



UNIVERSITETI I PRISHTINES
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA

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REGULATIONS FOR THE WORK OF THE FACULTY COUNCIL

University of Pristina

05.03.2020

In accordance with The Law no.04/L-037 on Higher Education of the Republic of Kosovo, the Governing Council of the University of Pristina at its meeting held on 05.03.2020, adopted:

REGULATION FOR THE WORK OF THE FACULTY

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ARTICLE 1

Purpose and scope

1. This regulation is intended to regulate the way of work of the Faculty Councils.
2. This regulation applies to UP Faculty Councils.
3. Abbreviations used in this regulation have the following meanings:
 - 3.1. UP - University of Prishtina "Hasan Prishtina";
 - 3.2. FC - Faculty Council;
 - 3.3. The chairman - Dean of the Faculty.

Article 2

The meetings

1. The Dean of the Faculty convenes and chairs the meetings of the Faculty Council.
2. In case the dean is absent, the meeting is prepared and chaired by one of the vice-deans according to the first order determined by the dean. If even the vice-deans do not have the opportunity to participate in the meeting, the meeting of the Faculty Council is chaired by the oldest member with the highest academic calling.
3. The chairman calls the meetings of the Faculty Council as needed. During the period of regular studies, Faculty Council meetings are held at least once a month.
4. Extraordinary meetings can be held at any time according to the procedures provided for in this regulation. The agenda for this meeting should be limited to one main point. At the meeting of the Faculty Council, it can be decided for any call next meeting of the Faculty Council, in this case the members of the Faculty Council those who are not present must be specially invited.
5. Extraordinary meetings of the Faculty Council are called by the chairman or 1/3 of the members general of the Faculty Council.

6. Extraordinary meetings must be invited no later than 24 hours after the submission of the request for meeting.
7. In case of dismissal of the dean, the procedure for electing a new dean is organized by the oldest member with the highest academic calling of the Council within 15 days.
8. Faculty Council meetings are open to the public, except in cases where the Faculty Council decides otherwise.
9. Faculty Council members are invited at least three days before the meeting. Invitations can be made in writing, by e-mail or in any other technical form, with which delivery and information are safe.
10. The chairman has the right at any time to invite experts or other persons to the meeting.
11. The chairman is obliged to call a meeting of the Faculty Council if this is requested at least 1/3 of the members of the Faculty Council and if the purpose is justified writing.

ARTICLE 3

Participation in meetings and presentations

1. All members of the Faculty Council are obliged to participate in the meetings of Faculty Council.
2. During the meetings of the Faculty Council, members must vote in person.
3. Before the Faculty Council meeting begins, members sign the attendance list, which is an integral part of the verbal process. A member of the Faculty Council may be absent from the

meeting for reasonable reasons. For not attending the meeting, the member of the Faculty Council must notify the chairman in time.

4. In case of non-attendance or notification of non-attendance at the meeting without reason for a period of time of six months, it automatically means relinquishing the mandate of the member of the Faculty Council. In this case, at the next meeting, the mandate of the member of the Faculty Council will belong to the first person waiting from the list of election results.

ARTICLE 4

Conflict of interest

1. A member of the Faculty Council is considered to have a conflict of interest, if the circumstances defined by the Law on the Prevention of Conflict of Interest and the UP Statute are presented.

2. The member in conflict of interest must leave the meeting at the time when the gesture in which the conflict of interest is discussed.

ARTICLE 5

Beginning of the meeting and approval of the agenda

1. The chairman opens, leads and ends the meeting.

2. For the preparation of the materials for the meeting of the Faculty Council, the chairman takes care in coordination with the vice-deans, the secretary of the Faculty and the administrative services respective.

3. At the beginning of the meeting, the chairman ascertains whether there is a quorum, proposes the agenda, opens the discussion about the agenda, ascertains the approval or not of the agenda.

4. The quorum of the Faculty Council is considered if the majority (50+1%) of to the general members of the Faculty Council.

5. The chairman is obliged to include in the agenda the written, reasoned proposals of the Council members submitted 72 hours before the meeting. Proposals with writing can be sent personally, by e-mail or proposals signed by the applicant.

6. With the exception of paragraph 5 of this article, the members of the Faculty Council have the right to propose changes and additions to the agenda at the meeting. The materials or requests that are attached during the meeting, to be part of the agenda, must be approved by the majority of votes.

7. The chairman gives the floor to each member who wants to discuss the issue that is on the agenda and after the discussions have been exhausted, the chairman concludes the discussion of the given topic and puts the issue to a vote, where he also finds approval or rejection of the proposal. The dispositive of the decision must be delivered in all cases, without exception, immediately after the vote.

8. The chairman undertakes measures to ensure the completion of work at the meeting, ascertains the conclusion of the meeting and undertakes other necessary actions for the guidance and direction of the meeting in accordance with this regulation.

ARTICLE 6

Proceedings of the meeting

1. After the approval of the agenda, it is reviewed and decided on the actions that are in the approved points of the agenda.

2. The report and reasoning for each item on the agenda is presented by the chairman or the person appointed by the chairman, or the proposer of that item on the agenda, after the presentation of which, the chairman opens the discussion
3. All the present members of the Faculty Council can participate in the discussion and present their opinions and proposals regarding the measures that will be decided in meeting.
4. The chairman gives the floor according to the order of presentation for discussion. At the meeting of the Council Faculty, no one can discuss without taking the floor from the chairman of the meeting. The chairman cannot take or interrupt anyone's pardon arbitrarily, but it is not allowed to misuse the right to speak and abuse it either by the chairman or by side of the Council members.
5. The chairman is responsible for respecting work procedures.
6. For each item on the agenda, the participants can discuss at most twice, the first time up to five minutes, the second time up to two minutes.
7. The chairman has the right and duty to ask the speakers to stick to the topic which is approved according to the agenda.
8. The participant who takes the floor is obliged to stick to the matter under discussion. Any participant who considers that a fact has been distorted in connection with his speech, with the permission of the chairman, has the right to be presented for replies immediately after the discussion of the participant to whom the reply has been presented. A reply for the same gesture is allowed the participants in the discussion only twice and according to the rule it can last no more than two minutes.

9. The chairman has the right to schedule a break before the meeting for a maximum of 30 minutes, while with the agreement of the majority of the members of the Faculty Council, this interruption can be extended up to an hour.

10. Except from paragraph 9 of this article, the Chairman can interrupt the meeting in the cases following:

10.1. If the Council meeting cannot be completed on the same day;

10.2. If the order and quorum in the meeting are broken and the chairman cannot establish the order and quorum for holding the meeting;

10.3. The continuation of the interrupted meeting must be done within the period of 48 (forty-eight) hours from its interruption.

ARTICLE 7

Postponement of matters for the next meetings

The Faculty Council, based on the proposal of the chairperson or any member of the Faculty Council, may decide that the consideration of some specific issues be interrupted and prepared in more detail for the next meeting.

ARTICLE 8

Requests and complaints

1. Each member of the Faculty Council, Chairs, Departments, Branches or Programs of the Faculty, have the right to submit a request or complaint for the specific topic or decision of the Council.

2. The Faculty Council must take into account the requests and complaints defined in the paragraph 1 of this article.

3. The chairman has the right to request that requests or complaints be submitted in writing.
4. The Faculty Council is obliged to examine and decide on each request and complaint of the member of the Council, as well as the related Chairs, Departments, Branches or Programs.

Article 9

Decision making, voting and choice

1. Decisions of the Faculty Council are made by the majority of votes of the members present, in accordance with the provisions of this regulation.
2. Before voting, the chairman formulates the proposal of the decision or request related to the weight that is set.
3. After deliberation and completion of the discussions, according to the item on the agenda, the Faculty Council takes a decision or draws conclusions. After voting, the previous item on the agenda for which it must be decided, the Chairman is obliged to ascertain the approval or rejection, as well as to dictate the disposition of the decision in the minutes and it must be recorded in accordance with the provisions of this regulation.
4. With the qualified majority of $\frac{2}{3}$ of the total number of members of the Council, the following decisions are taken:
 - 4.1. Voting to initiate the dismissal of the dean;
 - 4.2. Voting regarding the appeal regarding the revocation of the title of Doctor of Science, when the conditions set forth in Article 130.6 of the Statute are met.
5. If there are more proposals for decisions or conclusions, the material ones or the chairman's proposals will be voted on first, then for the other proposals.

6. Voting is done by open or secret ballot. The number of votes is decided at the meeting of the Faculty Council by majority vote.

7. Voting is done "for", "against" and "abstention". Abstention is considered a vote against.

8. In case of an equal number of votes, the proposal is considered rejected.

9. The meetings of the Council must be recorded with a dictaphone and transcribed in the minutes by the administrative hearing officer.

ARTICLE 10

Hidden voting

1. The secret voting procedure is implemented by the committee appointed by the Faculty Council composed of three members.

2. Based on the voting results, the chairman, respectively the chairman of the commission, determines that the proposed decision or conclusion has been approved or rejected.

3. Voting by secret ballot applies to:

3.1. The election of the dean and vice-deans as well as his/her proposal for approval by the Senate;

3.2. Voting to initiate the dismissal of the dean;

3.3. Election of the temporary chairperson of the Faculty Council who will also be a participating dean in the Senate;

3.4. Issues that affect the privacy and professional or moral integrity of any of the members of the Faculty Council and the academic or non-academic staff of the Faculty respective;

3.5. Matters when the chairman or the majority of members of the Council request a secret vote.

4. The counting of votes for the issues mentioned in paragraph 3 of this article is done under the approval of the Secretary of the Faculty.

ARTICLE 11

Keeping order in the meeting

1. The chairman of the meeting takes care of maintaining order in the meeting.
2. The chairman and the participants in the meeting of the Faculty Council are obliged to are contained in the rules and procedures of the meeting.
3. The following measures may be imposed for the violation of order and calmness in the Council meeting:
 - 3.1. Oral remarks;
 - 3.2. Getting the word out;
 - 3.3. Leaving the meeting.

ARTICLE 12

Pronunciation of masses

1. Verbal reprimand can be pronounced to the attendees if by his behavior and discussion he disturbs and hinders the normal work of the meeting.
2. The member will be suspended if his behavior and statements offend or disrupt the normal work of the Faculty Council for which he was previously suspended.
oral remark.
3. The chairman pronounces the remark and taking the floor.

4. The participant will be dismissed from the meeting if, even after being given the floor, he/she gets in the way of the meeting.

5. Dismissal from the meeting is pronounced by the Faculty Council with a majority vote of its members present. The participant to whom this measure has been imposed is obliged to leave the meeting immediately. The departure is only for that meeting.

ARTICLE 13

Minutes from the meeting

1. Minutes are kept at every meeting of the Faculty Council. The record of signed by the chairperson and the administrator.

2. The minutes must contain these elements:

- 2.1. the place, date, start and end time of the meeting;
- 2.2. agenda;
- 2.3. the list of participants and those missing;
- 2.4. read the proposals, decisions and results of the respective votes;
- 2.5. essential notes on the collection process;
- 2.6. the signature of the record holder and the chairman of the meeting,
- 2.7. its seal and protocol.

3. The necessary additional documents must be attached to the minutes.

4. The minutes must be prepared within a week after the meeting of the Faculty Council and as an extract, it should be sent to the members of the Faculty Council when sending the material for the next meeting.

5. The minutes are approved at the next meeting.

6. The signed and recorded minutes are stored in the Faculty archive, with the materials considered according to the items on the agenda as a document for long-term storage, in accordance with the legal provisions of this field.

ARTICLE 14

Acts of the Faculty Council

1. The Faculty Council issues:

- 1.1. decisions;
- 1.2. conclusions;
- 1.3. recommendations.

2. The disposition of the decisions, conclusions or recommendations issued by the Council must to be dictated in the minutes by the chairman after voting.

3. The meetings of the Council are recorded in accordance with the provisions of this regulation, and under no circumstances does the person in charge have the right to publish the recordings of the meetings, with except for the cases when such a case is officially requested by the investigative bodies and the court.

4. The Faculty Council gives authentic interpretations of the acts and approves them.

5. The process holder is obliged to prepare draft decisions, conclusions and recommendations which are issued at the Faculty Council meeting.

ARTICLE 15

The effectiveness of the provisions of this regulation

1. The provisions of this regulation and its procedures apply to all members of the Faculty Council and to other persons invited or engaged in the meetings of the Faculty Council.
2. For all issues that are not included in this regulation, the provisions of Statute and other legal and sublegal effective acts

ARTICLE 16

Final provisions

1. The head of the Faculty Council takes care of the correct implementation of these procedures.
2. The authentic interpretation of this regulation is given by the Head of the UP.

ARTICLE 17

Abolition

With this Regulation taking effect, regulation No. Ref 4542 is abolished, dated 24.12.2015, on elections at the University of Prishtina and the work of the Faculty's Board and Regulation No. Ref. 119, dated 21.1.2016 for amendment of regulation No. Ref 4542, dated 24.12.2015, on Electoral Procedures at the University of Prishtina.

ARTICLE 18

Take effect

This Regulation shall take effect on the day of approval by the Governing Board.

Dr. Sc. Ujkan Bajra

Head of the Governing Council

