



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

STATUTE OF BIZNESI COLLEGE

Prishtina 2019

BIZNESI College was established in 2004 as a private institution of Higher education and scientific research in Kosovo with its head office in Prishtina. The College relies on the most advanced traditions and educational and scientific achievements of the country and the world. So far, BIZNESI College has made outstanding contributions in the area of Higher education in Kosovo regarding which it has been praised by state institutions of the Republic of Kosovo, such as the Kosovo Accreditation Agency and the Ministry of Education, Science and Technology.

This Statute contains norms that regulate the activity of BIZNESI College by means of the legislation in force guaranteeing the autonomy to the holders of Higher education and academic freedom, protected by law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”, approved by the Assembly of the Republic of Kosovo; pursuant to Article 65 (1) of the Constitution of the Republic of Kosovo.

CHAPTER I GENERAL PROVISIONS

Article 1 The objective of the Statute

The objective of this Statute is defining the rules of organization and operation of the Institution and its constituent structures; activities of the authorities and governing bodies and their election or appointment, the levels of delegation of powers by the governing and administrative authorities; periods of internal evaluation of study structures or programs; duties and rights of academic and administrative personnel and students, and other issues that regulate the activity of BIZNESI College.

Article 2 Legal basis

This Statute is based on the Constitution of the Republic of Kosovo and Law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”, as well as the secondary legislation issued pursuant to it and its implementation.

Article 3 Legal personality

1. BIZNESI College is a private legal entity as such recognized by law.
2. BIZNESI College uses the acronym KB.
3. The College is organized and operates in accordance with the legislation on Higher education and scientific research, as well as with the rules provided for in this Statute and its regulations.
4. The constituent units enjoy legal personality within the limits prescribed by the legislation in force and this Statute.
5. All premises (buildings and locations) used by BIZNESI College, as well as any premises acquired by law in the future, enjoy integrity. This integrity includes prohibition of interference within the premises, their use by any natural or legal person, the interference of the central and local government and public order bodies without the request and permission of the founder / Dean or any person authorized by them. .
6. Exceptionally, in case of committing a criminal offense and in the event of a natural disaster, public order bodies shall intervene without the permission of the founder / people in charge of the Programs.
7. For any encroachment of integrity, under paragraph 5 of Article 8 of this Statute, the College shall be entitled to report the offense, to ask for compensation and to seek punishment of the offender in accordance with legal provisions.
8. BIZNESI College, in agreement with the Law on Higher Education of the Republic of Kosovo ,is allowed to open branches and subsidiary teaching units in other municipalities of Kosovo, as well as abroad in various fields of professional scientific training.

The College shall comply with the following criteria in order to set up subsidiary Teaching units:

- a) Providing classrooms and other auxiliaries for regular teaching in the context of the number of students, on the basis of recognized standards.
- b) Providing Teaching resources.
- c) Providing qualified academic Teaching staff.
- d) Providing administrative staff.
- e) Keeping essential documentation in the central unit (Prishtina).
- f) Implementing curricula approved by BIZNESI College in Prishtina.
- g) Developing teaching structure by the Programs in the central unit and continuously monitoring teaching activity by the central unit.
- h) Ensuring the performance of laboratory work and teaching practices.

9. The College carries out its self-evaluation every year and seeks accreditation in accordance with the deadlines set in the legislation of the Republic of Kosovo.

Article 4

Mission

BIZNESI College is a private holder of Higher education that offers several bachelor and master programs. The College contributes to the development of society through three pillars of the mission of higher education: research, education, and public service which constantly enrich and inform each other. We provide student-centred education, as well as fostering personal and intellectual growth to prepare students for productive and civic careers responsible in a global society.

Mission is accomplished through these goals:

- Professional training senior specialists in the fields covered by all study programs through Teaching and professional practice, fulfilling all the tasks that derive from the signing of the Bologna Declaration.
- Training young researchers in different primary areas taking into account the main directions of development of the region through scientific research and publishing activity;
- As a promoter of the highest form of education, the college also aims to acquire specific competences and methodological accuracy to develop individuals not only as competent specialists but also as responsible citizens to serve the society.
- Carrying out scientific studies to develop the study programs of sciences and provide services to solve the most important problems that Kosovo faces;
- Carrying out the continuous qualification of senior specialists in different areas and turning into an important centre of modern technology qualification and development.

Article 5

Vision

BIZNESI College aims to remain a role model as a provider of private higher education characterized by rigorous academic preparation and in-depth research, an educational institution of the first choice for students committed to transform their lives and society.

Article 6

Principles

1. BIZNESI College is guided by the following principles:
 - a. Freedom of opinion and expression
 - b. Autonomy in teaching and research
 - c. Transparency
 - d. Meritocracy
 - e. Collegiality
 - ë. Impartiality

Article 7

Development of activities

1. The activity of BIZNESI College is organized and carried out by its constituent units, as well as by the governing bodies and authorities acting on the basis of the powers set forth in the legislation in force in this Statute and other regulations of the College.

2. Based on the teaching activity, BIZNESI College sets the best moral, cultural, historical, educational and scientific traditions of the country intertwined with the best world and European standards and achievements.

3. BIZNESI College conducts its activities within the national and international university and research system based on the framework of duties of integrating character or through accomplishments of international agreements.

4. BIZNESI College considers teaching, studying and researching, its fundamental task collaborating with local institutions and through the international exchange of lecturers and students it fulfils, its objectives and programs.

5. BIZNESI College joins standing bodies and is active in temporary higher education and research bodies and activities in the relevant field, local or abroad.

6. BIZNESI College, in accordance with its mission of teaching and scientific research and respecting individual freedom develops special programs and projects based on the needs in different areas. The College competes with these projects nationally and internationally to fund Scientific, technological and cultural research.

7. While conducting its activity, BIZNESI College provides conditions for the acquisition of knowledge and the free expression of opinion and organization in compliance with the requirements of coexistence and the law on higher education and scientific research in the institutions of higher education in the Republic of Kosovo and BIZNESI College Regulation.

8. While applying its activity, BIZNESI College offers conditions to students with disabilities to attend all study activities, the test of knowledge in accordance with the study program they are attending, as well as access to libraries, computer rooms, laboratories, sports facilities and other services with reasonable conformities which shall not constitute an excessive financial burden for the College.

9. BIZNESI College is a secular and depoliticized institution.

10. BIZNESI College, as a legal entity, participates in public and private activities inside or outside the country carrying out its functions and accomplishing its legitimate objectives.

11. BIZNESI College has the right to establish relations with foreign Universities for the purpose of inter-university cooperation and exchange of academic and scientific experiences. It also has the right to implement joint study programs, exchange academic staff, research projects and joint publications etc.

12. The College has the right of membership in associations and international higher education organizations. It cooperates with foreign non-governmental organizations that assist in the development of higher education in the Republic of Kosovo.

Article 8

Academic freedom, financial and organizational autonomy

1. BIZNESI College enjoys academic freedom, financial, organizational and personnel autonomy in accordance with the legislation in force.

2. Academic freedom is guaranteed by law:

a) Organizing teaching, scientific research and innovation activities as well as creative activities in accordance with its mission and goals;

b) Designing and developing study programs and defining the fields of research activity;

c) Organizing the promoting process of the academic staff.

3. BIZNESI College is financed by its founder. He has the right to create and use income from his business and various donations in conformity with the legislation in force. His financial autonomy is guaranteed by law:

a) Generating legitimate income from teaching, research, intellectual property, trademarks and patents, services, artistic and sports activities, and other economic activities used in conformity with the legislation in force;

b) Receiving funding from students fees;

c) Determining the internal rules of financing, distribution and use of the income based on the activity and needs of the College;

ç) Determining the study fees in accordance with the applicable legal framework;

d) Administering its real estate and movable property;

dh) In accordance with the dynamic of development, to set up institutes, centres, service units, training units, etc. which generate income with different Statute at the branches or at the headquarters.

4. The organizational autonomy and selection of personnel shall be guaranteed by law:

a) Self-governing, electing governing bodies, organizing structures and regulating the ways of exercising their activity through the internal acts of the institution;

b) Setting criteria for the admission of students in accordance with legal requirements;

c) Concluding agreements with legal entities, public and private, domestic or foreign, for the development of teaching, research, qualification, innovative activities as well as other lawful activities;

ç) Independently determining the number of staff, the criteria and procedures for its selection, as well as to fix the salaries of the academic, assistant academic and administrative staff in accordance with the legislation in force;

d) Establishing relationships with local or foreign institutions and organizations, public and non-public, with business organizations, non-profit organizations, etc., in relation to institutional, professional and Scientific cooperation to exchange experiences of academic, administrative and student staff, for students internships, joint projects etc.

5. The activity of the College and its constituent structures is guided by the principle of collegiality, transparency and merit.

6. BIZNESI College shall report annually to the Ministry of Education, Science and Technology on the teaching and scientific activity.

7. The founder of BIZNESI College, the person authorized by him or the Dean represents the College as a legal person and acts on its behalf within the limits of the rights recognized by laws, by this Statute, bylaws and Regulations of the College.

Article 9

Headquarters and branches

The headquarters of BIZNESI College is in Prishtina, "Motrat Qiriazi" Str. 29 Ulpiana, Prishtina 10000; the College Branch in Gjakova, Str. transit; the College Branch in Vushtrri, Str. "Martyrs of the Nation" - Millennium Centre 1st floor; and the College Branch in Prizren, "JONI" Street 10 (opposite the Bus Station).

Article 10

College Symbols and Official Stamp

1. BIZNESI College symbols include the College emblem and the College flag.

2. BIZNESI College emblem is approved by the College Board and placed at the BIZNESI College central administration premises, in the Dean's Office, as well as in the Boardroom and the Higher Scientific Teaching Council.

3. The official business communication shall bear the emblem of BIZNESI College.

4. The flag of BIZNESI College is placed at the entrance of the Headquarters and branches, as well as in the office and lecture hall facilities with smaller size.

5. BIZNESI College has the official stamp approved by the Higher Scientific Teaching Council. The stamp has a diameter of 30 mm, with the BIZNESI emblem in the centre and the name of BIZNESI College encircled. The founder, the Dean and the person authorized by him have the right to use the stamp of the College.

CHAPTER II
ORGANIZATIONAL AND COMPOSITIONAL STRUCTURES
Article 11

Name of the institution

Our Institution of Higher Education in Kosovo is named: Kolegji BIZNESI Shpk

Article 12

Administration of the institution

The Head of the College is the Dean. The Dean is the highest academic authority of the College and its representative. He coordinates the activity of the core units and collegial bodies of the College and resolves disputes among them.

Article 13

Constituent structures of BIZNESI College

1. The organizational structure of BIZNESI College is divided into: management, academic, research and support units.

Our top management unit is the Board which is responsible for planning, control and management of the activity.

The highest academic body is the High Scientific Teaching Council headed by the Dean.

Within the Council are represented the entire academic and research units, as well as the students' representatives.

Within the programmes are created teaching councils governed by programmes holders.

BIZNESI College establishes working committees such as:

- Committee for students' registration
- Committee for Evaluation of Academic Staff Engagement,
- Committee for valuation of grades and curricula,
- Committee for quality control of studies,
- Committee for complaints review,
- Disciplinary committee,
- Committee for cooperation and public relations, etc.

Academic development units take care of development of teaching process; research and development of research activities; management of other support units aiming to assist studies.

2. Concerning research and scientific work, BIZNESI College establishes and puts into practice:

I. Institute for Scientific Research,

Scientific research aims to undertake activities with the aim of ensuring sustainable scientific development.

The Institute for Scientific Research has its own activity program within which operate the following units:

- a) Economic, legal and emergency research unit.

b) Academic training and staff development unit.

Institute for Scientific Research supports the development of the academic staff, professors and students' research work through publishing books, scientific journals, various publications, organizing scientific conferences, seminars, symposiums, workshops and summer study camps. It also organizes study visits to different institutions.

II. The Institute of Statistics,

The Institute of Statistics has joined BIZNESI College since 2011 and as such deals with research of opinion and economic phenomena. This institute operates with capacities that derive mainly from the academic staff and students of BIZNESI College.

III. The career development institute

The career Development Institute has operated since October 2011. This institution was built as a part of the College and aims to advance knowledge in small study fields and additional training for the staff and students at home and abroad.

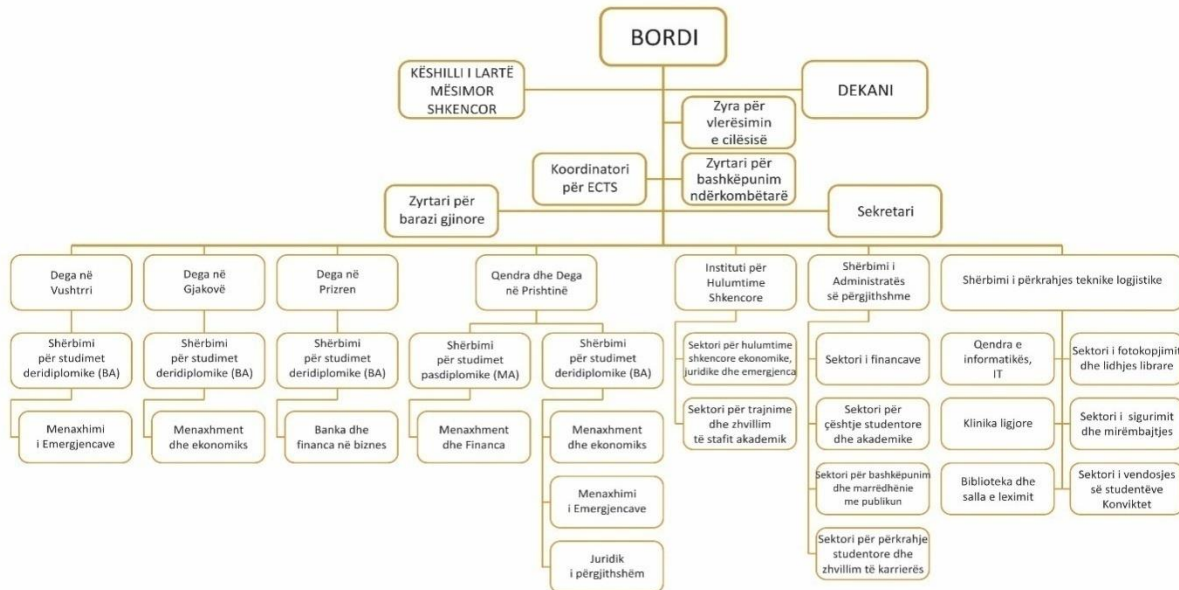
IV. Publishing House of BIZNESI College deals with the publication of books, lectures and various workbooks. It is registered in the National and University Library of Kosovo, and as such has its own number and code.

3. In the framework of a support unit there is the General Administration Service which supports students and the academic affairs. This administration service is run by the chief of administration. The general administration service has these sectors:

- Sector for administrative issues,
- Sector for logistics support, and
- Sector for financial issues.

4. At BIZNESI COLLEGE operates the Quality Assessment Office which is managed by the chief of the office and the support staff, as well as the coordinator of the ECTS.

Article 14 Organogram of BIZNESI College



Article 15 Programs of study

BIZNESI College develops bachelor and master programs of study.

According to the KAA accreditation decision, as well as based on licence decision of Ministry of Education, Science and Technology (MASHT), BIZNESI College conducts its academic activities in four bachelor programs of study, three master degree programs of study and one program of the third level under the National Qualifications Framework:

a) Bachelor degree develops programs:

- Banking and Finance (degree: BA in Banking and Finance)
- Emergency Management (degree: BA in Emergency Management)
- Law LLB (degree: BA in Law);
- Management and Economics (degree: BA in Management and Economics).

b) Master level develops programs:

- Emergency Management (degree: MA in Emergency Management);
- Law - Criminal (degree: MA in Law - Criminal); and
- Management and Finance (degree: MA in Management and Finance).

c) Level III according to the National Qualifications Framework: Fire Protection Technician.

Article 16

Reorganization, division, merger or closure of BIZNESI College

1. Reorganization, division, merger or closure of BIZNESI College is done by the owner's decision according to the criteria set forth in the law on higher education and administrative instructions, as well as other legal and subordinate legal acts upon which this Statute is based.

2. BIZNESI College respects the academic standards set by the Ministry of Education, Science and Technology of the Republic of Kosovo and the Kosovo Accreditation Agency. Accordingly, it conducts an internal evaluation of the quality of Teaching, Scientific and administrative work and makes decisions for the future.

3. BIZNESI College is financed by its founder. He has the rights to create and use the income of his activity and various donations in accordance with the legislation in force to reorganize, separate or merge with other institutions of Higher education.

4. BIZNESI College shall report annually to the Ministry of Education, Science and Technology on Teaching and Scientific activity.

CHAPTER III

MANAGING BODIES OF BIZNESI COLLEGE

Article 17

Governing bodies and authorities

1. The highest governing body of the College is the Board. Other academic bodies are the Higher Scientific Teaching Council and the standing committees.

2. The managing authorities are: the Dean, the General Secretary, the heads of branches and units, and the heads of study programs.

3. The members of the Higher Scientific Teaching Council and the leading academic authorities are elected through a general election process which takes place every four years.

Article 18

The Board

1. The Board has an advisory character to the founder of the College. It is a superior body of the College elected to oversee and control the College activities in the administrative, financial and economic aspects, development policies, and in the exercise of property protection rights of BIZNESI College. It is the highest governing, executive and commanding body of the College in the administrative area.

2. The Board consists of (5) five members, the president is elected out of them. The election and dismissal of board members is done by the College Higher Scientific Teaching Council.

3. Three Board members are elected as external members; they are not employed in the College. One member is also elected as an internal member, employed in the College. The founder is the member of the Board ex officio.

4. The President of the Board cannot be the founder of the Board.
5. The term of office of the members of the Board shall expire prematurely:
 - a) When sentenced by a final court decision for committing a criminal offense;
 - b) When a member of the Board resigns;
 - c) Under conditions of inability to perform;
 - ç) When absent without reason for three sessions during one academic year;
 - d) When discharged from this duty for serious violations of the law.

In this case, the dismissed member is replaced by the election of the Higher Scientific Teaching Council held within four weeks.

6. The dismissal of the Board members is done by the Higher Scientific Teaching Council.

7. In case of the premature termination of the mandate of the authorities and of the elected members of the bodies, the term of the newly elected member of the governing body shall be additional.

Article 19

Operations of the Board

1. The Board shall meet in usual sessions at least once in two months.

The agenda shall be proposed by the president of the Board or the founder of the College and it shall be always approved by the Board. The Board could meet, if necessary, in extraordinary sessions on a specified agenda, on the recommendation of the founder, the president of the Board, the Dean or the responsible staff of the Programs.

2. The Board shall meet when more than half of its members are present. Its decisions are usually made by consensus. When the consensus is impossible, decisions are taken by a simple majority of votes. The vote of the president of the Board is equal to the vote of other members.

3. Decisions are made with a common procedure, understanding and open ballot system. Each member exercises their right to vote without the right to delegate it to anyone else.

4. Meetings of the Board shall be transparent and closed upon the request. The decisions of the Board are binding on all College structures.

5. The Board of BIZNESI College has the following main functions:

a) It determines the investment directions for the development of the College and approves the expenditure plans.

b) It proposes to the founder the annual rates of financial, teaching and scientific workload for Scientific Teaching staff.

c) It proposes to the ASCLP all types of student admission quotas.

d) It approves the Statute and Regulations of the College in its competence.

e) It proposes to the founder the investment policies.

f) It proposes to the founder and to the High Scientific Teaching Council development plans of the College, as well as the establishment of new academic units (branches) by decision of the Board acting within the College.

Article 20

Higher Scientific Teaching Council

1. Higher Scientific Teaching Council is an academic body and it consists of 14 members:

- Dean
- Vice-Dean
- 4 program directors
- 6 members of full time academic staff of programs
- 2 members selected from student organization
- General Secretary (without the right of vote)

2. Members of the Higher Scientific Teaching Council, representing different groups (see above), were selected from the programs on the basis of a ranked list by a system of voting by academic or student staff (as appropriate). The Higher Scientific Teaching Council shall be renewed not less than once every four years with the possibility of re-election.

Article 21

Operations of the Higher Scientific Teaching Council

3. The Higher Scientific Teaching Council has the following functions:

- a) Guarantees the autonomy of the College academic freedom and students rights;
- b) Guarantees internal quality assurance;
- c) Guarantees the achievement of the objective of the College based on Scientific research and establishes mechanisms for the evaluation of teaching and research activities of academic staff;
- ç) Approves in advance the mid-term and long-term strategic plan of Teaching and research development and it proposes it for final approval to the Board;
- d. Approves curricula according to branches,
- dh. Develops employment criteria for academic staff,
- e. Drafts the strategic development plan of the College, as well as takes initiative to establish new units (branches) that will function within the College.
- e. Approves the structure of studies,
- f. Approves the admission and promotion of the academic staff, and the appointment of program leaders, branches and units of the College.
- g. Submits proposals to the Board for financial support for the opening of new branches and units,
- gj. Approves student admission criteria,
- h. Adopts the College regulations according to the academic competence the college has and it creates professional and scientific committees,
- i. Approves annual reports on the teaching and research activity of the College and it submits it to the College Board,
- j Examines certain issues as requested by the students parliament,
- k. Performs other duties provided for in this Statute.
- l) Approves the Statute of the College after obtaining the Board prior approval,
- ll) Approves new study programs, as well as their changes and closures;
- m) Approves new scientific research programs, changes and their closure;

- n) Proposes the closure and reorganization of the College, as well as the separation and merger with other higher education institution (s);
- nj) Approves the opening, reorganization or closure of units and branches of the College, after the Board prior evaluation;
- o) Submits a request to the Kosovo Accreditation Agency for external quality assessment and accreditation of study programs, branches of the College or the College itself;
- p) Proposes to the Kosovo Accreditation Agency the opening, closing, modification and naming of the main units and study programs;
- q) Confirms the detailed annual report of the College activity compiled by the Dean's Office and forwards it to the Kosovo Accreditation Agency;
- r) Reviews and evaluates the requests of the Kosovo Accreditation Agency for opening of new study programs in the primary fields;
- rr) elects its representatives of the College Board;
- s) Establishes its standing committees to follow the most important courses of the activity of the institution and supervises their activity;
- sh) Elects members of the standing committees for a two-year term;
- t) Approves the annual plan of academic and research activities;
- th) Approves the membership of the College in national and international educational and Scientific organizations, twinning relationship with other universities and higher education home and abroad. It also approves cooperation agreements with non-profit organizations, domestic and foreign donors that can assist the development of the College, as well as the agreements that the Dean forwards for approval;
- u) Invites the Secretary-General of the College to report on its activity at least twice a year;
- v) Makes decisions on matters within its competence.

Article 22

The way the Higher Scientific Teaching Council operates

1. The Higher Scientific Teaching Council exercises its activity through collegial decision-making, as well as through the committees established.
2. The Higher Scientific Teaching Council is chaired by the Dean.
3. All the members shall attend the meeting of the Higher Scientific Teaching Council. A member unable to attend notifies the reason for his absence, preferably 48 hours before the meeting.
4. Meetings of the Higher Scientific Teaching Council shall be held on the basis of the planning by the Council at previous meeting, at the request of the Dean or one-third of its members. No other matters discussed outside those in the agenda unless the Council itself decides otherwise.
5. Meetings of the Higher Scientific Teaching Council may be ordinary and extraordinary. Extraordinary meetings are considered those on matters of high sensitivity affecting the institution. Ordinary meetings are notified to Council members in their official e-mail at least 7 days prior to the meeting. Extraordinary meetings are notified to Council members at least 24 hours prior to the meeting. The notice of College convocation is also published on the official website of BIZNESI College.

6. Meetings of the Council shall be recorded by means of information technology and the Council shall keep a record of each meeting. Decisions made are published within 24 hours on the College official website.

7. Meetings of the Council shall be valid if more than half of its members are present. When the majority of members are not present at the opening of the meeting, the Dean shall adjourn the meeting which shall be held no earlier than seven days.

8. As a rule, voting in the Council shall be open. Decisions that contain assessments of an individual's behaviour or qualities are made by secret ballot. Closed voting is also carried out on the request of at least one fifth of the members of the Council.

9. Decisions shall be brought by the majority votes of the members attending the meeting and entitled to vote.

10. In the case of closed voting when the result remains equal, a second round of voting shall be held. When resulting in equal votes in the second, the decision will be postponed to the next meeting. If there is equality of votes again in the second voting then a third voting will take place. In case no majority is obtained after the third voting, the proposal is considered lost.

11. Members of the Council who have voted against shall have the right to request that the record indicates facts and reasons for such voting.

12. Other features of the functioning of the Council are set out in its rules of procedure.

Article 23

Founder of BIZNESI College

1. Decisions relating to tuition fees, salaries, investments, income and expenses of the College shall be made in each case by the College Board.

2. The founder is a member of the Board (ex officio).

3. The founder shall not interfere in the academic area and shall not affect the academic freedom of the lecturers.

4. The founder may not be a member of the High Scientific Teaching Council or the head of any academic unit in the College.

Article 24

Academic Ethics Council

1. The Academic Ethics Council of the College reviews ethics issues in the institution. Its conclusions of each issue are considered separately and are forwarded to the Dean, respectively the Vice-Dean.

2. The members of the Academic Ethics Council are elected by the Higher Scientific Teaching Council (KLMSH).

3. The composition and duties as well as the manner of operation of this council shall be determined by special regulations approved by the Higher Scientific Teaching Council KLMSH and signed by the Dean.

Article 25

The Dean

1. The Dean is the highest academic authority of the institution of higher education, as well as its legal representative for academic and protocol matters.

2. The Dean is elected by competition from the College Higher Scientific Teaching Council with a four-year term and re-election possibility. The Dean should have a title no lower than an Assistant Professor.

3. Candidates for Dean must meet the following criteria:

- a) Have experience in teaching or research not less than 5 years;
- b) Have academic experience in the capacity of head of study courses, have developed curricula, subject programs, have prepared supporting literature and / or developed research projects, etc., for at least 3 years;
- c) Have no disciplinary action in force;
- ç) Have not previously been convicted by a final decision for criminal offenses.

4. The Dean shall be elected by an absolute majority (the majority of the general members) in accordance with the provisions of this Statute. If no candidate wins this majority in the first ballot then the two candidates with the highest number of votes qualify for the second ballot. If neither candidate wins the absolute majority three times in a row, the election procedure shall be repeated from the beginning as provided in this Statute.

5. The rector's term of office begins on October 1.

6. The College Board, in consultation with the Higher Scientific Teaching Council, shall issue a regulation on the procedure of election and the term of office of the Dean.

Article 26

Dean's duties and responsibilities

1. The Dean performs the following functions:

- a) Runs the Higher Scientific Teaching Council;
- b) Proposes the election of the candidates for the responsibilities of the College, such as the general secretary, program officers, academic personnel and branch and unit directors, and nominates them after their approval by the Higher Scientific Teaching Council (KLMSH).
- c) Signs and certifies the diplomas on graduation, grades statements and certificates of completion without the right to delegate the firm to other persons;
- c) Proposes the teaching-scientific staff for the academic year and specifies workload;
- d) Approves the calendar of the teaching process for each academic year according to the instructions of the Ministry of Education, Science and Technology;
- e) Establishes ad hoc committees and working groups on specific issues, studies and activities;
- f) Submits to the Board the approval of financial plan of expenditure proposed by the Higher Scientific Teaching Council (KLMSH) at the beginning of the academic year;
- g) Organizes activity for the internal evaluation of the College.
- k) Signs employment contracts of academic and administrative staff at BIZNESI College.
- h) Submits to the Board the strategic development plan of the institution;
- i) Signs the academic titles such as "Assistant Professor" and "Professor" after their approval;

j) Handles complaints of decisions of the various bodies of the College and recommends decision-making to respective structures in accordance with the legislation in force;

k) Exercises controls over the quality of teaching, research, implementation of employment contracts and any other activities performed by the College structures;

l) Authorizes, if necessary, the entry of law enforcement forces into the College premises;

ll) Signs academic agreements or protocols of cooperation of the College with third parties, as well as memberships in national and international associations. Agreements requiring Board approval are signed by the Dean after his prior approval.

m) Supervises the implementation of the decisions, measures and requirements of the Higher Scientific Teaching Council (KLMSH) Board.

2. Manages the branches of Gjakova, Vushtrri and Prizren through the delegation of authority to the Branch Directors who generally exercise the following duties:

a) Organize the teaching process in the relevant branch of BIZNESI College;

b) Monitor the work process in relevant units;

c) Response to organizational activities;

d) Report to the Higher Scientific Teaching Council and to the Dean on the progress of the education process for the respective units.

3. The Dean, while exercising his functions, expresses himself with decisions, orders and instructions.

4. The Dean shall leave the office:

- Upon termination of the mandate

- Resignation,

- If be violations of the laws and bylaws as well as the Statute and the Rules of Procedure of the College upon dismissal from the KLMSH,

- Not decent to act as the Dean,

- On their death,

5. In the case of the resignation of the Dean or inability to perform his duties until the appointment of the new Dean, the KLMSH shall authorize the Vice-Dean to perform the Dean's duties.

Article 27

General Secretary of BIZNESI College

1. The General Secretary shall be selected by public competition and shall be in charge of the administrative and economic progress of the College.

2. The General Secretary shall be a specialist with law or economic background and shall have organizational experience.

3. The General Secretary shall represent the College in legal disputes.

4. The General Secretary supervises the work of the administration, students and academic staffs' files, administrative staff and their order, and issues evidence on students and academic administrative matters.

5. The General Secretary is responsible for issuing legal and subordinate legal acts.

6. The General Secretary shall report to the Higher Scientific Teaching Council.

7. The General Secretary shall also have the following duties and powers:

- a) Follows all the economic and administrative activity of the College;
- b) Organizes and monitors the drafting and implementation of the budget plan and submits to the Board the project for the allocation of budgetary funds and other sources of funding;
- c) Organizes the conduct of studies for the prospective development of the College;
- ç) Drafts projects for the organizational and analytical structure of all subordinate administrative units of the College, as well as projects for its administrative direction;
- d) Organizes the audit and financial audit;
- e) Organizes third party service activities at the College;
- f) He is the president of the committees of investment, purchase, material assets;
- g) Represents the College as the first delegated by the founder in financial relationships with banks and in all contractual relationships with third parties, within the areas of activity it covers;
- gj) Responses for the settlement of the obligations of the College to state authorities, for the payment of taxes, dues, and obligations to third parties;
- h) Responses to adherence to student enrolment procedures.

Article 28

Standing Committees

1. Standing committees are collegial bodies set up at the institutional level and at the level of the main unit which mainly deals with the scientific qualification and the academic promotion guaranteeing the quality standards of the institution and study programs, the progress of its activity and relationships with students in accordance with the mission and policies of the institution. Standing committees exercise their activity and make decisions according to the competences under the law no. 04 / L-037 “On Higher Education in the Republic of Kosovo” and this Statute. They also address the Higher Scientific Teaching Council to approve decisions that fall within the competence of the latter.

2. The number of standing committees and the number of members shall be determined in the Statute. The replacement of committee members is done according to the order of the list of candidates.

3. The Higher Scientific Teaching Council shall establish standing committees at the institutional level as follows:

- a) Academic staff promotion committee;
- b) Quality assurance committee;
- c) Committee of activity and relations with the students;
- ç) Curricula committee;

4. The procedure for the election of the members of the committees shall be determined by the internal regulations of BIZNESI College.

5. A full-time academic staff member or a student may only be a member of a standing committee.

6. The chairpersons of the committees are elected by the Higher Scientific Teaching Council by the majority vote of all members.

7. The committee members are elected for a two-year term with the right to be re-elected.

8. Within January of each calendar year, each standing committee shall submit an annual report of its activity with the relevant findings and recommendations to the meeting of the Higher Scientific Teaching Council

9. Other rules on the operation of the standing committee are set out in the Rules of Procedure at BIZNESI College and the regulation of their procedure.

Article 29

Committee for the promotion of the academic staff

1. Committee for the promotion of the academic staff is the responsible structure for the awarding of titles "Assistant Professor" and "Professor" at BIZNESI College in accordance with the legislation in force.
2. Committee shall consist of 5 members. They are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected.
3. Committee shall have at least one member from each program.
4. Committee members shall meet the following criteria:
 - a) Be part of the full-time academic personnel;
 - b) Hold the title of "Assistant Professor" and have at least two years of teaching experience after earning this degree;
 - c) Have work experience as a member of academic staff for at least 3 years;
 - ç) Not be elected members of the governing bodies.
5. Committee shall decide by a majority vote of all members by secret ballot.
6. The organization and functioning of this Committee shall be defined on its rules of procedure.
7. While carrying out its activities, the Committee shall apply the criteria set out in the applicable laws and bylaws for the evaluation of candidates and the appointment to academic degrees.

Article 30

Standing committee for quality assurance standards

1. Standing committee for quality assurance standards is the body responsible for ensuring the quality standards of the institution and study programs.
2. Standing Committee for quality assurance standards shall consist of 7 members. KPSSC is composed of at least one representative from each program, one representative from the quality assurance structures, one representative from the institutes / branches, one representative from the students. The members of the committee are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected. Committee members, part of the academic staff, must meet the following criteria:
 - a) Belong to the category of "Assistant Professor";
 - b) Have work experience as members of academic staff for a period of at least two years;
 - c) Have no disciplinary action in force.The student representative of committee must be a student with a grade point average above 9.
3. Committee shall decide by a majority of vote with all members present.

4. The organization and functioning of this Committee is set out in this Statute and its rules of procedure.

Article 31

Committee on student progress and relations

1. Committee on student progress and relations is established to provide support and to develop collaboration between the College governing bodies and students and / or student bodies. The committee consists of 5 members, 4 of them are part of the academic staff and 1 is the student representative. Student representatives and academic staff members are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected.

2. Committee shall exercise the following powers and duties:

- a) Develop policies on treatment of students;
- b) Cooperate and coordinates with Student Councils;
- c) Proposes financial and logistics support for students projects;
- ç) Requires different information from the main units for students 'problems;
- d) Requests information from the constituent bodies of the institution on issues and problems of students and their bodies.

3 .The Committee shall decide by a majority of vote in the presence of all members.

4. The organization and functioning of this commission shall be defined by its rules of procedure.

Article 32

Standing committee of curriculum

1. Standing Committee of curriculum is the responsible structure for evaluating draft programs submitted under the provisions of this Statute.

2. This Committee consists of 7 members. It comprises at least one representative from each program, representatives from administrative structures, representatives from institutes, and one representative from students. The members of the Committee are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected. Members of the committee who are part of the academic staff must meet the following criteria:

- a) Belong to the category "Professor";
- b) Have work experience as members of academic staff for a period of at least five years;
- c) Have no disciplinary action in force.

The member of the Committee, a student representative, must be with the grade point average above 9.

3. Committee shall decide by a majority of vote in the presence of all members.

4. The organization and functioning of this Committee are set out in its rules of procedure.

Article 33

Ethics Council

1. Ethics council is a collegial body of BIZNESI College.

2. Ethics Council shall promote and review ethics-related issues in the Teaching and research process, as well as in other institutional activities as provided by the Code of ethics and legislation for Higher Education and Scientific Research in the Republic of Kosovo.
3. Ethics council makes decisions by a majority vote and submits its recommendations to the Higher Scientific Teaching Council.
4. Ethics council consists of 7 members.
5. The Higher Scientific Teaching Council receives a nomination for each program as part of its full-time academic staff.
6. The seventh member is elected by the Higher Scientific Teaching Council and he or she is a member of the Council.
7. The Higher Scientific Teaching Council elects two members from among the students with a grade point average above 9.
8. In the process of nominating members, the Higher Scientific Teaching Council shall ensure that at least three members are of one sex.
9. The Higher Scientific Teaching Council elects its chairman and its secretary from among the members of the ethics council.
10. The term of office of the members of the ethics council is 4 years with the right to be re-elected.
11. Ethics council proposes to the Higher Scientific Teaching Council the approval of the College Code of ethics. Draft code is prepared by the ethics Council. Before being submitted, it shall be seen by all main units of BIZNESI College headquarters.

CHAPTER IV PROGRAM MANAGEMENT BODIES

Article 34

1. Program management bodies are:
 - Program Director
 - Program Council.

Article 35 The program director

1. The program director is elected by the Higher Scientific Teaching Council for a four-year term with the possibility of re-election.
2. The program director must have a scientific degree or title (Doctor of Science).
3. The program director has the following competencies:
 - a) Directs all Teaching and Scientific work in the Program;
 - b) Adopts the internal regulations of the units within the Program;

- c) Proposes to the Higher Scientific Teaching Council the members and chairmen of the entrance exams, professional training and diploma defence committees, approves the entrance exam questions, the professional training exam and diploma topics;
 - ç) Proposes to the Dean the expulsion of students from the College for the cases provided in the Program Regulation;
 - d) Submits a yearly report on the Teaching, Scientific and financial activity of the Program;
 - e) Organizes internal evaluation of the Program;
 - f) Selects (from the nominations submitted) and proposes the academic staff to the Higher Scientific Teaching Council.
 - g) Appoints the support staff, heads of other units of the Program and sectors of departments, from previously selected candidates from the competent bodies of the Program.
4. When the program director repeatedly violates the Statute, laws, bylaws, and regulations of the College, the Dean shall request the Higher Scientific Teaching Council the dismissal of the above mentioned, and the election of a new person in charge. The activity of program director also ceases when he resigns, when his term ends, for health reasons and in the event of death.
5. The program director appoints the program director vice who in the absence of the first one and with his / her authorization exercises all responsibilities in the Program.

Article 36

Program Council

1. The Program Council is an academic body. It consists of the Program director, regular academic staff of the program and 2 student representatives.
2. Members of the Program Council are all full time teachers. Two student representatives are selected by the Student Organization. This body is renewed when new teachers are hired at the beginning of the academic year.
3. The Program Council has the following functions:
 - a. proposes the curricula to the Higher Scientific Teaching Council, according to the branches and the basic criteria of equivalents of previous students training,
 - b. drafts the selection criteria for the academic staff and proposes them to the Higher Scientific Teaching Council,
 - c. drafts the strategic development plan of the Program and submits it for approval to the Higher Scientific Teaching Council,
 - d. proposes to the Higher Scientific Teaching Council to approve the structure of studies,
 - e. submits proposals to the Higher Scientific Teaching Council to open new branches,
 - f. drafts and proposes to the Higher Academic Teaching Council the admission criteria for students,
 - g. drafts the Program Regulations,
 - k. compiles annual reports on the Teaching and research activity of the Program and submits it to the Dean,
4. deals with issues related to the Program at the request of the Program director.

CHAPTER V
BIZNESI COLLEGE PERSONNEL

Article 37
The College personnel

1. The BIZNESI College personnel comprise:
 - a) Internal and external scientific (academic) Teaching personnel;
 - b) Scientific Teaching support personnel;
 - c) Administrative personnel;
 - d) Library personnel;
 - d) General serving personnel.
2. Recruitment to these posts shall be by selection in accordance with the system of public competition, exclusively for internal advertisement.
3. Employment contracts for Scientific and assistant teaching staff shall be signed by the Dean, and for other personnel by the Dean or the Secretary General.
4. The terms of the employment contract, the time to which it relates, and everything else related to personal relations, shall be determined in accordance with the legislation in force.
5. Hiring external teaching staff is done by contract with a fixed term according to the subject. The contract is signed by the Dean who is authorized to sign the contracts in accordance with the law. The contract is signed annually or under an agreement for a minimum period of three academic years and specifies working conditions, reciprocal duties and salary.
6. The teaching staff selected for certain courses and who have obtained, academic degrees at any other university will be admitted and may be hired to teach at the College if assessed by BIZNESI College Review Committee.
- 7 If the contract has not changed for a year, it is considered valid.
8. Academic personnel are selected by competition (public or intern).
9. Academic and administrative competition shall enjoy all the rights and obligations set forth in the applicable laws and bylaws, as provided in this Statute and the contract entered into between it and the College.
10. The College shall create, for all its staff, equal conditions, opportunities and opportunities for the development of personality, professional career and work conditions.

Article 38

The Statute of the academic and administrative personnel

1. Academic personnel shall enjoy special Statute and treatment in accordance with Law no. 04 / L-037 “*On Higher Education in the Republic of Kosovo*”.

2Applications of financial treatment, as well as other benefits for staff, are determined by the Board on the proposal of the Dean.

Article 39

Categories of the academic personnel

1. Academic personnel perform teaching, research, support and development services for the College, student counselling, and other activities.
2. Academic personnel may be teaching and research-oriented. According to their role and activity, academic personnel are categorized as: a) professor; b) lecturer; c) assistant lecturer; d) assistant.
3. The category "Professor" includes members of the academic staff, head of subjects or modules and heads of research activity. Members of the academic staff of this category hold the academic titles "Assistant Professor" or "Professor".
4. The category "Lecturer" includes members of the academic staff conducting teaching and research activities. This category includes members of the academic staff holding the PHD degree and at least three years of teaching experience before or after earning this degree.
5. The category "Assistant-Lecturer" includes members of academic staff who conduct Teaching-research activities. They must have a Master of Science degree.
6. The category "Assistant" includes members of the academic staff who are assistants to the course provider. They must have a Master of Science degree.

Article 40

Hiring full-time academic staff

1. Employment is realized through open competition of a transparent, impartial and objective process.
2. Determinations on how the criteria are to be drafted and on the manner in which vacancies are announced shall be set in the College rules of procedure.
3. To select potential candidates, an ad hoc committee is created who should have no conflict of interest and belong to the category of "Assistant Professor" or "Professor".
4. The member approved by the respective Program and who has the highest academic title and the most academic experience is appointed as the chairperson of the committee.
5. Based on the submitted documentation but not later than 10 (ten) calendar days from the date of closure of the admission, the committee makes preliminary verification of the candidates who meet the general and specific requirements set out in the announcement for competition. The evaluation of candidacies involves two successive stages, namely the evaluation of the file and the interview. Only qualified candidates from the file review phase are subject to interview. The committee shall announce the winning candidate (s) within three working days of the day of the interview. The competition is held in the premises of the main unit where the winning candidates are announced, accompanied by the publication on the official website of the College unit.

6. The ad hoc committee nominates the winning candidate (s) to the Dean of the College. The Dean, within 10 days from the announcement of the winning candidate (s), signs the employment contract and from this moment the employment relationship begins.

Article 41

Hiring part-time academic staff

1. The core units shall require the Dean's approval of the temporary staff of the academic staff on the proposal of the base units which determine their needs for ineffective academic staff. This proposal can be realized only if the teaching load is not met by full-time academic staff. The Dean, based on the proposals of the main units and depending on the fund approved for this purpose, approves each year the nominal list of temporary academic staff.
2. This contract shall be signed by the Dean for a particular period of time a particular job.
3. More detailed rules on application of the academic staff with a contract and the general criteria that candidates must meet, are set out in the College rules of procedure.
4. Notification of the need for academic staff is made public through the College official website and other public outlets.

Article 42

Duration of the work of the academic staff

1. Academic staff holding the title of “Professor” shall serve in office until the age of 68 years, while academic staff holding the title of “Associate Professor” shall serve in office until the age of 65 years. The academic staff of the lecturer category shall remain in office until the retirement age, in accordance with the relevant legislation. At the request of the base unit, academic staff shall remain in office until the end of the academic year.
2. Based on the needs of the institution of Higher education and with the consent of the member of the academic staff of the category "Professor", they may serve even after the age set forth in point 1 of this article, through contracts lasting up to one year, repeatable. In these cases, in order to realize this new employment relationship, academic staff of the category "Professor" addresses the College a request stating his willingness to continue his contribution. The request is approved by the Higher Scientific Teaching Council.
3. The extension of the employment relationship according to point 2 of this article can be done only if one of the following conditions is fulfilled:
 - a) The removal of a member of the academic staff shall reduce the minimal number of members with academic titles required for the operation of the department, as required by law;
 - b) There are no other members of the category "Professor" of the course that the academic staff member teaches or in the field of scientific research where the lecturer exercises the activity;
 - c) When evaluating the specific contribution of academic staff in the relevant field.

Article 43

Teaching norms, working hours and breaks

1. Teaching is a duty that requires at least 8 hours per week in the auditorium for all academic staff, calculated as an annual average. The full charge for the academic staff is determined by instruction of the Minister of Education, Science and Technology of the Republic of Kosovo. This norm shall be determined by decisions of the Higher Scientific Teaching Council for each category of Teaching staff, the cases of allowing its reduction, its constituent elements and the conversion of the relevant elements
2. Academic staff shall be entitled to the full payment of the teaching hours and other related activities once the justification for completing all planned academic and research duties in the annual plan has been justified.
3. At BIZNESI College the weekly working time is not less than 40 hours. Normal daily working time is 8 hours.
4. Annual leave for scientific staff is regulated by the legislation of the Republic of Kosovo.
5. Academic staff shall enjoy the right to scientific qualification which may be carried out within or outside the College. The College creates facilitating conditions for the scientific qualification of its academic staff.
6. Other problems related to working time, workload and leave are specified in the employment contract according to the legislation in force.

Article 44

Employment contracts for academic and administrative staff

1. Employment contracts for all academic staff of the College shall be signed by the Dean at the conclusion of the employment procedures set forth in Law no. 04 / L-037 “On Higher Education in the Republic of Kosovo” and this Statute. The employment contract should contain in particular:
 - Identity of the parties;
 - Workplace;
 - Description of the work the individual will perform;
 - Start date;
 - Duration of employment;
 - Duration of work and holiday;
 - Salary.

Article 45

Disciplinary responsibility

1. Academic staff is responsible for breaches of discipline at work and failure to comply with the obligations set forth in higher education and research legislation, applicable laws and regulations, this Statute, and other regulations or internal rules of BIZNESI College. Disciplinary violations are categorized as follows:
 - a) Serious violations;
 - b) Minor violations.
2. Serious violations are considered:
 - a) Open violation or non-implementation of the legal and sub-legal provisions;

- b) Repeated failure to comply with deadlines set in the performance of duties and such deadlines are reasonable and in relation to the staff workload;
 - c) The direct or indirect benefit of preferential gifts, favours, promises or treatments given by reason of duty;
 - d) Infringement of intellectual property rights,
 - d) Repeated violation of ethical rules;
3. Minor violations are considered:
violation of ethics, clear and persistent negligence in the process of organizing exams in terms of schedule, student distribution, and timing of results.
4. Other cases which constitute a minor or gross violation shall be determined in the Rules of Procedure of the College in accordance with the above criteria.

Article 46

Disciplinary proceedings

1. Disciplinary Committee for minor offenses has the right to give the disciplinary measure "Warning".
 2. Rules for the organization and functioning of the disciplinary Committee are set out in the regulations of the College.
 3. In cases of serious disciplinary violations the Higher Academic Scientific Council shall establish an ad hoc disciplinary committee which shall consist of three members selected from among the members of the Council.
 - a) Warning of dismissal;
 - b) Suspension from office for up to 3 months;
 - c) In cases of serious and recurring violation, Committee may request the Dean to terminate the contract with the member of the academic staff and dismiss them from office.
 4. Upon request by the ad hoc disciplinary committee, the Dean shall terminate the contract in accordance with the requirements of the Labour Code.
 5. The "Reminder" measure is given for minor violations and is recorded in the effective personnel file. This measure is considered unnecessary and is removed from the personnel file over a six-month period if the person does not take another identical or more severe disciplinary measure.
- The measure "Warning with dismissal" is given for serious violations, as well as if within 6 months the staff have taken two "Warning" measures. This disciplinary measure is recorded in the personnel file and retains its effects for a period of one year.
- "Termination of employment contract and dismissal of academic staff" is carried out for acts in flagrant and blatant violation of the ethics and rules of operation of the institution, or when within a one-year period the staff is on the condition of receiving a second measure "Warning with dismissal".
6. The ad hoc disciplinary commission can carry out a full administrative investigation by making available all proceeding materials for the person being investigated as well as giving him the right protect himself by writing, as well as to holding a hearing with him.

Article 47

Ending the employment relationship

Termination of employment is done when academic staff:

- a) Resigns;
- b) Reaches retirement age;
- c) The term specified in the employment contract ends;
- ç) Becomes incapable of performing their duties for physical and mental reasons;
- d) Is sentenced by a final court decision to imprisonment;
- dh) Is taken a disciplinary measure of dismissal;
- e) Other cases provided for by law.

Article 48

The rights and duties of academic and administrative staff

1. Rights and duties of the academic staff are set out in the personal employment contracts, the Labour Code, the Statute and the internal acts of BIZNESI College.

2. Rights of the academic staff are as follows:

- a) The lecturer has the right to make use of all logistical opportunities offered by the College, respecting all internal rules of the institution;
- b) To request from the basic unit the respect and implementation of all duties necessary for the normal running of the Teaching and research process;
- c) To require from the governing bodies of the main unit and the College to respect his rights under the Labour Code and law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”;
- d) To apply himself and to demand for an ethical and moral spirit in accordance with the legislation in force and the Code of ethics;
- e) To demand respect for academic freedom.
- ë) Qualify and specialize overseas in a sector of their field up to one year. This time can be consumed in whole or in parts. A decision should be made by the ASCLP on the proposal of the Dean. In this case a special contract is signed.
- f) Carry out postgraduate studies, qualification and specialization courses in accordance with the qualification plans approved in the ASCIS, in the interest of the Scientific and academic development of the College. These cases are exempt from the time limit of point (s) of this article. In this case a special contract is signed.

3. The duties of the academic staff are as follows:

- a) Comply with the Statute, regulations, and code of ethics of the institution;
- b) Develop the syllabus of the course, supplement and improve it continuously and submit it to the appropriate office;
- c) Fully carry out the task assigned by the College, ensuring high levels of Teaching and research;
- d) Cover the Teaching load determined by the College;
- e) Systematically track the development and achievement of relevant science nationally and globally and to reflect in the Teaching process;
- f) Compile exam questions in a timely manner by reformulating and updating them annually;
- g) Completely fill in the lecturer's register;

- h) Determine consultation schedules with students and develop them in accordance with the College guidelines;
 - i) Respect the timetables of the regular Teaching process;
 - j) Maintain the material base for loading and use;
 - k) Comply with the orders of the authorities, governing bodies related to the development of the Teaching process and the conduct of examinations;
 - l) Cooperate in Scientific activities organized by the College;
 - m) Implement any special orders of the relevant managing authority for special situations, emergencies, or significant events in the institution.
4. Other rights and duties of the academic staff are defined in the internal rules of the institution.

CHAPTER VI

WEBSITE AND ELECTRONIC POSTS

Article 49

Official website

1. BIZNESI College and its main branches and units develop and maintain the official website.
2. The following shall be found on the official website of BIZNESI College:
 - a) Information on the members of the leading collegial bodies and the leaders of BIZNESI College, as well as their CVs;
 - b) Information on the College device managers and their resumes;
 - c) Laws and bylaws regulating the field of Higher education and scientific research in the Republic of Kosovo;
 - ç) Electronic copies of the Statute, College internal acts, as well as the regulations of other collegial governing bodies of the College and any other regulation used by the administrative apparatus of BIZNESI College Dean's Office;
 - d) Copies of any agreement achieved by BIZNESI College, its units or branches;
 - dh) Any decision made and activities carried out by BIZNESI College;
 - e) Any other information or act required by the acts of BIZNESI College as well as any other data specifically necessary.
3. Concerning the main units and branches of the BIZNESI College the following should be found:
 - a) Information on the managers of the main branch units and their backgrounds;
 - b) Information on the academic staff of the branch units and their backgrounds;
 - c) Any other data, decision, exam dates, etc. required by BIZNESI College Acts, as well as any other information deemed necessary;

- d) Data on Teaching activity: academic structure, teaching schedule, exam sessions, etc .;
- d) Information on the curricula of the bachelor and master branches, syllabi, educational publications (texts), both in Albanian and in English;
- dh) Research activity data: newsletters; scientific publications (publications, papers, monographs, reports, etc.);
- e) Data on projects scientific teaching character, their products;
- ë) Data on the main laboratories and the analysis possibilities offered by them.

Article 50

Email

1. In order to ensure official communication among the governing bodies of each level, the academic and administrative staff and the students, BIZNESI College has created and has maintained an electronic mail.

2. Pursuant to this provision, each member of the academic and administrative staff as well as each student shall be provided with such an address.

3. Email is used as a means of official communication and any information shared through it is deemed to have been received by BIZNESI College staff.

4. The use of official email shall in any case comply with the requirements of the legislation on the protection of personal data.

5. The internal regulations of BIZNESI College sets more detailed rules for its use and maintenance.

CHAPTER VII

ORGANIZATION OF STUDIES AT BIZNESI COLLEGE

Article 51

Forms of studies

1. In accordance with the legal requirements BIZNESI College offers: a) full-time studies; b) part-time studies;

Article 52

Admissions

1. BIZNESI College offers admission to:

- a) Citizens of the Republic of Kosovo.
- b) Students transferred from universities or other higher education institutions of the country or abroad;
- c) Foreigners;

2. Eligible candidates are:

- a) Candidates who confirm citizenship by official document;

- b) Candidates who have an official document of secondary school grade in or outside Kosovo (equivalent to the criteria set by the Ministry of Education, Science and Technology);
 - c) Candidates who confirm, by official document, the ability to pursue Higher education;
 - d) Candidates who passed the entrance exam.
- e) Candidates who apply to the relevant branch for admission to the program of their choice;
 - f) Candidates who paid the tuition fee.
3. College accepts student transfers from other universities and BAL (public and private). The transfer deadline ends with the beginning of the winter or summer semester at BIZNESI College. When transferring, an evaluation commission is established for the degree of equivalence of the study program at the relevant branch or program with the Dean's decision. After the equalising the program and the recognition of grades by the evaluation committee, the student who fulfils the conditions is given the right of transfer in that academic year at BIZNESI College.
4. At BIZNESI College teaching can be conducted in Albanian and other languages.

Article 53

Organizing full-time studies

1. The study programs at BIZNESI College are organized in two consecutive cycles:
 - a) First cycle;
 - b) Second cycle.
2. BIZNESI College offers integrated programs of first and second cycle studies combined with 300 credits and their normal extension is five academic years.

Article 54

Study programs in the first cycle

1. The first cycle study programs aim to provide basic knowledge of general Scientific methods and principles and certain skills in a variety of professions and specialties.
2. The first cycle study programs at BIZNESI College are normally completed with 180 ECTS and their normal duration is 3 academic years (for the 240 ECTS Law Program and their normal duration is 4 academic years).
3. Students in these programs, based on the criteria set forth in the College's regulation of average grades, may graduate with a diploma thesis.
4. At the end of the first cycle study programs, a Bachelor's degree is issued in the field of completed education.

Article 55

Second cycle study programs

The second cycle study programs are organized into “Master of Arts” study programs.

Article 56

Master of Arts study programs

1. The second cycle of study programs in the Master of Arts provides graduates with a Master's degree, with in-depth theoretical and practical scientific knowledge in the relevant field.

2. This program may be completed with 120 credits of normal duration not less than two academic years (for the Law program 60 credits of normal duration not less than one academic year). This includes 30 credits for a research project, under qualified guidance, which ends with a degree (micro thesis). At the end of the second cycle study program, a Master of Arts degree is issued in the field of completed education.

Article 57

Compilation of study programs

1. According to the legal deadlines study programs are designed, reorganized or modified as a project by directors of programs based on the standard requirements “On the elements of study programs provided by Higher Education Institutions”, as well as the provisions of this Statute

2. The project is also accompanied by the relevant argumentation if the proposed study program has financial costs.

3. Programs of the first cycle are programs that are designed and reorganized in collaboration of specialists in the determination of subjects according to their specific field. In such circumstances, the Dean sets up a committee with an equal composition of all core units to integrate decision-making for parts of the programs that belong to their fields of study.

4. If the draft program is approved, the Dean shall submit it for further approval to the Higher Scientific Council.

Article 58

Elements of syllabus programs

1. Draft programs prepared by program directors are organized into modules and courses.

2. Course syllabus (Syllabus) is compiled in accordance with the requirements set by the Kosovo Accreditation Agency.

3. Program managers should avoid repeating the same modules in different study cycles while designing the programs. To this end, there can be no repetition of the same topics and bibliography in the different study cycles.

4. In each case, the various literature and materials used in each study program and in each subject must be approved by the Dean.

5. Detailed elements of the programs are set in the College Rules of Procedure.

Article 59

Approval of study programs

1. Upon obtaining of the proposal, the Dean shall submit the draft program to the Committee of Curriculum for review, which shall, within 10 days, draw up a report to the Higher Scientific Teaching Council stating its approval, return for completion or disapproval of draft program.

2. The Higher Scientific Teaching Council shall declare within 30 days the approval, return for completion, or disapproval of the draft program.

3. In the case of the return for completion, the Higher Scientific Teaching Council shall set a deadline to the person responsible to perform the necessary actions. The requirements of the Council are binding for the program director in reviewing the draft program.

4. With the approval of the draft program, the Dean undertakes measures to prepare and submit Self-Assessment Report to the Kosovo Accreditation Agency.

Article 60

Equipping with diploma

1. Upon completion of studies at BIZNESI College, the following degrees are awarded:
a) Bachelor's degree; b) Second cycle diploma "Master of Arts" c) Certificate.

2. Upon completion of Bachelor's degree at BIZNESI College, diplomas are awarded with the following titles:

- a) Program: Banking and Finance - Bachelor;
- b) Program: Management and Economics - Bachelor (with sub-programs: International Business, Management and Marketing);
- c) Program: Emergency Management- Bachelor (with sub-directions: Fire Protection, Occupational Safety and Environmental Protection);
- d) Program: General Law: (LLB) (with sub-directions: Administrative-Constitutional, Criminal-Law, Civil-Law, International-Law, Financial-Law).

3. Upon completion of the Master studies at BIZNESI College, the following diplomas are awarded:

- a) Program: Management and Finance (MA) - Master of Arts in Management and Finance;
- b) : Emergency Management - (MA) - Master of Arts in Emergency Management;
- c) Program: Criminal-Law LLM - Master of Arts in Criminal Law.

4. To obtain the diploma the student must receive 60 ECTS credits per year (180 credits for three- year Bachelor studies), respectively 240 credits for four- year Bachelor studies.

If the candidate does not pass the first session of the diploma defence, they can submit defence at the next defence session.

Candidates must accumulate 60 ECTS credits (1 year study program), respectively 120 ECTS credits (2 year study program).

5. The student who meets all the requirements of the syllabus is provided with a diploma, a list of grades and a Diploma Supplement. The student evaluation is expressed by the ECTS credit system. Students who, after completing their studies, have all top grades, are decorated with a "Gold Medal" with the respective certificate; those who have not less than 80% of grades 10 and 9 grade are decorated with the "Excellent Student" certificate.

The ceremony of awarding diplomas is organized for each Program. For students who earn a "Gold Medal" or "Student Excellence" certificate, the ceremony is organized at the

College level and diplomas are delivered in person by the Dean of the College in the presence of Board representatives, professors, administrators, parents, peers, students' friends.

Article 61

Diploma Supplement

1. All diplomas, first and second cycle studies, issued by BIZNESI College are accompanied by Diploma Supplement which is drafted in accordance with the instruction of the Minister responsible for education and this statute.

2. Diploma Supplement contains the following information:

I. DATA ON GRADUATES

- 1.1. Surname;
- 1.2. Name;
- 1.3. Date of birth (day, month, year);
- 1.4. Student's ID number.

II. DATA ON DIPLOMA

- 2.1. Name of diploma and title given to the graduate;
- 2.2. Main course (s) of study;
- 2.3. Name and Statute of the institution issuing the diploma;
- 2.4. Designation and Statute of the institution administering the study process, if different from that provided for in 2.3;
- 2.5. The language in which the studies were conducted.

III. DATA ON THE STUDY CYCLE (LEVEL)

- 3.1. Program cycle (level);
- 3.2. Duration of the program;
- 3.3. Input Selection Criteria.

IV. PROGRAM CONTENT DATA AND RESULTS

- 4.1. System (study method);
- 4.2. Academic features of the program;
- 4.3. Details of the program including courses studied and grades and credits received by the graduate;
- 4.4. Title obtained at the conclusion of the program.

V. INFORMATION ON THE PURPOSE OF THE PROGRAM

- 5.1. Opportunities for further education;
 - 5.2. Graduates professional Statute.
3. The above information is organized in accordance with the requirements of the European Higher Education Area in the format of diploma supplement which is set out in BIZNESI College Regulation.

CHAPTER VIII SCIENTIFIC RESEARCH

Article 62 Scientific research activities

1. BIZNESI College carries out basic or applied research activities, studies, scientific expertise, development projects and other creative activities aiming enhance the quality of education and development of the country.
2. Scientific research shall be carried out in accordance with the mission and areas of activity of the College, as well as the principal areas identified by it.
3. College, at the beginning of each academic year, shall determine the fields, directions, workload and deadlines of research activity, unless there are medium and long-term plans for Scientific research.
4. Academic staff and students have the right to carry out research activities.

Article 63 Scientific journals

1. BIZNESI College has its own scientific journal which reflects the latest Scientific research developments of the College. It can also serve as part of the bibliography for the courses taught in the units and branches of the College.
2. The journal is recognized by the Ministry of Education, Science and Technology and is equipped with ISSN. The magazine is in paper and electronic format. Magazine in paper copies, two copies in each printed issue, must be submitted to the Kosovo Library in Pristina.
3. If unable to have their own scientific journal at the College level, students have the right to have their own space in the College magazine.
4. The manner of organization, operation, financing of the journal, the scientific board and the editorial board shall be regulated separately by the College Publications Regulation.

Article 64 Scientific conferences

1. In carrying out its research-related functions, the College shall, alone or in cooperation with other institutions hold scientific conferences, symposia, scientific meetings or seminars.
2. Conference stuff shall be adequately published, either in paper or electronic format, and be equipped with ISBNs. This does not apply to acts of scientific conferences published in a scientific journal.

Article 65 Educational and Scientific publications

1. BIZNESI College owns the Publishing House and has the right to publish texts and books which extend knowledge related to the course programs offered in the study cycles.

2. These scientific textbooks shall be published under the guidance and care of the College when they meet the relevant scientific criteria.
3. Publishing of textbooks serves as basic literature to supplement scientific literature with practical and theoretical knowledge in order to help students and professionals.
4. All members of the academic staff are allowed to publish. Other professionals are allowed to publish if their work has significant theoretical and practical value.
5. The Scientific committee set up at the College approves publications.
6. The Higher Scientific Teaching Council drafts and approves the publishing regulation where is set out the Scientific criteria that a manuscript must meet for publication by BIZNESI College.
7. BIZNESI College has also the right of intellectual co-ownership for publications, research, innovations and other activities created by personnel and by students.
8. The College has the right to possess in its archive all scientific work, authorized lectures, writings and other texts, which were created by its employees while they were employed at College.

Article 66 **College Library**

1. The Library is organized and operates in the College.
2. The mission and purpose of the library is that with teaching and research literature to support the activities of academic staff, students, professionals, and researchers in general.
3. The library is enriched annually based on the requirements of the academic staff, the proposal of the library director and approval by the Dean.

CHAPTER IX **STUDENTS**

Article 67 **Students**

1. Student is any natural person of Kosovo, Albanian or foreign nationality included in a study program in one of the study programs of the BIZNESI College in accordance with the criteria set forth by the legislation in force and this Statute.
2. Student status is obtained by enrolling in one of the main units or branches of the College. The status is lost when the student receives the relevant diploma or certificate or is deregistered by the College.
3. Each student is required to enrol and attend only one study program. Exceptionally, excellent students can maximally attend up to two study programs at a time.

4. Student data is stored and processed by the College and its main units and branches in accordance with the principle of confidentiality and the legislation in force for the protection of personal data.
5. Students are required to comply with all the obligations arising from the curricula provided for in this Statute, the Regulations and any laws or bylaws for Higher education that the college applies for. They should know in detail all the duties and be aware of their implementation. The College is not responsible for the consequences of lack of recognition.
6. The student must respect the College code of ethics.

Article 68 **Students' rights**

Students attending studies at BIZNESI College have the following rights:

1. Be represented in the bodies of the College with exception of cases provided in the applicable legislation.
2. Participate in all decision-making processes of the College in accordance with the laws and statutory provisions.
3. Attend lectures, seminars and all other educational activities organized in accordance with the study program they are attending.
4. Use facilities in libraries, computer rooms, laboratories, sports facilities and other services provided to students by the institution.
5. Express their opinion on the quality of teaching and the work of the academic staff of the institution through semester or yearly assessments organized by the quality assurance units.
6. Receive scholarships when they meet the conditions set by the bylaws in force, as well as other special rewards administered by BIZNESI College.
7. Have a diploma or certificate at the conclusion of a study program, as well as all other necessary documents.
8. Participate in study programs outside the main unit where they study, attend one or more semesters outside the College, and be recognized with credits and advanced courses.
9. Develop learning practices in institutions that have cooperative agreements with the College or the main units and branches.
10. Be provided with the Student Charter and receive discounted services.
11. Be active in non-profit organizations within the College, subject to the provisions of the applicable legislation

Article 69 **Students' duties**

Students have the following duties:

1. Implement the Statute and Regulation in force of the College.
2. Comply with the Code of Ethics set forth in the Statute or regulation of the College.
3. Behave correctly and respect the rights of academic and administrative staff as well as of other students.

4. Fulfil on time and deadline, qualitatively, all obligations arising from the study program and participate in all academic activities carried out by the main units.
5. Pay the tuition fee and other services at the College.

Article 70 **Suspension of studies**

1. Every student has the right to suspend his studies and resume them at any time. The suspension may not be more than twice the study time for that study cycle. Thereafter, the student must first start enrolling in the program commenced in accordance with the rules of the time in force.
2. With the suspension of studies, he is suspended to all the rights and obligations related to his study program. These are returned with the resumption of studies.
3. The procedures for suspension and resumption of studies are set out in the College rules of procedure.

Article 71 **Students' representatives**

Students have the right to have their representatives in:

- a) Higher Scientific Teaching Council,
- b) Ethics Council,
- c) Standing committees permitted by statute,
- d) Student councils.

Article 72 **Student councils**

1. Student Councils are independent associations of College students who represent and protect the interests of College students in all study programs.
2. Student councils shall not conduct political, economic, or other activities incompatible with the Statute and ethics norms.
3. They have the right to be organized at the College level.
4. Student Councils support their activity in law no. 04 / L-037 "On Higher Education in the Republic of Kosovo", in this Statute and in the acts for the organization and functioning of the councils themselves.
5. Student Council of College compiles and approves the statute for its operation. The student councils of the core units draft and adopt regulations for their operation in accordance with the statute of the College Student Council.
6. College Student Councils are entitled to:
 - a) To promote student participation and to coordinate their representation in the College bodies and major units and branches.
 - b) To express opinions and proposals for the College study programs, regulations for Teaching activities, and the right to study.
 - c) Provide their opinions on the quality of services provided by the main units and / or base units.
 - d) To organize together with the main units or only various Scientific, social, cultural, artistic, sports activities etc.

7. Student councils have a two-year term and their members are elected by the votes of all students of the College or the main unit. The rules regarding the voting process are set out in the relevant regulations.
8. At the commencement of the process of developing the structures for student councils, the managing authorities, namely the Dean and the Secretary General should be notified if they are at the College level or the branch manager and administrator of the main unit if they are in branch or main unit level.
9. Following the conduct of the election and the outcome, as well as the establishment of the Student Councils, the governing authorities shall be informed of the above.

Article 73

Discipline

1. For breach of the rules of ethics and duties determined in the legislation on Higher education and research, as well as in this Statute or other acts of BIZNESI College, students are subject to disciplinary responsibility.
2. The types of disciplinary violations, their ascertainment and their prosecution are regulated in the regulation of the College.

CHAPTER X

QUALITY ASSURANCE

Article 74

Internal quality assurance at BIZNESI College

1. The College shall develop policies and procedures for internal quality assurance. Internal quality assurance is the evaluation and guaranteeing of the quality of the institution's activity in the academic domain every 6 months before the end of the winter and summer semesters, in the administrative field once a year, and in the financial field once a year. Internal quality assurance can be performed in whole or partially. The institution itself implements assurance through:
 - a) The hierarchical internal organizational structures of the College which plan, organize and guarantee the implementation of policies, strategies, and procedures to fulfil its vision.
 - b) The Standing Committee on Quality Assurance at the institutional level which co-operates and coordinates the work with the internal quality assurance units at the College level.
2. Considering external quality assurance, the College shall be subject to periodic evaluation and comparative institutional evaluation and study programs in accordance with the legislation in force.

3. The manner of operating of the quality assurance system is set out in the College Quality Assurance Regulation.

Article 75

Principles of operation of the internal quality assurance system

1. The internal quality assurance system relies on:

- a) Ensuring transparency which is achieved through the publication of reports with periodic findings on student-academic evaluations responsible for the program - academic personnel.
- b) Keeping in touch with current students and alumni, as well as with their employers.
- c) Assessing the use of contemporary Teaching and learning methods in order to promote the preparation of an interactive student.
- d) Creating a culture of continuous improvement and growth.
- d) Ensuring the provision of study programs in accordance with the needs of the labour market and society in Kosovo.
- dh) Ensuring the participation of academic staff and students in the self-assessment process and in obtaining external quality assurance expertise.

Article 76

Functions of the Standing Committee on Quality Assurance

1. Mission of the Standing Committee on Quality Assurance means the ensuring the internal quality of the College and the programs offered in accordance with national and international standards. In order to carry out its mission, the KPSSC shall have the power to:

- a) Develop an institutional development plan for quality assurance and submit it for approval to the Higher Scientific Teaching Council.
- b) Evaluate the new programs to be offered before their approval by the Higher Scientific Teaching Council.
- c) Continuously assess the programs offered by the College considering their compliance with quality standards and their coherence.
- ç) Cooperate with the Kosovo Accreditation Agency and have an assessment on its request in case of accreditation of programs or quality assessment.
- d) Evaluate Teaching and research activities in the main units / branches of the College in accordance with quality standards and compile relevant internal evaluation reports.
- dh) Follow the policies developed by the Higher Scientific Teaching Council for quality assurance and take appropriate measures to implement its decisions.
- e) Develop and organize questionnaires, every semester, on the quality of Teaching in all programs offered by the College.
- e) Conduct tracer studies on student employment performance after their academic training and the effectiveness of the programs offered;
- f). Report to the Higher Scientific Advisory Council on the results of the evaluation and make proposals regarding the improvement of quality standards.
- g) Collaborate with foreign quality assurance agencies that are members of the European Quality Assurance Network (ENQA).

2. The KPSSC shall meet and operate in accordance with the principles and rules set forth in this Statute and its Rules of Procedure.
3. At the first meeting, the Standing Committee on Quality Assurance shall elect its chairman and its secretary. The chairman chairs the committee meetings and signs the acts he issues on behalf of the committee.

CHAPTER XI COLLEGE FUNDING

Article 77 College Funding

1. BIZNESI College is a non-public institution of Higher education and is funded by the founder of the College.
2. The budget allocation by item is reviewed and approved by the College Board.
3. The College has the right to create and use income from student fees, primary and secondary activities, and interaction with third parties, domestic or foreign.
4. The income generated from the tuition fees shall be allocated by special decision of the Board.
5. The College regularly pays taxes and other charges to the State and to third parties. The remaining part is his profit.
6. The economic activity of the College shall be reflected in its balance sheets quarterly, semi-annually and annually.

Article 78 Financial autonomy

1. BIZNESI College operates on the principle of financial autonomy.
2. It develops a mid-term budget plan which is part of the institution strategic development plan. This plan is updated every year. Each program, within July 15th, is presented to the Deanery with the draft budget for the following year.
3. All revenue generated by the College shall be used in accordance with the appropriations made by the owner.

Article 79 Reporting

1. Each academic year, BIZNESI College submits to the Ministry of Education, Science and Technology, annual reports on the activity performed, financial Statute of the institution, forecast of academic staff engagement, tuition fees for the following year, data about students

who have completed studies for each study program, as well as other elements specified by the Minister in charge according to the deadlines set by the Minister in charge of education.

CHAPTER XII CHANGING THE STATUTE

Article 80 Procedure of changing the Statute

1. The right of initiative to propose changes College Statute shall:
 - a) Include not less than five members of the Higher Scientific Teaching Council;
 - b) Include not less than two members of the Board;
 - c) Include not less than twenty-five members of the College academic staff;
 - ç) Include the Dean.
2. The proposal shall be accompanied by a report explaining the purpose of the changes, the advantages they bring, the financial costs if any, and any other information that serve the process of amendments to the Statute.
3. The proposal is presented to the Dean who passes it for consultation to all the basic units of the College. This consultation process shall not be less than 30 days.
4. Upon completion of the procedure set forth in point 3, the Dean shall forward the original proposal, the relevant report and the proposals brought by the basic units for decision-making to the Higher Scientific Teaching Council which shall decide in accordance with the powers specified in law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”.
5. In case that the Higher Scientific Teaching Council requests to make changes to the text approved by the Board, it shall forward it again to the appropriate changes.
6. In case of disagreement between the Board and the Higher Scientific Teaching Council, a working group shall be set up consisting of four members, two from each body, which shall undertake the drafting of a joint text.

Article 81 Drafting new acts

Within 12 months of the adoption of this Statute, the relevant authorities shall draw up and approve the internal regulations of BIZNESI College and the regulations of the governing bodies and main units, the Code of Ethics and other acts necessary for the implementation of this Statute.

Article 82 Reorganization

Within 12 months of the adoption of this Statute, units of the BIZNESI College shall, where necessary, be reorganized in accordance with the requirements of this Statute.

Article 83
Commencement of this Statute

1. This Statute shall enter into force on the day of its approval and signed by the Chairman of the Board.

 Prof. Dr. Reshat Kadriu