



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 OF THE WORK OF THE ADMINISTRATION OF BIZNESI COLLEGE

### **Article 1**

#### **Aim**

1. The main purpose of this regulation is to define the job descriptions and main responsibilities of officials within the administrative and organizational structure of the college.
2. To define responsibilities, competencies, authorizations, as well as to ensure the coordination/interconnection of responsibilities/reporting between the structures of the college in order to increase efficiency, accountability.
3. Biznesi College has established an administrative office for its operating administrative branches as follows: Prishtina and Prizren and has administrative staff employed.
4. The job description of the administrative officials and the working structure is established in all units or branches of Biznesi College.
5. At the level of branches is the same administrative structure in accordance with this regulation.

### **Article 2**

#### **Biznesi College Administration**

- 2.1. The College will provide efficient and useful administrative services to enable academic staff and students to meet the objectives and responsibilities in the administrative field. The college forms the administrative office at the central and local level of the college.
- 2.2 The Central Administration and the branches of the College are responsible for professional, administrative and technical matters.
- 2.3 Personnel administration;
- 2.4. Legal aspects;
- 2.5. College Development Plan;
- 2.6. Accounting and finance.
- 2.7. Maintenance and documenting of the property;
- 2.8. Files;
- 2.9. Information system management;

- 2.10. Central database;
- 2.11. Administrative secretary

1. The Secretary is the highest executive and administrative officer of the College, with special rights and responsibilities set out in his/her contract which is signed by the Dean.
2. The secretary reports to the rector-dean for efficient, economic and effective administration at all levels of the college.
3. The Secretary is responsible for all matters which are not the competence of other bodies or leaders.
4. The Secretary of the College is the head of the administration of the college.
5. He/she is the head of the Central Administration
6. The Secretary of the College is elected by the Steering Council according to the proposal of the Rector/Dean, based on the report of the professional commission elected by the Rector/Dean, based on the public competition.
7. Candidates running for the position of Secretary of the College must meet the following conditions:
  - 7.1. To have a master's degree or equivalent with at least four years of study;
  - 7.2. Must have the background on justice;
  - 7.3. To have 5 years of professional work experience;
  - 7.4. Must have proven organizational and managerial skills;
  - 7.5. To have sufficient knowledge about the processes of education and research;
  - 7.6. The Secretary General is responsible for maintaining accurate records.
  - 7.7. In regard to these items, the data should be kept in stable files for:
    - 7.8. Candidates applying for admission;
    - 7.8. Maintain accurate data for students enrolled in all study and research programs;
      - 7.8.1. Graduates;
      - 7.8.2 Contract personnel;
      - 7.8.3. Ownership;
      - 7.8.4 Financial accounts;
      - 7.8.5 Research, creative and consulting projects;
      - 7.8.6 Commercial contracts
      - 7.8.7 Academic work reports;
      - 7.8.8. Assessment
      - 7.8.9. Own reports;
      - 7.8.10. external and internal assessments

### **Article 3**

#### **Administrator for students at the bachelor level**

- 3.1. Takes care of receiving student requests, makes the presentation of exams for students,
- 3.2. Takes care of data entry in the system/database,

- 3.3. Provides advice to students
- 3.4. Maintains administrative files for students
- 3.5. Provides monthly work reports for the secretary of administration.
- 3.6. Carries out other technical services in accordance with the employment contract

#### **Article 4**

##### **Administrator for postgraduate students**

- 4.1. Accepts and responds to student requests
- 4.2. Provides procedural advice for postgraduate students
- 4.3. Provides information and notifications about study schedule and exam schedule
- 4.4. Maintains files for postgraduate students
- 4.5. Instructs for the administrative program of studies
- 4.6. Keeps general records for postgraduate students
- 4.7. Reports for his/her work to the secretary

#### **Article 5**

##### **Administrator for finance and accounting**

- 5.1. Administers finance matters
- 5.2. Conducts financial transactions
- 5.3. Maintains bank accounts
- 5.4. Declares taxes and contributions electronically
- 5.4. Submits monthly and quarterly tax statements.
- 5.5. Takes care of financial reporting for the Board and the High Teaching Council of the College.
- 5.6. Reports to the Rector/Dean of the College for his/her work.
- 4.7. Reports to the secretary for his/her work.

#### **Article 6**

##### **Administrator for technical and administrative matters**

- 6.1. Maintains administrative files
- 6.2. Maintains the archive of the College files
- 6.3. Maintains general administrative data
- 6.4. Maintains the central records of the College
- 6.5. Reports periodically, quarterly and annually about the administrative situation.
- 6.6. Reports to the secretary for his/her work.

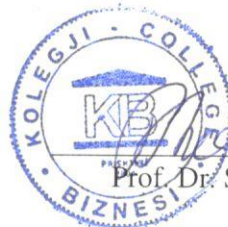
**Article 7**  
**Information Technology Service (IT)**

- 7.1. Maintains electronic service and access to electronic data
- 7.2. Maintains electronic files of general data
- 7.3. Is responsible for electronic data archiving
- 7.4. Is responsible for the internet network
- 7.5. Takes care of the electronic library
- 7.6. Reports to the secretary for his/her work.

**Article 8**  
**Student services officers**

Responsibilities of officers for basic studies

1. Registration of the year for students, respectively winter and summer semester; 2. Receiving of applications and documentation of candidates submitted to the competition for admission of new students;
3. Addressing various student requests related to administrative/technical issues of studies;
4. Receiving exam application forms;
5. Maintenance of student files;
6. Issuance of certificates on student status, certificates of grades and other documents from the records of student service;
7. Compilation of minutes on the completion of studies;
8. Entering the data of the graduates in SEMS necessary for the issuance of the diploma; 9. Verification and completion of the student file required for the issuance of the graduation or diploma certificate.
10. Services for students are processed by the officials of this service at the respective counters of the College on the first floor.
11. Approved on 25. September 2020, by the High Teaching Scientific Council of BIZNESI College.



Head of the HTSC

Prof. Dr. Shyqeri KABASHI - Dean