



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 this:**

**REGULATION  
ON THE ORGANIZATION AND WORK OF THE HIGHER TEACHING-  
SCIENTIFIC COUNCIL OF BIZNESI COLLEGE**

This Regulation regulates the composition, management and operation of the Higher Teaching-Scientific Council of Biznesi College in Prishtina, convening the meetings, chairing and deciding, implementation of decisions and other issues related to the work of HTSC.

**1. Composition**

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

The High Teaching-Scientific Council is an academic body, and consists of 15 members:

- Dean,
- Vice Dean,
- 6 program managers,
- 5 members of the academic staff with full-time employment from the programs,
- 2 students selected by the student organization,
- Secretary General (without the right to vote).

Members of the High Teaching Scientific Council, representatives of different interest groups, are selected from the programs, on the basis of an ordered list selected by voting system by the academic or student staff (as appropriate). The High Teaching Scientific Council is renewed not less than once every four years with the possibility of re-election.

A member of HTSC without right to vote is the secretary of the College.

The establishment of HTSC is done in the first meeting which will be held no later than 30 days from the day of expiration of the mandate of the previous composition.

**2. Verification of mandate**

In the first meeting of HTSC, a verification commission of three members is elected, which reviews the regularity of the elections and in this regard submits a report with proposals to HTSC.

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

Voting for the report is done in full. In case any mandate is contested, first all uncontested mandates are voted on, and then for each contested mandate separately.

The member, whose decision on the verification of the mandate has been challenged or postponed, has the right to participate in the meeting and the work of HTSC without the right to vote.

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

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

### **3. Meetings**

HTSC meetings are convened and chaired by the Dean of Biznesi College.

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

When compiling the agenda, the dean takes special care:

- that the agenda includes issues which according to the Statute belong to the competencies and scope of HTSC;
- to include in the agenda those issues that require quick solution.

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

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

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

The meetings of HTSC are open, but in special cases in accordance with the law and the statute of Biznesi College the opinion can be excluded.

The chairperson of HTSC takes care of the transparency of the meetings of HTSC and the communication with the public (media).

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

At the beginning of the meeting, the chairperson ascertains who is present and who is absent, ascertains whether there is a quorum, proposes the agenda and opens the discussion about the agenda. HTSC members are entitled to propose amending and supplementing the agenda. The chairperson ascertains the approval of the agenda. The agenda cannot be changed after approval.

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

## **5. Role of the chairperson**

The chairperson opens the work in the meeting according to the agenda, gives the floor to the speaker, ascertains the closure of the review of a certain topic, puts the issue to a vote, ascertains the approval or rejection of the draft decision, takes measures to ensure progress of the work in the meeting, ascertains the closure of the meeting and undertakes other actions necessary for the conduct and leading of the meeting in accordance with this Regulation.

## **6. Progress of a meeting**

After the approval of the agenda, the process moves to review and decision on matters within the points of the agenda.

The report and the reasoning about the agenda items is presented by the chairperson of the meeting or the designated person after whom the chairperson opens the discussion.

HTSC members participate in the discussion and present their opinions, proposals regarding the issues that will be decided in the meeting.

The chairperson shall give the floor in the order of members' requests to discuss.

Nobody can discuss in HTSC meetings if the floor has not been given to him/her by the Chairperson of the meeting.

Participants can discuss at most twice for each item on the agenda.

The participant who takes the floor is obliged to speak about the issue under consideration and can only speak about the item that is on the agenda.

If the participant in his/her discussion does not adhere to the issue that is on the agenda, the chairperson draws his/her attention.

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

The reply to the same issue is allowed to the discussion participant only twice and as a rule, can last up to 5 minutes.

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

With the permission of the chairperson, those who are not members of HTSC can also discuss. If the chairperson does not give the floor to the person appearing for discussion, HTSC decides on this.

As per proposal of the Chairperson or any member of the HTSC, the HTSC may decide to waive the review of one or more specific matters and prepare in a detailed manner for the next meeting.

If the materials which are secret documents are discussed in the meeting, the chairperson warns the attendees and may request the leaving of the meeting by members without the right to vote as they are secret and as such should be kept.

## **7. Manner of deciding in the meeting**

Before the vote, the chairperson formulates the decision proposals or conclusions regarding that agenda item.

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

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

Decisions of HTSC are taken by a relative majority of votes of all eligible members.

If there are more proposals for decisions or conclusions, it is first voted on those proposals that come from the bodies of the College and then on other proposals.

Voting is by acclamation or by secret ballot.

HTSC votes in two ways: openly and secretly:

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

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

2. Voting by secret ballot is done by ballots.

The secret voting procedure is implemented by a commission appointed by HTSC consisting of three members.

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

### **8. Maintaining the order in the meeting**

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

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

The scheduled meeting of HTSC may be postponed or adjourned in the following cases:

- if there is no quorum,
- if the meeting due to lengthy reviews cannot be finished during that day,
- if during the meeting there are disturbances of order or the chairperson is not able to chair the meeting.

The meeting is adjourned or postponed by the chairperson of the meeting.

For non-compliance with the order in the meeting, a member of HTSC may be interrupted the speech and can be expelled from the meeting.

### **9. The rights and obligations of HTSC members**

A HTSC member has the following rights:

- to propose the amendment and supplementation of the agenda,
- take an active role in the consideration of issues that are on the agenda,
- to request clarifications and information on issues that are in the competence of HTSC,
- to vote or abstain and
- to ask questions to the chairperson of HTSC.

The members of HTSC are obliged to participate in every meeting.

HTSC members can be absent in a meeting for reasonable causes.

For failure to attend a meeting, the HTSC member is required to notify the chairperson of HTSC in time.

### **10. Minutes from the meeting of HTSC**

Minutes are kept at each meeting of HTSC.

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

Minutes are kept:

- in written,
- recording

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

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

The minutes shall be signed by the chairperson of HTSC and the recording clerk.

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

### **11. Commissions**

HTSC appoints permanent and ad hoc commissions, which are subsidiary bodies of HTSC.

The commissions formed by HTSC, in accordance with the Statute, assist HTSC in specific issues within its scope.

### **12. Acts and other documents of HTSC**

HTSC issues:

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

HTSC gives an authentic interpretation of the acts it approves.

### **13. Amendments and supplements**

Amendments and supplements to this Regulation are made according to the approval procedure while the initiative for amendment to the Regulation may be submitted by 1/3 of the members of the HTSC.

### **14. Entering into force**

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

Head of the HTSC

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Prof. Dr. Shyqeri KABASHI - Dean