

**REPUBLIC OF KOSOVO  
ISPE COLLEGE**



## **REGULATION OF THE ISPE COLLEGE**

ON THE FUNCTIONING OF ACADEMIC AND ORGANIZATIONAL UNITS OF THE ISPE COLLEGE

Approved on 24.10.2014 with the Decision  
of the Council of ISPE College

PRISHTINA, 2014

Based on Law no. 04/L-037, date 09.09.2011 "On Higher Education in Republic of Kosovo" and the Statute of ISPE College, the Council of the ISPE College adopted this regulation:

## **REGULATION**

**ON THE FUNCTIONING OF ACADEMIC AND ORGANIZATIONAL UNITS OF THE ISPE COLLEGE**

### **GENERAL PROVISIONS**

#### **Article 1**

This Regulation aims at:

- a) regulating the internal activity of the academic units/programs of studies/faculties of the ISPE College, the way of their organising and functioning and;
- b) regulating the internal activity of the organisational units of the ISPE College, the way of their organising and functioning

#### **Article 2**

The academic and organisational units of the ISPE College shall organise the manner of functioning and the issuing their acts in accordance with the provisions of this Regulations.

### **THE RESPONSIBILITY FOR ORGANISATION OF THE ACADEMIC UNIT**

#### **Article 3**

- 1) The organisation and the manner on functioning of the academic unit is responsibility of the manager of the academic program/ unit/respective faculty.
- 2) The manager of the academic unit, the organisation and the manner of functioning of the academic unit shall commit in accordance with the statute of the ISPE College and the respective regulations for this purpose.

### **THE ACADEMIC UNIT**

#### **Article 4**

- 1) The academic unit shall be managed from the Office of the Dean/Manager of the Academic Unit.
- 2) The office of the Dean/Manager of the Academic Unit has the responsibility for clarifying students concerning the non-centralised services at the level of the ISPE College (the centralised services at the level of the ISPE College are: The IT Office, The Office for Finance, The Office of Service for Students, The Office of Archive, The Office for Quality Assurance, The Office of Secretary and the Office of the Director);
- 3) Duties of the Academic Unit/Program of Study are provided in the respective Regulations of the ISPE.

### **THE ORGANISATION AND THE ACTS OF THE ACADEMIC UNIT**

#### **Article 5**

- 1) The activity of the academic unit shall be documented at the Internal Book of the Academic Unit;
- 2) All the acts (decisions, instructions etc.) issued by the academic unit must have the following characteristics:
  - a) Should necessarily contain the number of act, the date of act and the signature/respective signatures;
- 3) Acts of the academic units are mainly regulatory internal acts which shall be issued with the aim to regulating the internal administrative issues (rights and obligations of the students) of the College (not necessarily are equipped with the stamp and with the protocol) and shall not be addressed for external use (to be addressed to the other organs).
- 4) The responsible for maintaining and disposition of acts of the Academic Unit within the Academic Unit is the manager of the Academic Unit. The original acts shall be maintained within the Academic Unit and as a rule the acts annually shall be submitted to the Office of Archive. After their submission, the Academic Unit may hold copies of those acts for the purpose of facilitating its work and for the purpose of informing the students. At the time of submission/receive of the acts, the officer of the archive makes the respective note (signature of stamp) at the respective column alongside the act in the internal book of the unit.
- 5) For administration and the maintaining of the acts of the academic unit, the office of archive creates the relevant archival corner (composed of shelf and folders/files).
- 6) If the act of academic unit is intended for external purpose, alongside with the above mentioned characteristics (point 2, a) of this article, then the act is necessarily subject to the stamp and protocol. The acts of the Academic Unit intended for external purpose, shall be kept and disposed at the same manner as the internal acts (point 4 of this article). The external act of the Academic Unit shall take the next – the following serial number and shall be signed at the internal book (in order to distinguish it from the internal acts – in the book, at the column where it is written

the act – on the act's alongside (or in any other column) may be set the note: external act).

- 7) In certain cases, the acts issued for external purposes – letters- when are of informing, contracting or clarifying nature etc, it is not necessary to be noted with the next –following serial number. In this cases the act shall be noted in the respective following relevant column of the internal book of the that unit which issue the act, but shall not be noted the next –the following serial number( next to the written act in the book – at the column “notes” may be write the protocol number of the act). The act shall be kept and maintained according to the protocol number. In such cases, a copy of act shall be kept by the issuing academic or organisational unit as well as by the office/ responsible person of protocol.
- 8) For all the acts/documents issued for external purpose, their issuing unit and the office/perspective person of protocol shall keep copy of act.

## **MANAGEMENT OF THE EXTERNAL DOCUMENTS (ACTS) INCOMING AT THE ISPE COLLEGE**

### **Article 6**

1. Incoming documents (acts)- addressed by other external parties to the ISPE College shall be noted at the Book of Acceptance of acts of the ISPE, after the registration the acts shall pass – submitted to the respective academic or organisational unit.
2. The respective academic or organisational unit by the acceptance of the act makes the respective note on the Book of Acceptance and keeps the act of the respective corner/file.
3. In case when the incoming act – demands an answer- the academic or organisational unit issue an act for external purpose which shall meet the provided respective criteria (Article 5 (points 6, 7) above).

## **THE RESPONSIBILITY FOR ORGANISATIONOF THE ORGANIZATIONAL UNIT**

### **Article 7**

- 1) The organisation and the manner on functioning of the organisational unit is responsibility of the manager of the respective office.
- 2) The manager of the organisational unit, the organisation and the manner of functioning of the organisational unit shall commit in accordance with the statute of the ISPE College and the respective regulations for this purpose.

## **THE ORGANIZATIONAL UNIT**

### **Article 8**

- 1) The organisational units shall be managed from the responsible persons/Managers of the respective offices.
- 2) The organisational units have the responsibility for centralised services at the level of the ISPE College (the centralised services at the level of the ISPE College are: The IT Office, The Office for Finance, The Office of Service for Students, The Office of Archive, The Office for Quality Assurance, The Office of Secretary and the Office of the Director). The College may establish other organisational units/offices depending on needs.
- 3) Duties of the organisational units are provided in the respective Regulations of the ISPE.

## **THE ORGANIZATION AND THE ACTS OF THE ORGANIZATIONAL UNITS**

### **Article 9**

- 1) The activity of each organisational unit College shall be documented on the Internal Book of the organisational unit;
- 2) The certain organizational units, which activity deals mainly with technical services or consulting to the students may not to be equipped with Internal Book.
- 3) As regarding the issuing of acts from the organisational units, either internal or external acts shall be contained, issued, maintained and kept in the same manner as the acts of the academic units (according to the Article 5 above).

### **Article 10**

This Regulation shall enter into force on the date of its approval.

**Prishtina, 24.10.2014**

**Chairman of the Council of ISPE College**

General Karl Heinz Lather

