



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

Pursuant to Article 11 of the Statute of the College "Business" in Pristina, the High Teaching-Scientific Council of the College "Business" on 14. 07. 2015 approved the following:

## REGULATION

FOR THE ORGANIZATION AND WORK OF THE HIGH LEARNING-SCIENTIFIC COUNCIL OF THE BUSINESS COLLEGE

This Regulation regulates the composition, manner of management and operation of the Higher Teaching-Scientific Council of the College "Business", in Prishtina, convening the meeting, chairing and deciding, implementing decisions and other issues related to the work of KLMSH .

### 1. Composition

The High Teaching-Scientific Council (hereinafter KLMSH) consists of members with the right to vote and those without the right to vote.

Members of KLMSH with the right to vote are: Dean, Vice Dean, 3 heads of departments, 6 members of the academic staff with regular employment from the departments, 2 students selected by the student organization of the College "Business".

A member of KLMSH without right is the secretary of the College.

The constitution of KLMSH is made in the first meeting which will be held no later than 30 days from the day of expiration of the mandate of the preliminary composition.

## 2. Verification of the mandate

At the first meeting of KLMSH, a three-member verification commission is elected, which examines the regularity of the elections and in this regard presents to KLMSH the report with proposals.

The report of the Verification Commission with a proposal is made available to all members of KLMSH, before the verification of the mandate.

Voting for the report as a whole is done. If any mandate is contested, it is first voted on for all undisputed mandates, and then for each contested mandate separately.

The member, to whom the decision on the verification of the mandate has been contested or postponed, has the right to participate in the meeting and the work of the KLMSH without the right to vote.

After verifying the mandate, the members of KLMSH make a solemn statement, signing the text of the statement as follows: "I declare that I will perform my duties with honor and loyalty, with justice and without animation, with conscience and responsibility, that I will work for the realization of the work of KLMSH, that I will represent with conscience and dedication the interests of the College "Business" and that I will adhere to the Statute and this regulation of the College "Business".

KLMSH members are elected for a four-year term. The KLMSH meetings are convened by the Dean, at least seven days before the meeting, except in exceptional cases. The order of the day together with the materials for review are sent to the members of KLMSH at least seven days before the meeting.

## 3. Meetings

The meetings of KLMSH are convened and chaired by the Dean of the College "Business".

KLMSH meetings are regular, but KLMSH can also hold extraordinary meetings.

On the occasion of compiling the agenda, the dean takes special care:

- to include in the agenda the issues which according to the Statute belong to the competencies and scope of KLMSH;

- Include in the agenda those issues that require a quick solution.

The agenda of the day in cooperation with the vice dean, the secretary of the College, the heads of the departments is prepared and proposed by the dean in KLMSH.

In case of dean's absence, the meeting is prepared and chaired by the vice dean, in his absence one of the members, authorized in writing by the dean.

The Dean is obliged to convene an extraordinary meeting of the KLMSH if requested by at least one third of the members of the KLMSH with the right to vote or dean, as well as the two heads of departments.

KLMSH meetings are open, but in special cases in accordance with the law and the statute of the College "Business" may exclude the public.

The transparency of KLMSH meetings and communication with the public (media) is taken care of by the chairperson of KLMSH.

#### 4. Commencement of the meeting and approval of the agenda

At the beginning of the meeting, the chairperson ascertains who is present and who is absent, ascertains whether there is a quorum, proposes the agenda and opens the discussion on the agenda. Members of the KLMSH have the right to propose amendments and additions to the agenda. The Chairperson ascertains the approval of the agenda. The order of the day after approval cannot be changed.

As a rule, the first item on the agenda is the review and approval of the minutes from the preliminary meeting of KLMSH.

## 5. The role of the leader

The chairperson opens the beginning of the work in the meeting according to the agenda, gives the floor to the discussant, ascertains the closing of the review of the given topic, puts the issue to a vote, ascertains the approval or rejection of the draft decision, takes measures to ensure the progress of work in meeting, ascertains the conclusion of the meeting and undertakes other actions necessary for the leadership and direction of the meeting in accordance with this Regulation.

## 6. The progress of the meeting

After the approval of the agenda, it is reviewed and decided on the issues that are within the agenda items.

The report and the reasoning on which the agenda item is presented by the chairperson of the meeting or the designated person after which the chairperson opens the discussion.

Members of KLMSH participate in discussions and present their opinions, proposals regarding the issues that will be decided at the meeting.

The chairperson gives the floor according to the order of presentation for discussion.

In KLMSH meetings no one can discuss without taking the floor (raising his hand) from the chairman of the meeting.

For each item on the agenda, participants can discuss at most twice.

The participant who takes the floor is obliged to adhere to the matter under consideration and can only speak about the point on the agenda.

If the participant in his discussion does not adhere to the issue that is on the agenda, the chairperson warns him.

Any participant who considers that a fact has been distorted regarding his speech, with the permission of the chairperson has the right to appear for a reply immediately after the end of the discussion the participant to whom the reply is presented.

Replica for the same issue is allowed to the participant in the discussion only twice and as a rule, it can last a maximum of 5 minutes.

The discussion about a certain agenda item lasts until the discussion of that point is completed.

With the permission of the chairperson, those who are not members of KLMSH can also discuss. If the chairperson does not give the floor to the nominee for discussion, KLMSH decides.

According to the proposal of the chairperson or any other member of KLMSH, KLMSH may decide that the review of some issues be terminated and that it be prepared in more detail for the next meeting.

If the meeting examines the materials which are secret documents, the chairperson warns the attendees and may request the release of the meeting of members without the right to vote as they are secret and as such should be preserved.

## 7. Manner of meeting

Before voting, the chairperson formulates the draft decisions or conclusions regarding that agenda item.

After reviewing and concluding the discussions, according to the agenda item, KLMSH makes a decision or reaches a conclusion.

KLMSH decides in full force when more than half of the full number of voting members are present at the meeting.

KLMSH makes decisions by a relative majority of the votes of all members with the right to vote.

If there are more proposals for decisions or conclusions, first vote on those proposals that come out of the College bodies and then on other proposals.

Voting is by acclamation or by secret ballot.

KLMSH votes in two ways: openly and secretly:

1. Open voting is done by raising the hand or by individual declaration.

The declaration is made: "for", "against" and "abstention".

2. Voting by secret ballot shall be by ballot.

The secret ballot procedure is carried out by a commission appointed by the KLMSH composed of three members.

After the vote, the chairperson finds that the draft decision or conclusion has been approved or rejected.

#### 8. Maintaining order in the meeting

The chairman of the meeting takes care of maintaining order in the meeting.

The chairperson and participants in the meeting of KLMSH are obliged to adhere to this Regulation.

The scheduled meeting of the KLMSH may be postponed or terminated in the following cases:

- if there is no quorum,
- if the meeting started due to extension cannot be held during that day,
- if during the meeting irregularities are made or the chairperson is not able to chair the meeting.

The meeting is interrupted or postponed by the chairman of the meeting.

Non-compliance with the order in the meeting may be taken away from the member of KLMSH and may be excluded from the meeting.

#### 9. The rights and duties of the member of KLMSH

The member of KLMSH has the following rights:

- propose changing and supplementing the agenda,
- take an active part in examining issues on the agenda,
- to request clarifications and information on issues that are within the competence of KLMSH,
- vote or abstain and
- to ask questions to the chairperson of KLMSH.

The member of KLMSH is obliged to participate in every meeting.

The KLMSH member may be absent from the meeting for reasonable reasons.

In order not to attend the meeting, the member of KLMSH must notify the chairperson of KLMSH.

#### 10. Minutes from the meeting of KLMSH

Minutes are kept at each KLMSH meeting.

The minutes are kept by the professional service of the College.

Minutes are kept:

- in manuscript,
- recording

The minutes record the essential data on the work of the meeting and especially:

- number, date and place of the meeting,
- number of attendees at the meeting,
- the names of those absent from the meeting,
- agenda,
- characteristic discussions that are of particular importance for any important issue.

The minutes are signed by the chairman of KLMSH and the record holder.

The minutes are kept in the archive of the College with the materials reviewed according to the agenda items, as long-term documents.

## 11. Commissions

KLMSH forms permanent and ad hoc commissions, which are auxiliary bodies of KLMSH.

The commissions formed by KLMSH, in accordance with the Statute, assist KLMSH regarding special issues from its scope.

## 12. Acts and other documents of KLMSH

KLMSH issues:

- decisions,
- conclusions,
- recommendations,
- other documents in the form of catalogs, information and other materials.

KLMSH gives an authentic interpretation of the acts it approves.

## 13. Changes and additions

Amendments and supplements to this Regulation are made according to the approval procedure, while the initiative for the amendments to the Regulation can be submitted by 1/3 of the members of KLMSH.

#### 14. Entry into force

This Regulation enters into force on the day of approval by KLMSH of KU "Biznesi", in accordance with the Statute of KU "Biznesi".

Prof. Dr. Shyqeri Kabashi

---

Dean