



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

Pursuant to Article 81 and 21 point h. of the Statute of "Biznesi" College in Prishtina, the High Teaching-Scientific Council of "Biznesi" College, on 25 September 2020 approved the following:

**REGULATION
ON THE POLICIES OF "BIZNESI" COLLEGE
FOR THE USE OF TELEPHONE NETWORK**

This Regulation defines the policies "Biznesi" College, the conditions and manner of use of the telephone network in accordance with the law and the statute of "Biznesi" College.

1. Right of use

1.1. All persons who are employed are entitled to using the telephone network. Students are allowed to use the telephone network upon special permission and justification by the relevant body. Relevant bodies are: dean, heads of departments and heads of sectors.

1.2. The telephone network is used to perform the duties, obligations and for official purposes of "Biznesi" College. The use of the telephone network for private purposes without authorization from the relevant bodies is materially sanctioned.

1.3. In order to provide efficient service, the Dean adopts policies that define network access for individuals and types of calls (local, national, mobile, international). The use beyond these limits will be materially sanctioned.

2. The rights and obligations of the person in charge of the telephone point

2.1. The person in charge of this service is required to know Albanian and English.

2.2. The person in charge of this service does his/her job free of any hindrances or misunderstanding. The person in charge of this service reports to the IT officer and prepares a monthly report. The monthly report should include the dialed calls and expenses for each user.

2.3. The person in charge of this service is obliged to answer all calls. As to which transfers are allowed and which are not allowed is determined by the Regulation approved by the High Teaching-Scientific Council of "Biznesi" College in coordination with the Dean.

2.4. "Biznesi" College is obliged to protect the integrity of the person in charge of the service. "Biznesi" College seeks responsibility from the service person in case of poor performance or misconduct.

2.5. Approved on 25 September 2020, by the High Teaching-Scientific Council of BIZNESI College.

Head of the HTSC

Prof. Dr. Shyqeri KABASHI - Dean