight (8) at each level of studies.

Article 145

The Steering Council may allocate an annual budget for the activity of the Student Parliament.

Article 146

Students are entitled to peaceful assembly/meeting.

Article 147

Scientific research and professional development/advancement

1. The UASF conducts scientific research and artistic works in order to:

1.1. artistic achievements, innovation and scientific productivity;

1.2. continuous development of the educational process;

1.3. familiarization of students with scientific research and artistic work;

1.4. continuation of scientific - professional and artistic development of young people;

1.5. establishment of an international network of scholars and artists;

1.6. preparation and presentation of competitive interdisciplinary study and artistic projects.

Article 148

1. The UASF is obliged to provide suitable conditions for scientific research and artistic creativity, as well as to enable the academic staff to achieve competitive results at the international level.

2. The academic staff of the UASF is obliged to do scientific research and creative work, in accordance with their professional skills and the obligations arising from the Regulations of the Senate of UASF.

3. Individual evaluation of artistic work and scientific research is a condition for professional and academic promotion.

Article 149

1. The scientific research and artistic creativity are carried out within the UASF facilities.

2. On the proposal of the Teaching/Scientific Council, the Rector may authorize academic staff to conduct research and creative work at designated locations outside the UASF and to participate in joint projects with other institutions.

Article 150

1. The scope and results of research - scientific and creative activities will be reported individually each year by an academic staff member before the Dean of the academic unit.

2. Each academic unit must present annually the profile of scientific research and artistic work, to the Rector and the Senate.

3. All data regarding scientific research and artistic activities, as defined in this Statute, should be collected as standardized statistical records and shall be stored in a central database.

Article 151

1. The academic staff has the right to ask the Senate to allow them a free year of research focused on a foreign university.

2. A positive decision of focused research for one (1) year requires:

2.1. application for the research project;

2.2. at least two (2) years full commitment to teaching and research;

2.3. proven scientific competence and recognition within the international scientific community;

2.4. invitation for scientific research from a foreign institute or university.

3. During the year off (sabbatical), the employee will receive the full salary.

4. A year off (sabbatical) may be granted to academic staff only once during his /her employment relation at UASF. After the year of focused research, the academic staff has the

right to return to the same job position with the same conditions as before.

Article 152
UASF Employees - Academic and non-academic staff

1. All jobs are based on full rate contracts one hundred percent (100%), part-time contracts fifty percent (50%) and one fourth ($\frac{1}{4}$) rate contracts twenty-five percent (25%).
2. The staff with regular employment relationship, who is engaged outside the UASF with a full working rate, as elected or appointed to public functions, in the UASF shall have not more than half of the rate fifty percent (50%) of his/her commitment. He/she is obliged to inform the UASF about his /her engagement in the institution outside the UASF. He/she at the moment of termination of employment outside the UASF, the UASF then is obliged to return it to the full working rate one hundred percent (100%).
3. The full-time one hundred percent (100%) staff at UASF may request from the Rector a reduction of the UASF engagement by half rate fifty percent (50%) or one fourth ($\frac{1}{4}$) rate twenty-five (25%) for a certain period of time. The salary that the staff will receive shall be in accordance with his / her commitment 100%, 50% or 25%.
4. The personnel in regular employment relationship, for special cases, may request unpaid leave for a certain period. Allowing unpaid leave will be done by the Rector. The staff released for unpaid leave shall be retained according to the time agreement he/she makes with the Rector. If the staff, who has been dismissed for a period of time, does not respect the agreement with the Rector, then he loses his/her job.

Article 153

1. In the academic staff of UASF the persons are engaged in:
 - 1.1. Academic teaching;
 - 1.2. Scientific and professional research;
 - 1.3. Artistic creativity/works.

Article 154

1. In the non-academic staff of UASF the persons shall be engaged in:
 - 1.1. leadership and professional duties;
 - 1.2. administration;
 - 1.3. technical and laboratory work.
2. Special responsibilities and qualifications, for each position, are determined by the Regulation on job systematization, in accordance with the legislation in force.

Article 155

1. The academic staff is appointed or promoted by the Rector, according to the decision of the Senate, based on the proposal of the Teaching/Scientific Council.
2. If the proposal of the Teaching/Scientific Council is rejected by the Senate, it will be returned to the Teaching/Scientific Council for review.
3. If the Teaching/Scientific Council, even after the review, brings the same proposal, the Senate makes a final decision.
4. Procedures for the appointment of academic staff are initiated through the announcement of a public announcement in accordance with the criteria set out in this Statute.
5. Procedures for promotion of academic staff shall be carried out in accordance with the criteria set out in this Statute.
6. All appointments are made after the documentation of the applicants has been reviewed by the evaluation commission, established by the Teaching/Scientific Council. The evaluation commission evaluates the candidates who are considered to have met the conditions/criteria for the offered position.
7. The promotion of the academic staff is done after reviewing the documentation of the applicant for promotion by the evaluation commission formed by the Teaching/Scientific Council. The evaluation commission evaluates the candidate who is considered to have fulfilled or not the conditions for promotion.
8. The evaluation commission prepares a written report as soon as possible and notifies the body that constituted it.
9. No one may be a member of the evaluation commission if he/she is the spouse, partner or close family member of the candidate to be appointed or promoted.
10. Other issues for evaluation procedures are determined by the Regulations issued by the Senate in accordance with this Statute.
11. All appointments and promotions for titles and the duration of employment are made for an indefinite period.
12. If the performance of the academic staff is below the level of partial fulfillment of the expectation for three (3) consecutive years, the UASF terminates the employment relationship with the academic staff.

Article 156

1. Academic staff is composed of:
 - 1.1. Full professors;
 - 1.2. Associate professors;

- 1.3. Assistant professors;
 - 1.4. Lecturers;
 - 1.5. Lectors.
2. The official abbreviations for the academic staff are:
- 2.1. Full professor– Dr. Prof.;
 - 2.2. Associate Professor– Dr. Asoc. Prof.;
 - 2.3. Assistant professor – Dr. As. Prof.;
 - 2.4. Lecturers – Lec;
 - 2.5. Lector – Lec.

Article 157

Criteria for obtaining the academic title of Full Professor (professor, doctor, prof.dr) and admission to work

1. Academic staff, who has the academic title "Associate Professor", applies for gaining the academic title "Doctor Professor", at least four (4) years after obtaining the academic title "Associate Professor"
2. For the title of Full Professor of the University, the candidate must have the following qualifications:
 - 2.1. to have the degree of Doctor of Science and appointment in the title of Assistant Professor, exceptionally in the Faculty of Applied Arts, for appointment in the title of Associate Professor, in the absence of Doctorate Degree Mr/MA of Arts;
 - 2.2. supervised Master and Doctoral theses (Doctoral mentoring is valid for three years after the establishment of doctoral studies at the university);
 - 2.3. a significant number of monographs (at least two monographs; the published doctorate is known as one monograph);
 - 2.4. textbooks (at least one textbook);
 - 2.5. publications in international scientific or artistic journals at least five (5) main scientific papers published in international scientific or artistic journals, exceptionally in the Faculty of Applied Arts, for theoretical courses at least five (5) scientific papers published in international scientific or artistic journals whereas five (5) main international personal artistic activities accomplished. In the cases of combined courses, theoretical and artistic, at least five (5) scientific papers or artistic activities as described above, where at least one (1) of them is a scientific paper and at least one (1) is a personal artistic activity in accordance with legal acts in force.

- 2.6. active participation in national and international conferences, with at least five (5) active participations (evidenced in one form: with proceedings book, publication of abstracts or conference agenda as a speaker), except in the Faculty of Applied Arts participation in at least three (3) from exhibitions to institutional galleries, competitions, product fairs and international festivals;
 - 2.7. long-term experience in basic and applicable research projects;
 - 2.8. high educational and pedagogical skills through practice;
 - 2.9. academic leadership skills;
 - 2.10. creations or well-known artistic works, to have had public presentations and to have contributed to the development of culture and art, in the subjects of figurative and musical arts.
3. The evaluation report on the engagement and participation of the candidate in the activities provided in paragraph 2. of this Article is drafted in detail by the Evaluation Commission.
 4. The appointment for the title of “*Full Professor*”, as well as the duration of employment is made for an indefinite period.

Article 158

Criteria for obtaining the academic title of Associate Professor (professor, doctor, prof.dr) and admission to work

1. The application for obtaining the academic *title "Associate Professor"* is made at least, four (4) years after obtaining the academic title "*Assistant Professor*".
2. For the title of “*Associate Professor*” the candidate must meet the following qualifications:
 - 2.1. to have the degree of Doctor of Science and appointment in the title as an Assistant Professor, exceptionally in the Faculty of Applied Arts, for appointment in the title of Associate Professor, in the absence of a Doctorate MSc/MA degree of Arts;
 - 2.2. a significant number of monographs (the published doctorate is known as a monograph);
 - 2.3. publications in international scientific or artistic journals at least three (3) main scientific papers published in international scientific or artistic journals, exceptionally in the Faculty of Applied Arts, for theoretical courses at least three (3) scientific papers published in international scientific or artistic journals whereas for artistic courses at least three (3) main personal artistic activities internationally accomplished. In the cases of combined courses, theoretical and artistic, at least one (1) of them is a scientific paper and at least one (1) is a personal artistic activity in accordance with legal acts in force;
 - 2.4. to demonstrate teaching skills;

- 2.5. to demonstrate work, knowledge and proficiency in the respective fields of study;
 - 2.6. in the Faculty of Applied Arts participation in at least two (2) exhibitions in institutional galleries, competitions, product fairs and festivals of international character.
3. The appointment for the title "*Associate Professor*", as well as the duration of employment is done according to the legislation in force.

Article 159

Criteria for obtaining the academic title Assistant Professor (prof. ass. dr) and admission to work

1. For the title of Assistant Professor, the candidate must meet the following requirements:
 - 1.1. have the degree of Doctor of Science, exceptionally in the Faculty of Applied Arts, for appointment as Assistant Professor, in the absence of a Doctorate MSc /MA degree in Arts;
 - 1.2. a significant number of monographs (the doctoral dissertation is known as a monograph);
 - 1.3. publications in international scientific or artistic journals with at least one (1) main scientific papers published in international scientific of artistic journals, exceptionally in the Faculty of Applied Arts, for theoretical courses at least one (1) scientific papers published in international scientific or artistic journals whereas for artistic courses at least one (1) main personal artistic activities internationally accomplished. In the cases of combined courses, theoretical and artistic, at least one (1) of them is a scientific paper and at least one (1) is a personal artistic activity as described above in accordance with legal acts in force;
 - 1.4. demonstrate teaching skills;
 - 1.5. demonstrate work, knowledge and proficiency in the respective fields of study;
 - 1.6. to have created genuine artistic works or to have had public presentations, regarding the Faculty of Applied Arts.
2. The appointment for the title "*Assistant Professor*", as well as the duration of employment is done according to the legislation in force.

Article 160

1. For the academic title of Lecturer the candidate must meet the following criteria:
 - 1.1. to have completed at least the second level of studies (MA, MSc or Master);

1.2. the candidate who is appointed for the first time to have the grade point average in Bachelor studies not less than seven (7) and in Master studies not less than eight (8), or seven point five (7.5) for studies of the five (5) year system of studies;

1.3. exceptionally from sub-paragraph 1. 2. of this article, in the Faculty of Applied Arts to have the grade average point of Bachelor and Master studies not less than eight (8).

1.4. to show a high level and academic competence and scientific experience for the subject that is proven by:

1.4.1. at least one (1) scientific paper published in international scientific or artistic journals, with Impact Factor $IF > 0.1$, as the first author from the relevant field of study;

1.4.2. exceptionally from sub-paragraph 1.4.1. of this article in the Faculty of Applied Arts for theoretical subjects at least one scientific paper published in international scientific or artistic journals, with Impact Factor $IF > 0.1$ at the time of publication of the work, as the first author, while for art subjects at least one accomplished personal international artistic activities.

1.4.3. participation in at least one (1) international conference, as an oral presenter of a research paper as a first author, from the relevant field of study;

1.4.4. exceptionally from sub-paragraph 1.4.3 of this article in the Faculty of Applied Arts participation in at least one (1) exhibition in institutional gallery, competition, product fair and festival of international character, with individual or group work as the first author;

1.4.5. demonstrate teaching skills;

1.4.6. demonstrate skills in working with scientific/professional projects.

Article 161

1. For the title of Lector of Foreign Languages, the candidate must meet the following conditions:

1.1. have successfully completed Master studies in the chosen language;

1.2. have excellent skills in the chosen language;

1.3. have a grade point average in Bachelor studies not less than eight (8) and in Master studies not less than eight (8).

1.4. demonstrate teaching skills;

1.5. demonstrate skills in working with scientific/professional projects.

Article 162

Additional regulations regarding the procedures for the appointment and promotion of academic staff shall be issued by the Senate in accordance with the provisions of this Statute.

Article 163

A retired professor of UASF may be hired up to a maximum of seventy (70) years of age, if UASF needs his/her commitment. Retired professors may not be voting members of UASF bodies. Exceptionally, they may be members of peer review committees and mentors.

Article 164

The Steering Council on the proposal of the Senate shall issue regulations of the Code of Ethics of UASF employees.

Article 165

1. The disciplinary responsibilities of UASF employees as well as the measures to be taken are determined by the Regulations issued by the Steering Council.
2. Procedures and conditions for the revocation of titles, suspension or termination of employment relationship of staff are determined by special Regulations issued by the Steering Council.

Article 166

Rights and responsibilities of the staff

1. The academic staff has freedom of expression. They have the freedom to ask and test the students` knowledge gained and to express new ideas, conflicting opinions without putting themselves at risk of losing their job or any privileges they may have with the UASF.
2. Academic staff has the freedom to publish the results of their research work, but is subject to the Regulations of the UASF, which has to do with the use of intellectual property rights for the benefit of the UASF in accordance with provisions of this Statute.

Article 167

1. The academic staff of the UASF is obliged to respect:
 - 1.1. The principals of humanism;
 - 1.2. UASF Autonomy;
 - 1.3. Freedom of scientific and artistic creativity;

- 1.4. University acts and decisions based on them;
- 1.5. Principles of professional and scientific honesty;
- 1.6. Code of conduct;
- 1.7. The reputation of the UASF and the advancement of this reputation.

Article 168

1. The academic staff of the UASF, during the educational/teaching process, is obliged to fulfill the following tasks:

- 1.1. prepare and offer lessons, seminars, exercises and other forms of teaching;
- 1.2. prepare university textbooks or literature suitable for studies within the course structure and content;
- 1.3. supervise seminar papers, Bachelor and Master diploma theses and other student research papers;
- 1.4. ensure smooth organization of the exams during the scheduled exam sessions.

Article 169

1. The staff must regularly attend the meetings of the bodies, committees and commissions where they are appointed as members and perform such duties with dedication and sincerity.

2. In case of conflict of interest, the members of the bodies according to paragraph 1. of this Article do not participate in the meetings of the governing bodies of the UASF.

Article 170

UASF personnel have the right to peaceful assembly and the right to form a trade union, staff union or professional trade union to represent their collective interests before UASF authorities and for other purposes provided for in the Law on Higher Education in the Republic of Kosovo.

Article 171

1. The academic and non-academic staff of the UASF enjoys the right to oppose the decisions taken by the bodies of the UASF, or by the organizational units related to their rights, obligations and responsibilities.

2. Such objections must be submitted within fifteen (15) working days after the relevant decision has been published.

3. Objection to the decision, unless otherwise provided in this Statute, must be decided in the first place by:

3.1. The Teaching/ Scientific Council, if the decision in the first instance is made by the Dean;

3.2. The Teaching /Scientific Council, if the decision in the first instance is made by the Director;

3.3. The Rector, if the decision in the first instance is made by the Vice-Rector or by the Secretary General;

3.4. The Senate, if the decision in the first instance is made by the Teaching/Scientific Council;

3.5. The Steering Council, if the decision in the first instance is made by the Rector or the Senate;

3.6. The Ministry, if the decision in the first instance is made by the Steering Council.

Article 172

Admission of academic staff and constitution of the Review Commission

1. For the admission of academic staff, a review commission is constituted consisting of five (5) members, the chairman and four (4) members.

2. The review commission consists of:

2.1. one (1) member, representative of the Rectorate, who is delegated by the Rector;

2.2. one (1) member, representative of the Dean of the respective faculty, who is delegated by the Dean;

2.3. three (3) members of the respective field, for which the candidate applies, who are appointed by the teaching/scientific council.

3. If the UASF does not have academic staff in the relevant field, then they are required to be complemented by a public university in Kosovo.

4. The chairman of the commission is the member delegated by the Rector.

5. The evaluation of all members of the review committee is equal (20 points of the total evaluation of 100 points) to one fifth (1/5) or twenty percent (20%) of the evaluation points.

6. Candidates must meet the conditions set forth in Articles 157-161 of this Statute.

7. The recruitment competition must be public and published for at least fifteen (15) calendar days.

8. Candidates who do not meet the required criteria are eliminated by the UASF administration and are not invited for an interview.

9. From the interview process the best candidate is selected, according to the points obtained by the review commission.

Article 173

Management, quality control and administration procedures

Financial management and control

The Ministry of Finance has the duty to provide adequate funding for the UASF, in order to fulfill its obligations and responsibilities arising from the provisions of this Statute.

Article 174

1. The UASF in accordance with the provisions of this Statute has the right to receive funding from the following sources:

1.1. allocations from the Ministry of Finance, for teaching, research and artistic activities of general interest based on the approved budget;

1.2. tuition fees and other fees paid by students;

1.3. payments for commercial services and other services;

1.4. donations, gifts and grants;

1.5. contracts with local, international, public and private bodies for teaching, research, art work and consulting as well as local and international projects.

Article 175

1. The UASF is free to enter into a contract for any purpose related to higher education, research or artistic and commercial purpose in the interest of the University. The UASF may invest funds other than public in any enterprise that has educational, research or artistic purposes if:

1.1. the contracts are related to projects that support the UASF strategic plan;

1.2. the contracts do not impose obligations towards the property of public assets and are in accordance with applicable law and have the consent of the Ministry;

1.3. public funds are not endangered.

Article 176

1. Funds are allocated by the Ministry of Finance in accordance with the Law on Public Financial Management and Accountability, with the Law on Budget during the financial year, according to the budget request approved by the Assembly of Kosovo.
2. Funds allocated by the Ministry of Finance for UASF are deposited in the budget code of UASF, to be administered by the Rector in accordance with the provisions of this Statute. Sub-accounts can be formed for each available academic and organizational unit and under the responsibility of its Dean or Director.

Article 177

Within the budget limits approved by the Kosovo Budget, the Steering Council has the right to make the limited budget transfer between budget lines maximum for ten percent (10%) per year, as well as to change the funds allocated according to economic categories.

Article 178

1. The budget allocation by the Ministry of Finance shall take into account the evaluation results and work reports provided by the UASF, and the remarks and recommendations provided by the Kosovo Accreditation Agency.
2. The budget allocation by the Ministry of Finance will not take into account any of the private funds presented by the UASF or its academic organizational units.

Article 179

1. All academic units are obliged to prepare the annual budget report and submit it within the legal deadline to the Administration of the UASF.
2. The spent budget shall be reported not later than January 31st of the following year.
3. Budget reports shall be prepared based on the standards specified by the Ministry of Finance-Treasury.
4. The Department of Budget and general services of the UASF shall prepare the annual report on budget expenditures based on the legal provisions in force.

Article 180 **Budget procedures**

The Rector of UASF has the duty to present for review before the Steering Council the annual plan of revenues and expenditures, and the budget and resource management report, approved by the Ministry of Finance according to the legal provisions in force.

Article 181

The Steering Council issues the annual financial plan, based on budgetary procedures, in accordance with this Statute and applicable laws.

Article 182

1. Budget procedures contain the following actions:

1.1. the elaboration of the report on the realization of annual revenues and expenditures is done by the Department of Finance and General Services of UASF, in cooperation with the Deans, Directors of institutes and organizational units for: the Rector, the Steering Council and the Ministry of Finance.

1.2. the preparation for the initial budget requests is done by the Department of Finance and General Services of UASF, in cooperation with the Deans of the academic units and the directors of the organizational units;

1.3. budget hearings on requests with academic and organizational units are organized by the Rector and the Director of the UASF Department of Finance and General Services;

1.4. the annual report of budget expenditures is presented in a comprehensive manner with budget data, approved and spent by economic categories;

1.5. the data for the fulfillment of the duties and activities are based on the provisions for the reporting of the activity and the fulfillment of the duties with this Statute.

Article 183

1. The approved budget for each academic and organizational unit presents the current state of finances for the current budget year and consists of economic categories determined by applicable laws and provisions of this Statute.

2. Requests for capital investments or other projects are presented in a specified and reasoned manner, based on the strategic development plan of the UASF.

Article 184

Budget process data are stored in a database of the UASF Administration.

Article 185 **Student payments**

1. Student payments are made for specific services provided by UASF during the study period.

2. Annual student fees are comprehensive, in accordance with special regulations of the Ministry, and comprise all services provided during the regular course of studies, in accordance with the provisions of this Statute.

3. Student fees apply to Bachelor and Master studies.

4. The Steering Council issues detailed regulations on the type and amount of student payment that are in accordance with the relevant Regulations issued by the Ministry.

Article 186

1. Student payments are credited to the UASF account.

2. The remaining (unspent) part of student payments is kept as a “reserve budget” and is available to UASF to meet its strategic objectives.

Article 187 Financial Control

1. In accordance with the laws in force, the UASF is subject, on an annual basis, to an external audit of regularity and financial control by the authority designated by law.

2. The authority designated by law submits to the UASF a report on the regularity audit. The answers given by the UASF, if any, regarding the report are attached to the report and are an integral part of it.

3. After the publication of the report, the governing and managerial authorities of the UASF submit to the authority designated by law a report, which sets out the measures which it intends to take to implement the recommendations made in the audit report of the Auditor General of Kosovo.

Article 188

1. In order to establish greater operational efficiency, and budgetary and fiscal discipline, as well as compliance with the rules regarding the fair use of funds, the UASF, in accordance with applicable laws, constitutes the internal audit function.

2. Internal audit is an independent advisory activity that assists the UASF in meeting its objectives by providing a systematic and disciplined approach to assessing and improving the effectiveness of risk management, control and governance processes.

3. The university authorities shall take all necessary measures to ensure the independence of the internal auditor.

4. The internal auditor exercises his/her activities, in accordance with the laws and bylaws in force.

5. The Steering Council, the Rector, the Secretary General and the Auditors, in accordance

with the provisions of this Statute, have unlimited rights to access all official data and documents of the UASF and its staff.

Article 189
Quality control and evaluation

The UASF develops its quality assurance system in order to maintain quality and achieve its activity objectives.

Article 190
Quality assurance and evaluation

1. The UASF is obliged to conduct institutional and program self-evaluation, periodically.
2. The whole spectrum of the UASF and its services is subject to evaluation.
3. Evaluations analyze the efficiency and effectiveness of the UASF operation in all areas of action. The assessed units and responsible governing bodies are provided, by the UASF, with indicators for assurance and quality improvement measures, as well as with decisions related to staff and organization.

Article 191

The evaluations are conducted in accordance with the quality evaluation standards set by KAA.

Article 192

The results and effects of the evaluation are taken into account by the UASF governing bodies and its units.

Article 193

1. Estimated outcomes:
 - 1.1. management evaluation at all organizational levels in terms of:
 - 1.1.1. administration and student services;
 - 1.1.2. infrastructure;
 - 1.1.3. achieving social goals;
 - 1.2. evaluation of study programs and organization of studies;
 - 1.3. assessing the quality of teaching;

- 1.4. course evaluation;
 - 1.5. evaluation of research activities, and practical and artistic work.
2. Evaluations are made in order to achieve strategic objectives, improve performance, and increase efficiency.

Article 194

1. The evaluation of the performance of academic staff, of scientific research and of practical and artistic work is done as follows:
- 1.1. internal evaluation through self-evaluation;
 - 1.2. questionnaires and self-evaluation by academic staff;
 - 1.3. anonymous student evaluation questionnaires;
 - 1.4. analysis of parameters based on the work report and performance of tasks.
2. External ratings by international colleagues:
- 2.1. classroom presence;
 - 2.2. expert report.
3. The University is subject to external evaluation in accordance with this Statute and the standards set by the Kosovo Accreditation Agency.
4. The Senate, in accordance with this Statute, issues regulations regarding the schedule, the procedures and measures of all types of evaluation after having consulted with the Steering Council.

Article 195

1. The evaluation of the quality of teaching by students is done once in a semester through anonymous questionnaires.
2. The questionnaires are compiled in details by the Quality Assurance Commission and are stored and used in a computer database.
3. Evaluation of teaching by students is used for the annual evaluation of the performance of each academic staff.

Article 196

Fulfillment of duties by all academic staff is evaluated regularly once a year.

Article 197
Report of work and fulfillment of duties

1. All heads of UASF academic and organizational units must provide the UASF management with annual work and performance reports.
2. The annual work report contains:
 - 2.1. recent data about the teaching process for the last academic year;
 - 2.2. data for research, artistic, practical and commercial work of the last calendar year.

Article 198

Each Dean of the academic unit provides the Rector with a complete annual report of the work of his/her academic unit.

Article 199

1. The work and performance report contains sufficient information about:
 - 1.1. number of students (enrolled, total number, graduates);
 - 1.2. academic teaching;
 - 1.2.1. study programs and courses;
 - 1.2.2. teachers, teacher responsibilities and given lectures;
 - 1.2.3. exams and seminar papers;
 - 1.2.4. bachelor and Master diplomas;
 - 1.2.5. student assessment results.
 - 1.3. scientific research:
 - 1.3.1. published scientific articles and other scientific publications;
 - 1.3.2. scientific project reports;
 - 1.3.3. participation in workshops, conferences and papers presented;
 - 1.3.4. research projects, funded by public and private sources;
 - 1.3.5. other relevant scientific research parameters.
 - 1.4. artistic creativity.

2. All data on the performance of duties are reported no later than October 31st of the following year.

Article 200

1. Work reports are compiled, collected and stored in a computerized and standard manner.
2. The UASF administration provides the appropriate tools for data collection about the work, and is responsible for storing data and analyzing them.
3. The Secretary General, as the administrative representative of the Rectorate, and as the highest competent person, on these issues, has unrestricted access to all records/data and decides on the right of access to UASF records/data.

Article 201

Administration and data Administrative offices

1. The UASF provides efficient and useful administrative services to enable academic staff to meet the objectives and responsibilities in the field of academic training, research and artistic work, in the best possible way, as provided by this Statute.
2. The UASF, as needed, establishes administrative offices at UASF level.

Article 202

1. The University administration is responsible for professional, administrative and technical issues related to:
 - 1.1. education, scientific research and artistic activity;
 - 1.2. administration of study recognition;
 - 1.3. personnel administration;
 - 1.4. legal aspects;
 - 1.5. university development plan;
 - 1.6. accounting and finance.
 - 1.7. property maintenance and documentation;
 - 1.8. folders;
 - 1.9. circulation of goods;
 - 1.10. information system management;

- 1.11. central database;
 - 1.12. other general aspects of University administration.
2. All the above-listed tasks are coordinated by the Secretary General.

Article 203

1. The administrative offices of UASF are responsible for professional, administrative and technical issues, the structure of which is determined by their scope in accordance with the provisions of this Statute.
2. All these tasks are coordinated by the Secretary General.

Article 204

1. The Steering Council, at the suggestion of the Rector, issues regulations on the internal organization of the UASF services.
2. At the suggestion of the Secretary General, the Rector issues regulations on the systematization of job positions within the Central Administration of the UASF.

Article 205 **Folders**

1. The Secretary General is responsible for maintaining accurate records of administrative offices.
2. In relation to these data, consistent files should be kept on:
 - 2.1. candidates applying for admission;
 - 2.2. students enrolled in all study and scientific research programs;
 - 2.3. graduates;
 - 2.4. contract staff;
 - 2.5. ownership;
 - 2.6. financial accounts;
 - 2.7. scientific research, creative and consulting projects;
 - 2.8. commercial contracts;
 - 2.9. academic work reports;

2.10. evaluations;

2.10.1. individual staff reports;

2.10.2. external and internal evaluations.

2.11. Other issues requested by the Steering Council, the Rector or the Senate.

Article 206

All staff members and students of the UASF shall collaborate with the Secretary General of the University, providing the information required to be kept under the previous article.

Article 207

1. All data must be saved in a standardized electronic manner. These data are saved in the central database such data are:

1.1. Number of students and student book/registrar;

1.2. Budget figures;

1.3. Infrastructure data;

1.4. Work reports and evaluations.

2. The Secretary General of the UASF is responsible for granting the right of access to a specific database.

Article 208

All data related to personnel are kept confidential respecting their privacy, and can be opened only for certain purposes, in accordance with the law in force and according to the provisions of this Statute.

Article 209

UASF Publications

1. The annual priorities for publication shall be determined by the Senate, based on the number and type of requests made by the academic staff, through the academic units.

2. The UASF Senate issues regulations regarding the conditions and procedure for publishing, republishing and translating publications.

Article 210

1. The UASF Bulletin is published regularly and serves as the official gazette of the University.
2. The Secretary General of the University is the editor-in-chief of the UASF Bulletin.
3. The UASF issues the professional scientific-artistic journal.

Article 211 Transitional provisions

1. All the procedures that have started before the entry into force of this Statute, shall be completed according to the previous Statute. The rights acquired with the preliminary Statute are valid until the development of a new procedure in accordance with this Statute.
2. Within six (6) months from the approval of this Statute, the University of Applied Sciences in Ferizaj and the academic and organizational units must draft and approve the acts and regulations for the implementation of this Statute.
3. Until the issuance of acts according to paragraph 2. of this Article, the acts in force are applied except in cases when they are in contradiction with this Statute and the Law on Higher Education in the Republic of Kosovo.

Article 212 Final provisions

With the entry into force of this Statute, the provisions of the Provisional Statute of the University of Applied Sciences in Ferizaj shall be repealed.

Article 213

This Statute enters into force on the day of its publication in Official Gazette of the Republic of Kosovo.

10 December 2020

Vjosa OSMANI – SADRIU
President of the Assembly