

**REPUBLIC OF KOSOVO  
ISPE COLLEGE**



## **REGULATION OF THE ISPE COLLEGE**

**ON THE FUNCTIONING OF THE COUNCIL 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 THE COUNCIL OF THE ISPE COLLEGE**

#### **GENERAL PROVISIONS**

##### **Article 1**

This Regulation aims at regulating the activity of the Council of the ISPE College, the way of organising, the forms and the procedures of convening the meetings of the Council of the ISPE College, of the decision making in the Council, the manner of electing as well as the rights and obligations of the members of the Council.

##### **Article 2**

The rights, the obligations and the competencies of the Council of ISPE College set forth in this regulation are in accordance with the Statute of the ISPE College.

##### **Article 3**

- 1) The Council of ISPE (in the further text "Council") is the main leading body of the College.
- 2) The Council may exercise its power according to the Statute and this Regulation and to establish other bodies, as committees and commissions with specific tasks as well as to suspend them.
- 3) All the leading bodies of the College based on the provisions of the statute for the exercise of their activities shall report to the Council.

#### **COMPETENCIES OF THE COUNCIL**

##### **Article 4**

Under the provisions of the Statute and of this Regulation, the Council is responsible for:

- I. Issuance of Regulation on the internal organization of the academic units;

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##### **Article 4**

Under the provisions of the Statute and of this Regulation, the Council is responsible for:

- I. Issuance of Regulation on the internal organization of the academic units;

- II. Full approval of the education process and of the mission of ISPE College;
- III. Establishment of the procedures on the assurance of academic quality, including the appointment of the evaluation commission, and the approval of the manual for the work evaluation;
- IV. Efficient use of resources, capacities of the College and to preserve the property;
- V. To decide about the establishment, cessation and amendment of the internal structure of the academic units and organizational units after being consulted with the Director, if otherwise it's not provided by this Statute, as well as to decide about the opening and cessation of its units in the centres of Kosovo under the required dynamics;
- VI. To decide for the general organizational structure of the academic units, according to the proposal of the Director;
- VII. To elect the Director and Deputy Director;
- VIII. Once per year to ask from the Chief of Financial Services to be informed about the financial statement, problems and the manner of their resolution;
- IX. To give its consent on the admittance of employees in new working places;
- X. To issue the Rules of Procedure of the Council;
- XI. To decide about the call for application for the students admittance;
- XII. To decide about the call for application for the admittance of academic personnel;
- XIII. To decide about the separation of scholarships for distinguished students;
- XIV. It may propose to the founders the supplementation and amendment of the services fees;
- XV. To decide about the use of the equipments in more efficient and fruitful manner;
- XVI. To keep the evidence of the employees and the inventory;
- XVII. To issue the Regulation on the disciplinary procedures and measures;
- XVIII. To establish commissions, in compliance with the Statute which will be considered as special issues from its scope;
- XIX. To decide about the form and content of the seal, stamp, dry seal, flag and other symbols;
- XX. To issue the other necessary regulations for the ISPE College;
- XXI. The acts issued by the Council of the ISPE College shall be signed by its Chairman or deputy chairman;
- XXII. To carry other duties in compliance with the Law, this Regulation and the Statute.

## **COMPOSITION, ORGANIZATION AND FUNCTIONING OF THE COUNCIL**

### **Article 5**

- 1) The Council of ISPE is the main leading and decision making body of the College.
- 2) The Council is composed by 5 (five) members with the equal right of vote.
- 3) The Council shall be elected by the Board of Directors for a period of 3 (three) years.

### **Article 6**

- 1) The Chairman and Deputy Chairman (in cases when the Council decides to elect a deputy chairman) of the Council shall be elected by the majority of votes by the elected/component members of the Council;
- 2) The mandate of the members of Council shall be in duration of 3 (three) years with possibilities of extension;
- 3) In order to be held the meetings of the Council, there is required -the quorum - the majority of its members (majority of its component members) to be present at the meeting;
- 4) Decisions of the Council are taken by an absolute majority of votes of its component members (in minimum three (3) votes pro in order to take the decision).

## **Meetings of the Council**

### **Article 7**

- 1) The council meeting shall be held at least twice within a year.
- 2) The council meeting shall be convened by the Chairman of the Council on his own initiative, Director of the ISPE College or by the request of the 1/3 (one third) of the members of the Council.
- 3) Invitations should be sent at least 14 (fourteen) days before the meeting and together with it should be send the agenda of the meeting.
- 4) The Council can take decisions only if there are present at the meeting the sufficient number of its members to make decisions – the quorum–, the majority of its members, at least 3 (three) members.
- 5) The Council takes decision with the absolute majority of votes of its component members.
- 6) In case of equal votes, the vote of the Chairman decides.
- 7) Decisions and the records of council meetings shall be recorded and kept at the Office of the General Secretary of the ISPE College.

## **Rules and procedures of voting**

### **Article 8**

- 1) The Council meetings shall be opened unless the Council decides otherwise. The decisions of the council shall be taken by open voting, “show of hands’ unless the Council decides otherwise.
- 2) Each council member is entitled to one vote.
- 3) The right to vote cannot be exercised by proxy.
- 4) When Council convenes to decide on establishment of other bodies, as committees and commissions with specific tasks, the member of Council shall submit the candidacy/candidacies to the Chairman of the Council at least 14 (fourteen) days before the Council meeting.
- 3) In case when the bodies to be established will be composed of several members, the names of candidates for its member shall be ranked in a unique list in alphabetical order. For each candidate the Council decides separately by vote.

## **Gaining and loss of the status of the council's member**

### **Article 9**

- 1) The status of council's member shall be acquired by the decision of the Board of Directors.
- 5) Elected members of the Council within 10 (ten) days from the date of their choice shall be convened to choose by open voting the Chairman of the Council.
- 3) The status of council's member shall be lost:
  - a) with the decision of the Board of Directors according to the same procedure of his/her election,
  - b) with the termination of the mandate after the period of 3 (three) years,
  - c) with the resignation from this position.
- 4) If the member/members of Council abstain the Council's meetings for a period longer than 1 (one) year then will be considered that this member has withdrawn from the Council.
- 5) The member of the Council exercises its functions without compensation, with the right to reimbursement of the expenses incurred during the actual exercise of this function.
- 6) At the end of its mandate the Academic Council elects the new Council.

### **Article 10**

The Procedures for Council meetings shall be prepared by the Chairman of the Council in close coordination with the General Secretary of the College.

### **Article 11**

The Council shall work under the provisions of this Regulation and of the Statute of the ISPE College.

### **Article 12**

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

