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## Article 1 Purpose and Domain

The purpose of this Regulation is to determine the organization, functioning, duties, authority, responsibilities, and the relationship between the units enacted in the provisions of the relevant Article of the Statute of the University “Hëna e Plotë” (Bedër), in academic terms and to promote an inclusive and harmonious working atmosphere aiming at increasing scientific prolificacy.

This Regulation delineates the norms the Rectory, Faculties, Departments and related Centres are based upon and managed with as well as their corresponding responsibilities.

## Article 2 Acronyms and Definitions

The terms and acronyms of this Regulation have the following meanings:

<b>Rector:</b>	The Rector of the University “Hëna e Plotë” (Bedër); ( <i>hereafter referred to as the University</i> )
<b>Rectorate:</b>	Rector’s Office of the University;
<b>Statute:</b>	The Statute of the University;
<b>Board of Trustees:</b>	The Board of Trustees of the University;
<b>Administrative Board:</b>	The Council of Administration of Higher Education Institution;
<b>Senate:</b>	The Senate of the University;
<b>Units:</b>	All the Units presented in the organisational structure of the University;
<b>QAC:</b>	Quality Assurance Council


## Article 3 The Board of Trustees

The Board of Trustees is established pursuant to the provisions enacted in the Statute of the University. The Board of Trustees is the highest decision-making and managing organ of the University.

## Article 4 The Rector

The Rector is the managing authority of the University, who represents and acts on behalf of the University and is elected by the High Council every four years. Such relationship is

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defined thereof in the recruitment agreement, which comprises the re-election of the Rector when the duties of his/her office fall due.

The Rector must be "Professor", "Associate Professor" or "Doctor of Philosophy".

The Rector shall have power:


- i. to lead and represent the University;
- ii. to urge the academic and administrative staff of the University to achieve a higher level of academic performance, enhance the quality and quantity of scientific research and promote high standards of teaching and educational services of the University;
- iii. to submit a request for the appointment of two members from the academic staff (depending on their academic and administrative workload) to serve as Deputy Rectors to the High Council;
- iv. to propose the revocation of the decisions of the Board of the Faculty of Humanities and the Board of the Faculty of Philology and Education Sciences, should they be contrary to the enacted Laws and Regulations;
- v. to issue, by Common Seal, diplomas to students who have completed their studies along with the respective Dean, but not to delegate such authority and Seal to other persons;
- vi. to approve the annual academic plan;
- vii. to grant the Armed Forces the permission to enter the University premises and call their intervention whenever necessary;
- viii. to submit multilateral agreements with state, private, foreign or domestic institutions aiming at expanding further academic cooperation to the High Council for approval;
- ix. to sign recruitment agreement contracts with internal / external academic staff or administrative personnel and short-term binding contracts with visiting personalities upon the approval of the High Council;
- x. to propose scholarships be granted to students with excellent academic results notwithstanding the cycle of study to the High Council;
- xi. to report the educational process and performance of the University to the High Council;

Subject to the provisions of the Statute, the Rector may delegate the exercise of any of the powers specified above to one of the Deputy Rectors.

Subject to the provisions of the Statute, should the position of the Rector be vacant, the High Council shall elect one of the Deputy Rectors to hold office for not more than six months.

## **Article 5 The Senate**

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#### **a. The role**

The Senate is a collegial decision-making organ of the University and consists of the Rector who is also the Chairman, the Deputy Rectors, the Faculty Deans, two representatives from the academic staff of each Faculty nominated by the Faculty Council, the Dean of Students, and a representative of the Students' Council.

The Senate meets in ordinary sessions four times a year, but the rector can gather it at any time when it deems or judge necessary. The term of the members of the Senate is four years.

#### **b. The powers:**

The Senate shall have power:

- a) to make decisions in terms of lecturing, scientific research and publications of the University;
- b) to draft the Regulations and other Directives of the University;
- c) to scrutinize and decide upon the allocated curricula and the annual academic plan of the University;
- d) to grant honorary academic titles not pertaining to a particular exam upon the nomination of such award by the respective Faculty Council;
- e) to consider and decide on appeals against decisions of the Boards of Faculties and research centers - development and other units;
- f) to control the quality manual and procedures, as well as documents that explain the processes prepared by the QAC, as well as control instructions and forms that will be used in the institution;
- g) to define, at the beginning of each academic year, measurable quality objectives pursuant to the quality policies described in the strategic plan and publish an account of such objectives and to highly dissect their implementation;
- h) to perform other duties as may be specified by the Law, Statute or this Regulation.
- i) Making decisions about students graduating from HEI “Hëna e Plotë” Bedër

### **Article 6**


#### **The Council of Administration of Higher Education Institution**

#### **a. The role**

The Board of Directors of HEI “Hëna e Plotë” Bedër) is a collegial decision-making, which consists of the Rector, Vice-rector, deans of faculties, the dean of students, heads of departments and directors of research and development centers for a period of four years, who represent different units and areas of the university.

The Chancellor has the task of reporting to the Council of Administration HEI “Hëna e Plotë” Bedër.

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The Board of Directors of the HEI “Hëna e Plotë” Bedër is chaired by the Rector and holds meetings periodically, but the rector can gather it at any time when it deems or judge necessary.

### **b. The power**

The Administrative Board shall have the power:

- i. to draft a multi-year progress plan of the University and follow its implementation upon approval by the Senate;
- ii. to draft an annual administrative-activities programme and follow its implementation upon approval by the Senate;
- iii. to draft an investment plan and contract plan and submit them to the High Council for approval;
- iv. to monitor and publish the results of the activity assessment of the University;
- v. to propose the University’s general academic structure and the number of the recruited staff in all levels, and submit the proposal to the High Council for approval;
- vi. to make decisions regarding the admission, transfer and dismissal of students in/from the University;
- vii. to perform other duties as may be specified by the Law, Statute or this Regulation

## **Article 7**

### **The Council of Professors**

Professors' Council consists of full-time professors who are nominated by the Dean and approved by the rector.

The minimum number of professors of this council should be 7 (seven). If the number of professors of the institution is less than seven, to achieve this number of professors in the council two professors of the same field may be called from other institutions within the country or abroad.


The direction of Professors’ Council rotates every two academic years. The head of the council is elected by the entire Council of Professors, providing 50% + 1 of the votes.

The functioning of the Council of Professors is made under its proposed regulation and approved by the Senate.

Professors’ Council has the following duties:

1. Assess the request of candidates who have applied to defend the doctorate.
2. Observe and advise departments’ activities relevant in the process of organizing and conducting doctoral research programs.

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3. Based on the evaluation of relevant departments approve or not **autoreferatin** of a doctoral dissertation.
4. Approve the winning candidate of doctoral study program.
5. Organizes and conducts postdoctoral scientific qualification of teaching.
6. Based on the assessment of the relevant department, as well as the trial for teaching and research activities of the academic staff member it proposes to the Rector giving the title "professor".

### **Article 8 The Council of Ethics**

Ethics Council discusses issues related to ethics in higher education and research. It makes proposals to the Rector regarding these problems. Ethics Board members are selected by the Senate, for a term of four years.

Ethics Council considers and makes decisions on matters submitted to academic and administrative staff of the HEI “Hëna e Plotë” Bedër, and from students regarding the ethics of concerned students, academic and administrative staff.

Ethics Council consists of 7 members where one of them is selected by the Council as its president; rights, duties, organization and functioning shall be determined in the regulations approved institution.

### **Article 9 The Council of Discipline**


The Council of Discipline is responsible to undertake disciplinary measures adjudicated by the designated body as a failure of the obligations enacted by the Law, Statute, Regulations and other Directives inside and outside the University. This Council cannot impose or initiate dismissal procedures since this is a competence of the High Council.

The members of the Council of Discipline are elected by the Senate for a four-year mandate. The Council of Discipline exerts one’s power and makes sanctions pursuant to the enacted Regulations of the University.

### **Article 10 The Faculties**

The Faculty is a core unit, which coordinates the teaching, research and cultural development in cognate or combined educational and research studies. The Faculty offers study programs of various areas and levels, and issues a diploma upon completion of such studies.

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The opening, merging or closure of the Faculties at the University initiates upon the proposal of the Senate and the approval of the High Council.

## **The Dean**

### **a. Appointment**

The Dean is the head of the Faculty and is appointed upon the proposal of the Rector and approval of the High Council for a four-year mandate.

The Dean proposes no more than two members from the academic staff to serve as Deputy Deans, who are appointed by the Rector, and approved by the High Council;

If the Dean fails to exert his powers, he may delegate such competence to one of the Deputy Deans.

### **b. The functions, powers and responsibilities**


The Dean is the designated body who shall report to the Rector that:

- i. all academic facilities and related units of the Faculty are being used and developed rationally;
- ii. all students are provided with the necessary social services;
- iii. all security measures, when necessary, are being taken;
- iv. After obtaining the opinion of the Faculty Council to submit for approval to the Rector the draft budget of the faculty;;
- v. the scientific and administrative duties and the correct distribution of effort to all relevant units are being scrutinised, supervised, followed and managed properly

Subject to the provisions of this Regulation, the Dean:

- i. shall chair the Faculty Council, shall implement the decisions of the Faculty Council and ensure the work progress between the units of the Faculty;
- ii. shall present the Administrative Council the Faculty’s activity plan and report by the end of every academic year or upon request;
- iii. shall present reasonable requests for financial resources and personnel to the Administrative Council ;
- iv. shall submit the budget draft for approval to the Rectorate as long as the Administrative Council the Faculty have agreed;
- v. shall supervise and manage the work of every unit or staff / personnel in the Faculty;
- vi. shall approve the weekly programme of lectures;
- vii. shall perform other duties as may be specified by the Law, Statute or this Regulation.

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## **Article 11**

### **The Faculty Council**

#### **a. Organisation and role**

Faculty Council consists of the Dean, who directs heads of departments, and a member of the academic staff for each department elected by the council of the respective departments.

Faculty Council meets in ordinary sessions at the beginning and end of the semester with the Dean's call. It may meet in extraordinary session with call of dean. Duration of the Faculty Council is four years. Chancellor of the faculty has the task of reporting in the meetings of the faculty council.

The Faculty Council is a collegial decision-making body, which performs the following tasks:

1. Put in connection with the activities of teaching, research and publications of the faculty, and defines the principles, plans, programs, textbooks in use by students and the academic calendar in connection with these activities;
2. The Senate proposes the opening of new programs of study;
3. The Senate proposes opening, changing or closing of departments or other units;
4. The Senate proposes faculty development plan and oversees its implementation;
5. Review and approve the annual report of the Dean for teaching and research activities;
6. Give proposals concerning the educational process and exams, which are submitted for approval to the Senate;
7. Reviewing periodically the regulations of study programs and presents them to the Senate for approval;
8. Making decisions on matters relating to the administration of the faculty;
9. The Council of Administration Proposes HEI “Hëna e Plotë” Bedër admissions, transfer and dismissal of students, and makes other proposals concerning the organization of educational process and examinations;
10. Perform other duties specified in the laws and regulations in force.


## **Article 12**

### **The Department**

The Department is the core teaching & research unit, which includes homogeneous areas of research and comprises all relevant teaching disciplines.

The opening, merging or closure of the Departments at the University initiates upon the proposal of the Senate and the approval of the High Council.

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The Department shall consist of internal and external academic staff of various disciplines.  
The Head of the Department is the authority in charge.

### **Article 13**

#### **The Head of the Department**

The Head of the Department is responsible for the development of the teaching and research process at every level in the Department, for the regular and effective development of every activity the Department is concerned with, and for providing a more efficient use of available resources.

The Head of department selected by the members of the academic staff of the department, approved by the Rector and appointed by a decision of the Supreme Council for a period of four years, eligible for reappointment. If the head of the department is unable to perform his functions then his/her powers are delegated to deputies or one member of academic staff.

The Head of the Department selects his Deputy and announces the decision to the Dean. The Head of the Department participates and represents the Department in the meetings of the Faculty Council. He supervises and monitors the performance of the appointed duties to the members of the Department academic staff.

At the end of the academic year, the Head of the Department shall submit the relevant closing report on the teaching and research activities to the Dean along with the plan of activities for the coming year.

### **Article 14**

#### **The Department Council**


The Department Council is chaired by the Head of the Department and consists of his deputies, if any, and the members of the academic staff of the Department.

The Department Council meets periodically to reassess the topics preset by the Department and shall have the power:

- i. to promote, coordinate and administer the teaching, research or artistic activities, with respect to the academic freedom of its academic staff and its right to exploit the material and financial resources available for the Department appropriately;
- ii. to review the curricula and propose the Faculty Council the corresponding changes;
- iii. to examines the curricula, make necessary changes and propose the Faculty Council the corresponding changes;
- iv. to propose the Faculty Council the textbooks students shall use;

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- v. to draft the curricula according to the enacted plans and control the quality of the teaching process;
- vi. to identify the focus of scientific work and supervise its implementation;
- vii. monitors the implementation of postgraduate scientific qualifications short term and long-term of academic staff;;
- viii. Makes decisions regarding the transfer of studies and makes recognition of subjects and teaching programs and submits to the Faculty Council for approval.

The Department Council may be temporarily organised in teaching and research groups.

### **Article 15 Research and Development Centres**

Research and development centers are the basic units and are organized within faculties.

Developmental research centers conduct research activities and development. These centers participate in the activities for the implementation of programs of study that offers HEI “Hëna e Plotë” Bedër.

Research and development centers participate in the implementation of programs of study to second and third cycle.

The organization and operation of research-development centers defined in their specific regulations.

### **Article 16 The Director**

Director of research and development center is the head of research and development unit. Director of research and development center must have scientific degree "Doctor". In special cases the director of research and development center can also be docent. He is elected by the internal academic staff, elected by the Dean, approved by the Rector and appointed by the Supreme Council for a period of four years which may be renewed.


The tasks and competencies are:

1. Conducts research in the fields covered by the center, carrying out scientific research and development;
2. Makes analysis of research-development, along with the deans and heads of departments and proposes measures for its further improvement.

### **Article 17 Common Provisions for Directors**

The Rector may appoint a person more than one managerial duty if it appears to him appropriate to do so. Whenever a Director fails to perform his assigned duty, he appoints his

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deputies to exercise such powers, and if the latter fails too, the Director may appoint a member of the academic staff to exert such powers.

### **Article 18 Office of scientific research**

Office of scientific research is set up with the aim of general supervision of the research activities at the institution. Office oversees research application procedure and management of research projects and designs strategic plan necessary for the conduct of research.

Office of scientific research designs and administers policies governing the conduct of research in HEI “Hëna e Plotë” Bedër and oversee the implementation of its research programs. Office research aims to improve research productivity and expand institution impact of academic research results in terms of academic and community.

### **Article 19 Director of the Office of scientific research**

Director of the office of research operates, in cooperation with other units of the institution under the Rector of HEI “Hëna e Plotë” Bedër. He is appointed by the Supreme Council with the proposal of Chancellor of HEI “Hëna e Plotë” Bedër and with approval of the Rector. He keeps at least the title "Doctor" or equivalent degree in the humanities or social, as well as other areas related to the work of the HEI “Hëna e Plotë” Bedër.

Director's office directs and oversees research institution and personnel of the office of research.


Duties and responsibilities of the director of the Office of the research are:

- a) Recognition of perspective and priorities HEI “Hëna e Plotë” Bedër, to assist in the administration of the institution in developing appropriate strategies in the field of research.
- b) Consultation with academic staff, managers, heads of departments to identify areas of research, such as drafting and development of research programs.
- c) Ensure the observance of professional and ethical standards in research.
- d) Development, overseeing the policies and procedures of the Office of scientific research.
- e) Good knowledge of the goals and achievements of the institution.

### **Article 20 Office of International Relations**

Office of International Relations is set up in order to enable students and academic staff to gain international experience in the conduct of research studies to help students and academic staff who come from universities abroad to integrate the curriculum of HEI “Hëna e Plotë” Bedër, and taking full advantage of international programs and projects in the field of education to contribute to raising the quality of education of HEI “Hëna e Plotë” Bedër and its contribution to the development of society.

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Duties and responsibilities of the office of international relations are:

1. Expanding and strengthening international relations of HEI “Hëna e Plotë” Bedër.
2. Develop contacts with international educational institutions and the signing of new agreements to exchange and cooperate with foreign universities and institutions of higher education.
3. At the beginning of each academic year each department assigns an assistant with the Council of Department at the office in order to offer their advice on the conduct of the activities of this office.
4. Organization of student exchange with international universities.
5. Encourage the exchange of international experiences for students and staff.
6. Meeting the requirements and needs of the students and staff which become part of exchange programs.
7. The organization of seminars, conferences and meetings about educational and research programs and finding funding opportunities.

#### **Article 21 Director of the Office of International Relations**

Director of the Office of International Relations is appointed by the Supreme Council, with the proposal of Chancellor at HEI “Hëna e Plotë” Bedër and approval of the Rector.

Director of international relations office directs and coordinates the work of the office of international relations; he exercises his duties in cooperation with other units of the institution under the Rector of HEI “Hëna e Plotë” Bedër.


#### **Article 22 Coordination office software master**

Coordination office of master programs is set to coordinate the work of all the programs of the second cycle, in accordance with the policy of quality of HEI “Hëna e Plotë” Bedër. Attends the second cycle programs, modify the structure of the necessary forms and documentation, and checks the validity of the second cycle students.

#### **Article 23 Coordinator of the Office of Coordination of master programs**

Coordinator of the Office of Coordination of master programs is appointed by the academic senate. Coordinator exercises his/her powers in collaboration with other units of the institution under the Rector of HEI “Hëna e Plotë” Bedër. It directs and coordinates the work of the office of coordination of master programs in collaboration with the coordinators of the second cycle programs. He informs the academic senate for the progress of the second cycle programs.

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### **Article 24 Office of curriculum development**

Office of curriculum development process guides the development of curricula for all new and existing programs in HEI “Hëna e Plotë” Bedër. Curriculum development is carried out under the authority of the Senate, through the Faculty Council and the Council of the Departments.

Departments that wish to create, change or close any program would have to consult first with the office of curriculum development. The proposal to change or create a new program is offered in the Department, after receiving the necessary information from the office of curriculum development.

Office of curriculum development has the responsibility to update the curriculum changes in the information management system

### **Article 25 Commencement**

This Regulation shall enter into force as approved by the High Council.

### **Article 26 Ratification**

The decision concerning the ratification of this Regulation shall be up to the Rector of the University “Hëna e Plotë” (Bedër).

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