

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	1 / 27	

## Article 1

### Legal basis (Regulations)

Regulation on administrative organization (hereinafter "Regulation") of HEI "Hëna e Plotë" (Bedër) is based on law no.9741, dated 21.05.2007 "On higher education in the Republic of Albania", as amended, the statute its Basic Regulation, as well as other legal provisions in force for higher education .

## Article 2

### Aim

The purpose of this regulation is to set the rules and tasks for the organization and operation, as well as institutional responsibilities to monitor the operation performed from various administrative bodies of the HEI "Hëna e Plotë" (Bedër).

## Article 3

### Scope of action

This regulation applies to all administrative bodies of the institution, according to the statute, the law on higher education and other legal acts adopted under them .

## GENERAL PROVISIONS

## Article 4

### Administrative mangement and communication

HEI “Hëna e Plotë”(Bedër), during its proposed operations, uses the information management system that is facilitated by the information and communication technology. Procedures and a description of the work is outlined in advance by the competent offices. HEI “Hëna e Plotë” (Bedër) applies quality cycle, made up by four points: planning, application, control and improvement. In accordance with the standards of quality, of all materials and forms used during the management of the institution should be prepared in a systematic way and join the system. Procedures and a description of the work incorporated into a dynamic process have improved by the management structures of the institution. Development of affairs of the institution can be accomplished in written, verbal and electronic form. Decisions taken, and plugins are written, followed and archived in accordance with the quality standards. At the same time, reporting of adjacent organs is performed in the present regulation .

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	2 / 27	

## Article 5

### Duties and responsibilities

Administrative bodies are charged with implementing certain tasks and are responsible to superior units, in accordance with the purpose and objectives of the HEI “Hëna e Plotë” (Bedër), and the principles and procedures of total management quality system in the context of the strategic management. All bodies are charged with maintaining data to third parties .

## Article 6

### Principle of hierarchy

Administration, in all administrative matters, rules and decisions, operates on the principle of hierarchy, according to which orders of higher body are binding on lower bodies, as well as orders of a superior are mandatory for the subordinate body.

## Article 7

### Delegation of powers

Administrative staff when leaving with permission, submits a request to the higher unit or his/her supervisor where the substitute person will be indicated. The superior unit or the supervisor reserves all rights to substitute the personnel. Adjunct staff retains all the responsibilities and powers, except the right of appointment and dismissal

## Article 8

### Outsourcing signature right and competencies

Administrative bodies, when necessary, may delegate the right of the signature or a portion of their powers to a lower body or the most appropriate personnel with the permission of the competent authority of appointment to the position. Delegation of powers is carried in paper, which defines the scope of powers delegate , the person to whom it is delegated and duration of the delegation.

## SPECIAL PROVISIONS

## Article 9

### Administrativ staff

The administrative staff of the HEI “Hëna e Plotë” (Bedër) is employed as staff with specific tasks and effective (full time) or in specific cases ineffective (part time) at various positions and it is called administrative personnel .

Administrative staff should minimally meet the conditions prescribed below:

- a.To have finished an undergraduate degree;
- b.Not to have health problems that might hinder the performance;
- c.Not to be deprived of public rights;
- d.Not to have criminal record.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	3 / 27	

Personnel hired recently is subject to a probationary period of three months from the date of his/her receipt at work, during which he/she has the status of the test personnel. During this period, if it does not fit the task, working relationships are disrupted. Upon successful completion of the probationary period, the staff is assigned the task. Administrative staff are appointed with the proposal of the Chancellor of the institution and the approval of the Supreme Council. Appointment of new staff is determined by a commission composed of the chancellor of the institution, the respective administrative unit supervisor and the officer of the office of human resources and legal issues. If necessary in some instances the office of administrative staff can be changed. An employee on one administrative unit can move to another unit with the proposal of the chancellor and the approval of the Supreme Council. If necessary the academic staff might be charged with administrative duties.

### **Article 10**

#### **Technical staff**

The technical staff is the staff who has the technical knowledge and is responsible for technical and administrative services at the HEI “Hëna e Plotë” (Bedër). Technical personnel, apart from the general staff should have appropriate education in the relevant field or have experience in this field. The technician is assigned to duty with the proposal of the chancellor and the approval of the Rector.

### **Article 11**

#### **Security staff**

Security staff at the HEI “Hëna e Plotë” (Bedër) are employees who are responsible for the safety at school and have experience in the field of insurance. Security personnel is assigned at the work with the proposal of the chancellor and the approval of the Rector. Safety in the institution can be realized through a contract with an insurance company outside the institution.

### **Article 12**

#### **Health/Medical staff**

Health personnel at the HEI “Hëna e Plotë” (Bedër) includes doctor, nurse, health practitioner providing health services in the institution. Health personnel, apart from the general staff, must have basic education and have experience. Health personnel is selected according administrative staff selection procedure. The health service at the HEI “Hëna e Plotë” (Bedër) can also be provided through a contract with an external company.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nërzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	4 / 27	

### **Article 13**

#### **Supporting staff**

Supporting staff is the staff that assists in the implementation of additional work at the HEI “Hëna e Plotë” (Bedër), like cleaning, maintenance of yard or maintenance of the building. Supporting staff is assigned with the proposal the chancellor and the approval of the Rector.. Extra Service at the HEI “Hëna e Plotë” (Bedër) can also be provided through a contract with an external company.

### **Article 14**

#### **Short-term staff**

Personnel who are employed for a period shorter than one year or a season are called short-staffed. Short-term staff is assigned to work in administrative or technical services. He/she is assigned with the proposal of the Chancellor and Rector's approval.

## **DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE STAFF**

### **Article 15**

#### **Duties**

The administrative staff of the HEI “Hëna e Plotë” (Bedër) is obliged to supervise the work, description of the work, as well as applicable laws and perform duties assigned by the director. At the same time he/she is responsible before the relevant authorities to perform accurately and fairly his/her duties. If the orders of the executives are clearly illegal, he/she does not carry them and informs the higher superiors. **If the order is presented in a written form, the administrative staff is required to implement it. Responsibility during implementation of the order, belongs to the person who gave the order.** In the event that the implementation of the order **constitutes a criminal offense**, then the administrative staff should not perform **in any way**, otherwise **retains all responsibilities**.

### **Article 16**

#### **Legality**

Administrative staff is obliged to perform all the duties of his position faithfully in accordance with the law, statutes and other legal acts of the institution.

### **Article 17**

#### **Discrimination**

Administrative staff can not discriminate on the basis of language, race, political opinion, philosophical or religious affiliation sects during the performance of his/her duties.

### **Article 18**

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	5 / 27	

### **Behaviour and Cooperation**

Administrative staff, during the performance of service and beyond, is obliged to show proper consideration and confidence to official qualities that carries. Administrative staff works with a sense of cooperation which is essential.

#### **Article 19**

#### **Duties and responsibilities of administrative management personnel**

Administrative management personnel, in accordance with legal provisions, should carry out or give orders for their tasks to be completed on time and without gaps; to enable the subordinate personnel in performing their duties. He is responsible and has the duty to control the conduct and status of personnel. The head should behave fairly and impartially to subordinate personnel and uses his/her power, in accordance with applicable laws.

#### **Article 20**

#### **Personal responsibility and damage**

Administrative staff should be careful and attentive when performing tasks, should maintain and preserve the base material, and is responsible for maintaining an effective alert service. If, by the negligence, carelessness or failure to order appropriate measures, the damage caused to the institution, is required to be repaid by the employee of an amount equivalent to the damage caused.

#### **Article 21**

#### **Non-proliferation of data or statements in the press**

Administrative staff is prohibited from distribution - disclosure of information and informing the press and media organs in the workings of the institution, in case it is not authorized or the relevant permission has not been given.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	6 / 27	

## Article 22

### Discretion of official documents, tools and materials

Administrative personnel can not draw outside the institution or use without authorization official documents, tools and materials for personal gain. At the end of his duty, he/she is obliged to return all that has been given to him/her for use in function of his/her duty .

## Article 23

### Appealing

The administrative staff has the right to appeal to the proceedings or matters committed to him/her by the directors. The appeal is addressed to the chancellor of the institution, which is sent for examination to the Discipline. Applications and content of their complaints is reviewed by the Disciplinary Board in the shortest time and the taken decision is made known to the person concerned.

## Article 24

### Prohibitions

Administrative personnel can not perform activities or actions that impede or slow the performance of delivered service of assigned duties; can not participate in illegal strike or make propaganda to strike; can not develop profitable and commercial activity; can not receive gifts and can not meet the interests of others because of his work and can not disclose confidential professional information.

## DEFINITIONS OF BODIES

## Article 25

### Chancellor

Chancellor is the head of the administrative structure of the HEI “Hëna e Plotë” (Bedër), the Chancellor is appointed by the Supreme Council. Chancellor has the task of gathering the Supreme Council, the Senate and the Council of Administration of of the HEI “Hëna e Plotë” (Bedër). The Chancellor is appointed by the Supreme Council and reports to the Rector about the activities undertaken by bodies depending on the chancellor.

## Article 26

### Dean of students

Dean of students is responsible for supervision of relations of students with the institution, the more effective use of resources of the institution and for managing the relations of the above-mentioned parties, in accordance with the principle of "student in the center the HEI “Hëna e Plotë” (Bedër)". Dean of students is responsible for overseeing student relations to the HEI “Hëna e Plotë” (Bedër). Dean of students performs his duties, in cooperation with the governing bodies.

Dean of students is elected with Rector's proposal and the approval of the Supreme Council

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	7 / 27	

### **Article 27**

#### **Head of Office**

Head of Office is the highest administrative staff, who directs, coordinates and supervises the administrative affairs of one or several units that work close to each other. He is elected with chancellor's proposal, approval of the Rector and appointed by the Supreme Council.

### **Article 28**

#### **Specialist**

Administrative staff, who performs tasks that require certain quality, in accordance with the relevant position of responsibility and work, is called a specialist. Specialist is selected according to the procedure for administrative staffing.

### **Article 29**

#### **Support staff**

The administrative staff, which performs general duties and who has professional training (not high) is called administration support staff.

## **ADMINISTRATIVE ORGANIZATION AND POWERS**

### **Article 30**

#### **Chancellor**

Chancellor, is appointed by the Supreme Council with the proposal to the Rector and discharged in a similar way.

The powers of the chancellor are as follows:

1. Follow all administrative and economic activity at the institution and reports to the Rector for its progress;
2. Organizes and controls the internal audit and makes economic-financial analysis, which submits to the Rector for consideration;
3. The Chancellor is responsible for the collection of quota students, and faculty meeting obligations towards the state, for the payment of fees, taxes and other legal financial obligations;
4. Organizes the work on drafting the budget plan for the HEI “Hëna e Plotë” (Bedër);
5. Organizes and directs the provision of services and obligations to third parties at the institution;
6. Proposes rector candidates for job vacancies in the administrative structure of the HEI “Hëna e Plotë” (Bedër);
7. Manages correspondence of the collegial bodies;
8. Perform other duties assigned by the Rector and the Supreme Council, in relation to administrative and financial matters.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Page/Total
BU-REG-003-AL	01.10.2012	0	0	8 / 27	

1. To evaluate the completion of certain duties in accordance with strategic goals of the institution and units which depend on chancellor; to outline recommendations and ensure their implementation based on the proposals of the respective units.
2. To provide key involvement of the forms and documents in the information management system, in accordance with the quality policy of the HEI “Hëna e Plotë” (Bedër), and to provide their update if necessary.
3. To develop and include reports of the activities of dependent bodies in the information management system in the determined periods.
4. To prepare activity reports, self assessment and institutional audit in July of each year, and upon approval by the relevant authorities, to involve them in the information management system.
5. To ensure progress, effectiveness and cooperation of subordinate administrative bodies, as well as to report to the Rector improvement plans.
6. To perform the task of rapporteurs in the Supreme Council, the Senate and the Council of Administration of HEI “Hëna e Plotë” (Bedër); to prepare the meeting agenda, and after the approval of the Rector, he must file the agenda to members, keep a record of the decisions taken and include them in the information management system and then archive them.
7. To manage the continuation of works in all his subordinate offices.
8. To conduct protocol visits, ensure the smooth running of visits and ceremonies.
9. to collect all evaluations of official institutions in connection with the HEI “Hëna e Plotë” (Bedër) and to report on them;
10. For those documents that are directed to more than one body, to deliver them according to the delivery scheme, keeping a copy for himself and the other for his respective body upon signature;
11. To follow the procedures of sales;
12. To report to the Rector the list of necessary materials annually, after the inventory is carried out.
13. To agree to other tasks as determined by the Rector.

**The chancellor has the following dependent units:**

- a. Teaching secretarial office;
- b . Office of the selection and admission of students;
- c . Human Resources and Legal Affairs;
- d . Office of Information Technology;
- e. Office of Protocol and correspondence;
- f . Office of Finance;
- g . Office administrative services;
- h . Library management office;
- i. Office of Public and media relations;

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	9 / 27	

### Article 31

#### Teaching secretarial office

Teaching Secretarial Office is responsible for managing student enrollment process. Teaching Secretarial Office is responsible for regulating, monitoring and archiving of any registration, information, document or transcript, connected with students.

Teaching Secretarial Office has the following tasks:

1. Should ensure the inclusion of forms and documents in information management system, as well as update this information, if necessary, in accordance with the quality policy of the HEI “Hëna e Plotë” (Bedër).
2. In cooperation with other units, to contribute to the management of relationships with students through automation system.
3. To cast, manage and maintain records of students and the learning process in basic registers, records of grades, graduation and any other register provided by legal provisions in force.
4. Take care of maintaining core registers, in the written and electronic format.
5. To prepare reports in certain periods for students.
6. Perform registration of candidates for students who have earned the right to receive student status.
7. Establish and maintain personal electronic documents for each student, which presents the results of entrance examination at the HEI “Hëna e Plotë” (Bedër), courses taken in any semester during the study period, scholarships, and discipline, and maintain them over the years.
8. In the beginning of each semester renews automated registration system.
9. After registering the subjects, prepares presence sheets and final exams, sends them in written and electronic format to the secretary of the department which will be checked if it is alright.
10. Ensure archiving original grades and exams.
11. To prepare the transcript or download it from the system.
12. Prepare documents that are submitted in official institutions such as student certificate for military branch, other student certificates.
13. To submit students student card.
14. Prepare diplomas based on student list, which by the Council of faculty and Senate approval of the HEI “Hëna e Plotë” (Bedër) have earned the right to graduate and to give graduate students signed diplomas.
15. To present to the Rector the list of students who meet the criteria to obtain excellence scholarship.
16. To identify students who lose the right to payment reduction to education because of low achievement in school.
17. Follow the procedures for students who want to complete their studies, delete data at the end of each academic year and submit to the Senate a report on the causes of the reduction in the number of student.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	10 / 27	

18. To identify students who failed to complete their studies successfully within the maximum time period of the study.
19. To submit documents for admission to the examination of students who are financially cleared with the school.
20. To identify students who have not entered the exam.
21. To save the results of the examinations.
22. To follow transfer procedures.
23. To prepare the information based on the requirements of the academic advisor.
24. To inform faculty, based on their requirements, educational situation and student enrollment data.
25. Prepare information or reports based on the requirements of state administrative bodies.
26. At the end of each academic year (July), to prepare a plan of activities for the next academic year and a report of activities and submit them for approval of superiors.
27. To archive files of graduate students by placing them in envelope.
28. To prepare the documents and any other information about student issues and publishes them on the website, cooperating with the center of the information system.
29. To perform the tasks set by the governing bodies.

## Article 32

### Office of selection and admission of students

Perform all promotion activities within the acceptance and selection of students, preparing information on departments and gives presentations to students and their parents. The unit also organizes entrance exam and deals with issues regarding the admission of students. In cooperation with all other units of the institution, ensures that the most successful students choose the HEI “Hëna e Plotë” (Bedër).

The duties of this office are as follows:

1. To evaluate the performance of specific tasks depending on the strategic goal of the HEI “Hëna e Plotë” (Bedër), and based on the proposals of the respective units and the approval of the Council of Administration to ensure their implementation.
2. In accordance with the quality policy of the HEI “Hëna e Plotë” (Bedër), to ensure the inclusion of forms and documents into information management system, along with updating them if necessary.
3. To prepare the report of activities and after approval to decide on management information system.
4. Prepare and ensure the inclusion of the report on management information system for the period prescribed by the governing bodies.
5. Prepare the respective chapters on self-evaluation report and audit report, and then place them in the system.
6. To set the criteria for admission of students and approve them with appropriate authorities.
7. To manage all activities related to student admission exam.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	11 / 27	

8. To manage all promotion activities of the HEI “Hëna e Plotë” (Bedër) at schools, fairs etc.
9. To inform and provide professional training for all interested students of the institution.
10. To be informed of student admission criteria, the legal and other developments in educational institutions, to determine the strategy and adopt with the higher authorities and to implement them.
11. To report systematically contingent of students in universities and other departments and define a strategy for improving performance.
12. To carry out the tasks set by the governing bodies.

### **Article 33**

#### **Office of Human Resources and Legal Affairs**

Office of human resources and legal issues, in collaboration with relevant units, follows the recruitment of personnel, assignment on duty, changes in duty, and compilations of politics for employment of staff in the institution. Manages staff, in accordance with relevant national and international legislation. Manages personnel information system and update it. At the same time that the office is responsible for the publication of data flow of personnel within and outside the institution.

Perform the protection of the HEI “Hëna e Plotë” (Bedër) in case of conflicts and disputes, as well as provides counselling service for legal issues.

Unit's tasks are as follows:

1. To asses certain duties, in accordance with the strategic goals of the HEI “Hëna e Plotë” (Bedër) to units of which depend on the body, and on the basis of proposals these units to offer recommendations and after approval of governing bodies to provide key implementation of the recommendations.
2. In accordance with the policy of quality of the HEI “Hëna e Plotë” (Bedër), to provide key involvement of forms and documents to the office of the information management system, to provide key update if necessary.
3. To prepare reports every time that is required by governing bodies and to incorporate them into the information technology system.
4. To refer the projects related to human resources and asses resources in this regard, exchange knowledge with the other institutions.
5. To manage the appointment of staff in the institution, entitlement of employees, recruitment, retirement and termination of contracts with actual employees.
6. Maintain personnel files, update them and put information previously adopted in the management information system.
7. Ensure the preparation of charter of staff and its delivery in collaboration with the relevant units.
8. Follows procedures and work permits of foreign personnel.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	12 / 27	

9. Analysis the performance evaluation forms of the administrative staff, submits them to the chancellor who then forwards them to the rector.
10. Follow the permits given to the personnel and puts them in the information management system.
11. Fills in the relevant form that follows the punctuality of the employees.
12. In cooperation with the relevant departments and units organizes and conducts analysis of the needs of staff for training, planning training programs and follows their supervision, prepares reports with regard to participation in training personnel, submits this to the last rector and uploads it in Information Management System.
13. Prepare contract on work, its changes and progress.

### **Article 34**

#### **Office of Information Technology**

Office of Information Technology raises, handles, maintains and ensures continuity of data processing of the institution through the automated system and helps in teaching, research and administrative activities. It offers various services in order to support research activities, educational programs and administrative management. It follows the development of scientific technology, the development of the institution in relation to technology projects. It also produces various projects.

Office of Information Technology manages and performs:

- a) Implementation and functioning of the BIS (Bedër Information System);
- b) Network support;
- c) Support system;
- d) Remote Web applications;
- e) Coding of the site;
- f) Its management data;
- g) Automated applications;
- h) PC support;
- i) Training of users and evolution of seminars;
- j) Educational support Web -Base.

The duties of the office of information technology are as follows:

1. Evaluate the performance of specific tasks, based on a strategic goal to evaluate the drafts recommended by units and with the approval of the governing bodies to ensure their implementation.
2. In accordance with the quality policy of the HEI “Hëna e Plotë” (Bedër) to secure the forms and documents management system and update their information, if it would be necessary.
3. To prepare the report of activities and after its approval to upload it into information management system.
4. Prepare and ensure the inclusion of the information management system for the periods prescribed by the governing bodies.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	13 / 27	

5. To prepare the respective chapters on self-evaluation report and audit and putting them into the system.
6. To prepare the system for informing policy and communication, and at the same times dealing with prosecutions and enforcement.
7. To build projects intended for using efficiently the resources made available.
8. To build a computer network infrastructure in the HEI “Hëna e Plotë” (Bedër).
9. Provide academic/administrative staff and students with their appropriate code in order to access the central system.
10. To establish and wireless internet service in the building of the HEI “Hëna e Plotë” (Bedër).
11. To provide computer training for computer users, prepare brochures in cooperation with relevant offices.
12. Ensure the operation and maintenance of electronic library.
13. To ensure the maintenance of PCs in offices.
14. To provide electronic mail service.
15. Prepare electronic lists.
16. To provide web service for the HEI “Hëna e Plotë” (Bedër), and other units, systematic updating and training of users.
17. To provide licensed software depending on the needs.
18. To provide web services, such as staff and student information system.
19. To disseminate information between different units in a fast, safe and efficient.
20. In collaboration with department heads and units, provide students access to the web, in connection with the information and documents of various subjects.
21. To prepare other documents necessary for the functioning of the library and unit of documentation.
22. To supply and enable research information resources such as books, newspapers, digital resources, etc.
23. To inform users about information infrastructure and to publish this information on the web.
24. Initiate projects and coordination with national and international institutions and research centers organizing events aimed at exchanging experiences.
25. To contribute to the performance of electronic materials for graduated students as well as those awaiting graduation.
26. To organize training for academic staff, contribute to informing students and staff to use the technological infrastructure of the HEI “Hëna e Plotë” (Bedër).
27. Taking into account the information system strategy, prepare development plans in the future and submit them to the competent authorities.
28. To prepare the infrastructure plans for the services to be provided by the communication system of the HEI “Hëna e Plotë” (Bedër), to enable printing and technical services.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË</b> <b>HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV</b>				
	<b>TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
	BU-REG-003-AL	01.10.2012	0	0	14 / 27

29. By implementing a proactive security policy, to ensure the protection of institutional identity and well functioning information system.
30. Contribute to the definition of information and communication standards and the implementation of these procedures.
31. Following the latest technological developments, proposes the implementation of a multi-dimensional technological infrastructure.
32. Using advanced technology, to create an IT infrastructure functional, reliable and comprehensive to support the activities carried out in the institution .
33. To achieve the objectives of the HEI “Hëna e Plotë” (Bedër) in the context of education, researches and provides a suitable environment for computing, communications and network support, computer rooms accessible to everyone.
34. In order to preserve the security of the information system at the HEI “Hëna e Plotë” (Bedër), to implement security system, to monitor and prevent illegal uses .
35. To perform other tasks to be set by the governing bodies .

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	15 / 27	

## Article 35

### Office of protocol and correspondence

Office of Protocol and correspondence is responsible for managing the internal and external correspondence of the institution, for the storage and delivery of documents to the concerned units and for archiving of documents created by the HEI “Hëna e Plotë” (Bedër) in accordance with the provisions of legal acts in force.

The duties of the office of protocol and correspondence are as follows:

1. Following correspondence with the Rector;
2. Records external and internal correspondence and realizes dissemination to interested entities;
3. Provides archiving, storage and use of documentation of the HEI “Hëna e Plotë” (Bedër);
4. Prepares and submits to the chancellor, the relevant needs of the last decisions of collegial bodies and Rector, official memos, faxes and any other writing;
5. Following the amendments and regulations;
6. At the end of each year it archives documents created by the governing bodies, key units, base units and administrative units of the HEI “Hëna e Plotë” (Bedër), in the exercise of its activity and performs the destruction of documents that are overdue.
7. At the end of each year the office of protocol and correspondence based on registry verifies correspondence and documents submitted; it closes the file and opens early next year new files for work in progress, where files organized consistently according to their practices.
8. Include all correspondence in the information management system.
9. Collects, manages, preserves, files, and puts into use documents generated by the governing bodies and units of the HEI “Hëna e Plotë” (Bedër).
10. Perform other tasks set by the governing bodies.

## Article 36

### Office of finance

It is responsible for budget preparation curriculum of the HEI “Hëna e Plotë” (Bedër), for its implementation and for the use of human resources, monetary or material in order in the most appropriate and effective way for realization of the educational and academic activities.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	16 / 27	

Finance Office has the following duties:

1. Assessment of certain duties, in accordance with the strategic goals of the HEI “Hëna e Plotë” (Bedër) and units which depend on this office, and on the basis of proposals respective units drafts recommendations and after approval of bodies provide key guidance in their implementation.
2. In accordance with the policy of quality of the HEI “Hëna e Plotë” (Bedër) to provide key involvement of forms and documents in the information management system, to provide key update if necessary.
3. To prepare the plan of activities of the home office and with approval to include them in the information management system.
4. To prepare reports every time is required by the directory units and incorporates them into the information technology system.
5. To make the previous financial control financial transactions.
6. To perform accounting services in accordance with applicable law.
7. Prepare and submit financial reports and tables.
8. To carry out financial transactions in connection with ongoing projects in the institution.
9. Perform overdraft and related transactions.
10. Prepare and submit to Rectorate the budget of the institution and the principles of budget implementation.
11. To make the payments, after receiving the approval of the management of the governing bodies in connection with purchases made in accordance with current expenditure items of the budget.
12. Prepare reports on the actual implementation of the budget, in accordance with the conclusions of the activities performed and to submit for approval to the superior authorities, together with audit reports and compile reports about these.
13. To provide timely and fairly regular and declarations that are the obligation of the tax laws, and other laws in force.
14. To develop and implement projects related to requirements for the transfer of funds, after receiving the approval of the Council of Administration and the Supreme Council.
15. To provide the necessary coordination to other units in the implementation of their respective budgets, as well as provide the ability to units to oversee information about the implementation of the budget and expenditures in an electronic environment.
16. Prepare and submit the finance unit to report the activities of the institution.
17. Prepare and implement projects submitted to the Council of Administration and the Supreme Council on wages and salaries giving way by the institution.
18. To provide key performance of any kind of payment learning by students; the ruajë bills and simultaneously to inform the other interested offices about performing regular së of payments by the students.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	17 / 27	

19. To follow the procedures arising from the requirements/student submissions which contain financial obligations to the institution.
20. To inform students about their financial obligations.
21. To provide key performance of any kind of payment learning by students; the save bills and simultaneously to inform the other interested offices about performing regular payments by the students.
22. To follow the procedures arising from the requirements/student submissions which contain financial obligations to the institution.
23. To inform students about their financial obligations.
24. Following the signing of educational contracts with students during enrollment.
25. To perform the payment of personnel, in accordance with the salary plan.
26. To regulate the system of Internal Control and the supervision of finance in office; supervise realization of the predefined goals and tasks, the realization of personnel assigned duties.
27. To follow legislative changes in the financial field and inform units concerned in relation thereto.
28. Following all conditions in the institution, and inform to higher units the every day or periodically financial condition.
29. To take the necessary measures in relation to the safeguarding of assets recorded as assets of the institution.
30. Prepare student bills on time and ensure their delivery by respective units in the institution, at the request of students.
31. Each September prepares and processes the list of approved suppliers.
32. According to the proposal of the body concerned and the approval of the Chancellor, realizes the purchase of any item or material type.
33. To perform other tasks to be set by the governing bodies .

### **Article 37**

#### **Office of Administrative Services**

Office of Administrative Services is responsible for the usage and development in the right way of our physical spaces that are available at the HEI “Hëna e Plotë” (Bedër). It is also responsible for security at the HEI “Hëna e Plotë” (Bedër).

Office of administrative services has the following tasks:

1. Assessment of certain duties, in accordance with the strategic goals of the HEI “Hëna e Plotë” (Bedër) and units which depend on this office, and on the basis of proposals respective units drafts recommendations and after approval of bodies provide key guidance in their implementation.
2. In accordance with the policy of quality of the HEI “Hëna e Plotë” (Bedër) to provide key involvement of forms and documents in the information management system, to provide key update if necessary.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	18 / 27	

3. To prepare the plan of activities of the home office and with approval to include them in the information management system.
4. To prepare reports every time is required by the directory units and incorporates them into the information technology system.
5. To prepare the part of the self- assessment report that relates to the Bureau in question, as well as the relevant parts of the audit report and then include them in the system.
6. To manage, in collaboration with the finance office, equipments and materials.
7. To organize and control the cleaning services at the HEI “Hëna e Plotë” (Bedër)
8. Provision and operation of vehicles used for university activities, and in some instances required to provide key purchasing of this service.
9. Prepare the list of materials needed for the provision of standard services in the institution and to submit for approval to superior bodies.
10. Follow systematically the inventory of the HEI “Hëna e Plotë” (Bedër).
11. To inform the concerned offices on the materials that are in stock, thus in inventory.
12. Provide periodic cleaning of the interior and exterior of buildings of the HEI “Hëna e Plotë” (Bedër), their brightness and air conditioning. For performing these services it proposes the necessary tools and care for their maintenance.
13. Checks cleaning and supervision of the canteen.
14. Track and record of costs and revenues from things and materials in the warehouses of the institution.
15. Share and entrust purchased materials in coordination with the respective unit.
16. Takes care of the preservation and repair of machinery or tools to used in various offices of the institution.
17. Agrees to periodic inspections and decides the places or tools that are in need of a repair and it startups procedures.
18. Agrees to periodic audits in all premises of the High HEI “Hëna e Plotë” (Bedër), in connection with the electric, gas, water, heating and sanitation system.
19. Provides key repair of defects in various systems within a day.
20. Controls and realizes the security conditions at the work.
21. Carries out checks on fire extinguishing systems, alarm systems or activation of security system.
22. Manage use the photocopy machine and scanner. Copier Service can be realized in the form of a take out service.
23. Organizes the work in regard to services of cafeteria and canteen that will serve students and staff.
24. Organise transport service for the staff and the students of the High HEI “Hëna e Plotë” (Bedër).
25. Checks the quality of services offered.
26. Leases, after the approval of the competent authority, the necessary tools and organizes services.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	19 / 27	

27. It is responsible for the preservation and protection of security in the premises of the institution in case staff and students are threaten or in danger; removed or disconnected from the job unlawfully; sabotage; fire; theft, robbery; exploitation; destruction and other acts of illegality.
28. Supervise the entry and exit from the institution, through the system of electronic security.
29. To perform all the services of the High HEI “Hëna e Plotë” (Bedër) and its subordinate institutions.

### **Article 38**

#### **Library management office**

Library management office is responsible for managing the process of registration of titles in the Library. Library management office is responsible for regulating, monitoring and archiving of any registration, information, document or record regarding the library's general fund. Library management office operates under the guidance on the operation of the library.

### **Article 39**

#### **Office of public and media relations**

Ensures the High HEI “Hëna e Plotë” (Bedër) at all levels. Organizes the preparation and production of all presentation materials, publication of information on the web and in the information technology system, compiles and maintains it.

Office of public and media relations has the following duties:

1. Assessment of certain duties, in accordance with the strategic goals of the HEI “Hëna e Plotë” (Bedër) and units which depend on this office, and on the basis of proposals respective units drafts recommendations and after approval of bodies provide key guidance in their implementation.
2. In accordance with the policy of quality of the HEI “Hëna e Plotë” (Bedër) to provide key involvement of forms and documents in the information management system, to provide key update if necessary.
3. To prepare the plan of activities of the home office and with approval to include them in the information management system.
4. To prepare reports every time is required by the directory units and incorporates them into the information technology system.
5. To prepare the part of the self- assessment report that relates to the Bureau in question, as well as the relevant parts of the audit report and then include them in the system.
6. To collect all forms and documents used from different offices in HEI “Hëna e Plotë” (Bedër) and to publish them on the website.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	20 / 27	

7. In collaboration with the Office concerned, prepare promotional materials, to follow the update of their information, to organize the dispersion, to provide key archiving and include them in the information management system.
8. Reports to agree evaluation of activities, to prepare reports requested by governing bodies, to provide key publishing of them on the website, as well as in the information management system.
9. Management of the activities at the HEI “Hëna e Plotë” (Bedër), to inform the local and foreign institutions, in relation to the HEI “Hëna e Plotë” (Bedër) and to update publication of activities on the website.
10. When undertaking tasks it takes into account that all activities with staff, students are beneficial to society.
11. To be full aware of the reactions of the public to the achievements of the institution, to asses reactions and report to the higher executives of the institution around them.
12. To collect and evaluate written and visual news of the institution and higher education, to archive them and prepare a report each month which should be given to the Council of Administration of the institution.
13. To advise relevant authorities in the event information published in the media is not true, provide a way out of the situation and give relevant explanations.
14. Maintains good relations with institutions that HEI “Hëna e Plotë” (Bedër) has partnerships.
15. To make necessary arrangements for organizing meetings representatives form the institution and media, as appropriate to the requirements of the media and having taken appropriate licenses from authorities.
16. To register and to archive any scientific meetings conducted at the institution, every concert, the students' activity club, conference, or other similar activities.
17. To inform the media about any activity organized at the institution, to provide their participation and to oversee the progress.
18. To organize and supervise all ceremonies and visits in the institution.
19. To prepare all documents required in written, verbal or visual form that have to do with the publicity of the institution.
20. To do market research for advertising the institution on television or newspapers, and collaborate with the respective office for publishing the material in question, to archive published material, and to submit them to the relevant body.
21. To prepare within July of each year work plan, as well as the relevant report of activities.
22. To agree to certain other duties given by the governing bodies.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	21 / 27	

## Article 40 Chancellor of the Faculty

Chancellor of the university as an administrative staff for the faculty, acts in cooperation with other units of HEI “Hëna e Plotë” (Bedër) and dependently with the respective dean’s office. Besides administrative management of the faculty, the chancellor in cooperation with the department, assists them in developing scientific and educational activities, according to specified plans. Chancellor of the faculty is the highest governing body for all administrative staff of the faculty.

Chancellor of the faculty prepare reports in accordance with the principles of total quality of HEI “Hëna e Plotë” (Bedër) and publishes them in the system. He is responsible for preparation of all documentation about the possibilities of opening a new program in the faculty, archives them and helps the dean in making decisions.

Chancellor of the faculty has the following responsibilities:

1. In accordance with the policy of quality of HEI “Hëna e Plotë” (Bedër) provides publications forms and documents into information management system and updates them when necessary.
2. To prepare the report of the activities of the respective Dean and publish it in the information management system.
3. Prepare and publish a report on management information system by the deadline set by the governing bodies.
4. To prepare the respective chapters on self-evaluation report and audit and publish them in the system.
5. Performs all work related to enrolled students with the assistance of the secretary of the department.
6. In coordination with the Secretary of the department and its director organizes examinations according to regulations and directives in force.
7. To provide key deployment in the respective offices, storing and publication of documents on the web, in relation to education and teaching of departments, in collaboration with the office of the dean of students.
8. Publishes the schedule of lessons, timetable, exam program for respective faculties.
9. According to the calendar, prepared by governing bodies, prepares the calendar of the Faculty Council meetings, keep a record of their decisions and to report these decisions to relevant and interested bodies.
10. To publish data about faculties and departments in the management information system, and prepare relevant reports.
11. To contribute to achieving the objectives of total quality policy of HEI “Hëna e Plotë” (Bedër), to secure the forms and documents used by the respective departments and faculties and publish them on the information management system and update them when necessary.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	22 / 27	

12. To participate as a reporter in the Faculty Council, to write their own decisions, to inform those responsible for them in appropriate units, direct application of duties in accordance with the decisions taken, publish and follow the management information system.
13. To manage correspondence of the dean.
14. Prepare internal and external faculty correspondence and launch them at the right time, in connection with the speakers, conferences, seminars and faculty.
15. To manage conferences and seminars hall for activities to be organized by the faculty.
16. With the approval of the dean, submit monthly teaching load of full-time and part-time staff and long before the bodies are concerned, to ensure that this task be carried out later by the automated system.
17. Prepare a list of required materials for faculties and send them to the relevant authorities after the approval of the Dean.
18. Follow the quality level of infrastructure used in teaching and research activities in the faculty, and to monitor progress, in cooperation with the office of administrative services operating under the chancellor.
19. Prepare a list of stationary needs of faculty, with the approval of the dean, and prosecution of the respective unit.
20. To manage all incoming and outgoing documents of the faculty and registers them in the respective books “incoming documents “, “outgoing documents “.
21. To manage all faculty documents and send them to the archive at the right time.
22. To prohibit students from entering the exam if they have not completed their obligations towards the institution.
23. To follow all the rules in terms of horizontal transfer students, education, examinations and termination of the study, and prepare key points necessary to discuss them in the administrative council of the Faculty.
24. To manage statistics about students studying in the faculty departments and transmit those to governing bodies.
25. To manage the process of graduation.
26. To manage all procedures related to the program of lectures and exams in college.
27. To provide archiving and publication of departmental reports submitted to the governing bodies.
28. To present at the end of each academic year departmental publications list, refer those to governing bodies, archives the file of scientific publications and makes possible the publication of this list.
29. With the approval of the Dean, submits to the Office of the Rector draft reports of activities, based on the report of the department.
30. Identifies students who have not entered the exams.
31. Coordinates the works for the publication of educational materials on its website between academic staff and competent units.
32. To perform the tasks assigned by the Dean.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	23 / 27	

### **Article 41**

#### **Departmental Secretary**

Secretary of the department performs the tasks assigned and takes the necessary measures in order to realize its activity according to the job description of the secretary of the department.

Responsibilities of the Departmental Secretary are as follows:

1. To prepare the report of activities relevant department and publish it in the information management system.
2. To prepare the respective chapters on self-evaluation report and audit and publish them in the system.
3. Prepare and publish a report on management information system by the deadline set by Rectorate.
4. Performs all work related to enrolled students with the assistance of the secretary of the faculty.
5. In coordination with the Secretary of faculty and Head of the department organizes examinations according to regulations and directives in force.
6. To manage correspondence departmental officers.
7. Prepares internal and external correspondence to the relevant department and launch them at the right time, in connection with the speakers, conferences, seminars and faculty.
8. After approval from the department, submit to the Office of the Chancellor draft reports of activities, based on the report of the department.
9. To participate as a department reporter to the council.
10. To carry out duties assigned by the department.

### **Article 42**

#### **Dean of students**

Dean of students has as purpose the regulation of relations between HEI “Hëna e Plotë” (Bedër) and students, more efficient use of resources, and the application of the principle of "student in the center of HEI “Hëna e Plotë” (Bedër).

The task of the dean of students is that, besides education programs, to encourage the development of qualities of individuals, cultural and social impacts of the students, to prepare them for the labor market, and to wake their emancipation towards social problems that have affected society. At the same time he offers the students an environment where they can develop professionally as well as attain a strong character.

In this sense, the deans of students’ tasks are as follows:

1. In accordance with the policy of quality of HEI “Hëna e Plotë” (Bedër) provides publications forms and documents into information management system and updates them when necessary.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	24 / 27	

2. To prepare the report of the activities of the respective Dean and publish it in the information management system.
3. Prepare and publish a report on management information system by the deadline set by the governing bodies.
4. To prepare respective parts in self assesment report and include them in the system.
5. Through the enrollment office it ensures the supervision of every action that is related to students, knowledge, documentation and grades, in addition it archives the before mentioned things.
6. In case of disputes of students with academic or administrative offices of HEI “Hëna e Plotë” (Bedër), the dean of students acts as intermediary for their solution.
7. Acting as a coordinator between students and academic and administrative units.
8. Evaluates and directs all academic, social and administrative activities of students in the institution.
9. Develops activities which aim at developing the social and cultural askills of students, a sense of individuality and collectivity.
10. Gives a contribution to the most productive development of teaching environment.
11. Acting as a coordinator between other units and his office.
12. Hearing concerns of students about university life, and in collaboration with administrative and academic units offering solutions to the problems of students.
13. Assists in the coordination between the academic and administrative units on matters directly affecting the interests of students.
14. Evaluates and conducts academic, social and administrative applications of students about campus life.
15. Performs activities to enhance the quality of life in areas such as accommodation, transport and social activities on campus.
16. Provides support to ensure a more effective and efficient education environment.

Dean of students elected by the proposal of the Rector and with the approval of the Supreme Council.

Dean of students supervises these offices as follows:

- a. Office of career planning;
- b . Office of coordination of student clubs;
- c . Office of foreign students;
- d . Office of alumni;
- e. Office of psychological and health care;

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	25 / 27	

### **Office of career planning**

1. It is responsible for organizing activities that aim at getting together students with institutions from private and public sector.
2. Organize introductory meetings between university students and graduates and different institutions in the various sectors, informing the students with relevant professions, work experiences and opportunities, as well as establishing links between students and institutions which want to employ people.
3. At the beginning of each academic year each department chooses a career counselor by the Council of the Department at the office in order to offer their advice to students of HEI “Hëna e Plotë” (Bedër).
4. Informs students through the organization of seminars, techniques of job hunting, of writing a CV and how to be successful in a job interview.
5. Looks for employment opportunities for all graduate students in master's and doctoral programs.
6. Organizes activities that aim at keeping relations with students after graduation.
7. Creates a database, in cooperation with the office of secretarial teaching on students and graduates of the HEI “Hëna e Plotë” (Bedër).
8. Organizes different trips in order to promote HEI “Hëna e Plotë” (Bedër) and provides practice opportunities for students.
9. Prepares bulletin of activities in the areas governed by this the office, and informs students, graduates and various institutions on them.

### **Office of coordination of student clubs**

Student clubs function dependently on the dean of students and their duties include:

1. Student clubs aim in accordance with the regulations of HEI “Hëna e Plotë” (Bedër) to develop students in terms of social, cultural, intellectual and sports. Student clubs operate under the instruction on student clubs.
2. In general clubs are made up of people with certain skills around a field, but others can participate who show a particular interest about this specific area.
3. Clubs can not go outside their field of action even if their activities may be similar to another club. In such cases the clubs should join with an agreement.
4. If a club will conduct its activity within or outside the HEI “Hëna e Plotë” (Bedër), they must first notify in writing to the dean of student , and must receive its approval. If members of a club wishing to take part in activities such as conferences, competitions, conferences, etc. , the club's board must first notify the dean of students and get his approval for the day, venue and list of participants for the activity in words, at least one week prior to its development.
5. Plan activities presented at the beginning of each year is assesed by the club’s board at the end of each year. After evaluation of activities, if it turns out that any of the clubs did not organize any activity, the higher the clubs board dismisses the club.

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
	Kodi i Dokumentit	Data e Publikimit	Nr. i Përditësimit	Data e Perditësimit	Faqe/Total
BU-REG-003-AL	01.10.2012	0	0	26 / 27	

### **Office of foreign students**

Office of foreign students operates under the dean of students. The responsibilities of this office are as follows:

1. To help foreign students participate in the activities of the HEI “Hëna e Plotë” (Bedër) such as education, social life and cultural development.
2. To assist in meeting the health and cultural needs of students and their adaptation to the environment.
3. To organize various activities on certain days, according to cultures in their respective states.
4. To organize social meetings, presentation and counseling for students.
5. To organize cultural visits and programs with the aim of knowing Albania.
6. To assist in communication between students and create a society of foreign students.
7. To assist foreign students in the procedures for obtaining visas and residence permits.
8. Presents its activities in the bulletin of the HEI “Hëna e Plotë” (Bedër) and on the website.

### **Office of alumni**

Office of alumni operates under the dean of students. The responsibilities of this office are as follows:

1. Maintain communication with the graduates of the HEI “Hëna e Plotë” (Bedër) to in their places of work, in order to develop feelings of being part of the institution.
2. Reaching agreements with institutions that they work.
3. Regularly inform them about the activities of the HEI “Hëna e Plotë” (Bedër).
4. Organize activities aimed at reinforcing the relationship between graduates.

### **Office of psychological and health care**

1. Advise and assist in problem solving spiritual, mental, famil, social and labor relations of staff and students.
2. Applies student orientation services.
3. Organizes research, studies and highlights various students’ issues and work with various institutions operating in the same field for their solution.
4. Organizes counseling sessions for individuals or groups who have psychological problems or addressing them to the competent specialists. Assists individuals in making difficult decisions, better recognition of themselves and in improving relations with other people around.
5. Follows the behavior of students and cooperates with the family for this point.
6. Cooperates with the class advisor for counseling and psychological services.
7. Encourage students to take part in social activities.
8. Organizes panels, seminars and conferences, in order to prevent misconduct.
9. Assists academic staff in meetings with families of students.

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Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë

 <b>SHKOLLA E LARTË HËNA E PLOTË-BEDËR</b>	<b>RREGULLORJA MBI ORGANIZIMIN ADMINISTRATIV TËSHKOLLËS SË LARTË “HËNA E PLOTË” (BEDËR)</b>				
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BU-REG-003-AL	01.10.2012	0	0	27 / 27	

10. Organizes meetings with doctors, students and staff, reaches agreement with the purpose of purchasing services if necessary.
11. Protects the health of students and staff and inform them of the measures taken to achieve this goal.
12. Performs other duties related to the health sector.

### **Article 43 Student council**

Student Council consists of representatives of students. President of the student council participates in decision-making bodies of the institution as a student representative. The Student Council is a body set up in order to help fulfill the educational requirements and their implementation, sports, cultural, and health of students. The composition of the student council is determined by the choices made among the students of the institution. The Student Council is concerned about issues and problems of students and sends them to the dean of students. It estimates, provides opinions and submits the results of the students' demands to the related units.

### **Article 44 Entry into force**

This Regulation shall enter into force on the day of its adoption by the Supreme Council.

### **Article 45 Implementation**

The implementation of this regulation is provided by the Rector of the HEI “Hëna e Plotë” (Bedër).

Njësia Përpiluese	Njësia Kontrolluese	Njësia Miratuese
Zyra e Burimeve Nerëzore dhe Çështjeve Juridike	Këshilli i Sigurimit të Cilësisë	Senati/ Këshilli i Lartë