



BPrAL - PPOHE

Kolegji AAB



THE STATUTE OF AAB COLLEGE

Lulzim Tafa. PhD. Rector

Prishtina, 2015

CONTENT

1. General provisions	3
2. Organizational structures	5
a. Study programs.....	5
b. Organizational units	8
3. Main bodies of BPrAL AAB	9
Main Council.....	10
Senate	11
Rector of AAB.....	13
Vice-rectors	14
General Secretary of AAB	15
4. Academic and non-academic staff.....	16
5. Students and studies' organization.....	18
6. Academic titles and diplomas	24
7. Financing.....	26
8. Transitional provisions.....	26

The Senate of AAB College according to the Higher Education law in Republic of Kosovo nr. 04/L-037 approved this statute.

1. General provisions

Section 1

AAB College (in the following text AAB) is an institution for higher education, an educational-scientific kind. It has been founded and it works in accordance with Law Nr. 04/L-037 for higher education in Republic of Kosovo and with legislation in appliance, and it is licensed by Ministry of Education Science and Technology and accredited by Kosovo Accreditation Agency.

Its purpose is:

- To develop education and scientific researches.
- To be available to everyone based on equality and merits with no ethnic discrimination.
- To play the lead role in educational, scientific, cultural, social and economical development of Kosovo.
- To develop its program with an international and European orientation.
- To help on the elevation process of civic democracy.

Section 2

Statute of AAB, in accordance with the law for Higher Education in Republic of Kosovo and other provisions of this field, regulates the mission, organization, governing, way of selecting bodies of AAB, studies' performance, status of the academic and administrative staff, and of studies, institutional discipline issue, and other important issues.

Section 3

Staff and students of AAB have the right to enjoy:

- Freedom of expression and association regarding to guaranteed structures in accordance with this statute and regulations of AAB.
- The right of not being discriminated directly or indirectly by sex, race, sexual orientation, marital status, color, language, religion, political views or other views, collaboration with national community, property, birth status or other statuses.

Section 4

According to provisions of the Law for higher education in Republic of Kosovo, AAB is a juridical institution with all of its rights including:

- The right to sue and be sued.
- The right of using flag, stamps and other emblems.
- With board's authorization, to forbid the use of its title by other different individuals or organizations.
- The right to forbid the representation of a faculty or another unit of AAB as a juridical institution;
- According to this statute, the faculties, study programs or other units of AAB will have limited authority.

Section 5

According to the law for the higher education in Republic of Kosovo, AAB has academic autonomy in university teaching and public communication. The power of this academic freedom depends on the provisions of this Statute, as follows:

- To plan and define the content and structure of the academic, scientific, artistic and professional program in university teaching and scientific-research work;
- To define the methodology that is applied in the teaching process;
- To select academic formals;
- To select the academic staff in academic titles, regulate the employment issue; receive new professors, administrative staff and new technicians.
- To receive students and define the conditions of their acceptance.
- To award scholarships to excellent students.
- To award diplomas and receive them from special individuals for a special reason.
- To award scientific titles and honorary degrees.
- To arrange the indoor organization.

1.1. Name, base branch and symbols

Section 6

AAB is named as AAB College (Arena of Contemporary Education). AAB's base branch is located in Prishtina, address: Industrial area Prishtinë, 10000 Prishtinë.

AAB has two other branches that function as branches within AAB. The branch in Ferizaj and Gjakovë , with a possibility of opening other branches, too.

Section 7

- 1) AAB has its own emblem, stamp, blank stamp.
- 2) The emblem's form is defined by the Head Council with a special verdict.
- 3) The stamp and the blank stamp are round and the AAB emblem is in the middle.

Section 8

AAB's anniversary is on the 15th of May, which is the day when the first meeting of AAB's founding was held in 2002.

Section 9

- 1) All of the environments (constructions and lands) that are in administration of AAB in accordance with the law are inviolable. This inviolability means the prohibition of intervention at AAB's environments from each person, juridical person (state or private), non-interference of jurisdiction and other law enforcement authorities without the permission or request of the rector or the authorized person by him.
- 2) Except the cases of any serious crime and natural disasters.
- 3) The intervention of police forces can happen even without Rector's permission.
- 4) For each invasion of inviolability, AAB has the right to sue the violation and ask for its punishment according to law provisions.

2. Organizational structures

Section 10

The organizational structure of AAB consists of:

1. Academic units and
2. Organizational units

An academic unit can consist of some study programs.

1. Study programs

Section 11

- a) The study programs of AAB are defined in the verdict of Ministry of Education Science and Technology and in the Certificate of Accreditation of the Kosovo Accreditation Agency.
- b) Study programs of the same field can have the same management organized in the form of deaneries.

Section 12

According to the provisions of this statute that deals with the organization, study programs have the same status.

The academic unit has its own name and stamp. The academic unit has the emblem and name of AAB within its own emblem and name.

Section 13

With Senate's proposition and approval of the Main Council, study programs can convert to academic units.

Section 14

Depending on size (the academic staff, professors, according to academic fields and the percentage of the permanent staff), the study programs must fulfill the international standards of the system of Bologna, so that they can provide a sustainable development and professional activity in relevant fields for a long-term period.

Section 15

The academic units are responsible:

- For academic issues that deal with the lectured subjects in the department and to suggest AAB's Senate their suggestions related to these.
- To organize teaching, exams and student's assessment.
- To develop scientific researches or artistic creations according to international standards;

- For the staff's issue according to this Statute's provisions;
- To use the resources in an efficient way, foreseen in this Statute;
- To assure the quality, assessment and reporting issues, foreseen in this Statute.

Section 16

Each faculty is lead by its Deanery, selected with the majority of votes of Senate's members for a period of three years from the regular professors, associate professors or assistant professors who lecture in the relevant faculty with a re-election right for another mandate with faculty's suggestion.

The candidates for the position of a faculty's dean must possess ability and experience in leadership.

Section 17

1. The mandate of faculty's dean can come to an end before time, in case of:
 - 1.1. Resignation;
 - 1.2. Discharge
 - 1.3. Health issues;
 - 1.4. Penalty for penal acts and
 - 1.5. Death.

2. The procedure for dean's discharge can be initiated by:
 - 2.1. Main Council;
 - 2.2. Senate;
 - 2.3. Rector and
 - 2.4. 2/3 of members of the Educational Scientific Council.

3. The procedure for dean's discharge can be defined with the act issued by the Senate.

Section 18

- 1) Faculty's dean addresses to the rector.
- 2) Dean's duties are:
 - 2.1 To provide academic leadership in relevant fields for the development of education, scientific and artistic work in the faculty;
 - 2.2 To initiate necessary measures for the implementation of decisions and for assigned duties by the Senate;

- 2.3 To provide enough information regarding to the providing of resources and results in lessons, scientific and artistic researches for the Rector and Senate according to this Statute's provisions;
- 2.4 To represent the faculty in the Senate;
- 2.5 To give suggestions to the Rector and Senate on the selection of the academic staff in the academic unit he/she manages;
- 2.6 To accomplish the other duties of his/her responsibility, as foreseen in this Statute.

Section 19

Within the Main bodies of the academic units, Educational Scientific Councils function, too.

Section 20

Educational Scientific Council (in the following text the Council) consists of all the professors, assistants, deans and pro deans.

Section 21

The Council holds a meeting in each beginning of the academic year regarding to professors' commitment and the election of their status.

Section 22

The competences of the Council are the key role and advisory.

Section 23

The Council works from the following fields:

1. Suggests candidates for Faculty's dean;
2. Suggests candidates for Faculty's pro deans;
3. Within the Council, there are formed professional commissions (commissions for students' assessment, commissions for the compilation of the reports-reviews for professor candidates, commissions for the assessment of texts, commissions for the compilation of action plans etc);
4. Suggests candidates to the dean for the fulfillment of the academic staff;
5. Forms the council or working groups, to whom gives certain duties in collaboration with the other head bodies;

6. Names the commission for the assessment and proceeding of the Master thesis (MA) and PhD, and also for the defense of the Master thesis respectively of PhD;
7. Reviews the annual report of the Dean;
8. Guides the faculty and other bodies for the way of the realization of the learning program plan;
9. Performs other works for the interest of the academic unit.

2. Organizational units

Section 24

Organizational units function within AAB; they offer supporting services for educational, research and artistic work, and also administrative services for the academic units of AAB, which are needed to fulfill the responsibilities and duties, as foreseen in this Statute.

Section 25

These organizational units function within AAB:

- The library of AAB;
- Computer network centre of AAB;
- Criminological laboratory;
- Painting studio;
- Television studio;
- Photography laboratory and studio;
- Radio studio;
- Piano studio;
- Musical instruments studio;
- Sculpture studio;
- Monumental pictures studio;
- Design laboratory and studio;
- Fitness studio and
- Studio for simultaneous and consecutive translation

Other organizational units might be formed in the future.

Section 26

The organizational unit is lead by its foreman.

Section 27

The foreman of the organizational unit is appointed according to the public application and addresses to the rector.

Section 28

The duties of the foreman of the organizational unit are:

1. To provide efficient management of the organizational unit and complete mission;
2. To take care after the efficient and economic use of the unit;
3. To hand in regularly enough reports for the Rector, Board and Senate;
4. To give suggestions to the Rector and Senate for the appointment of members of the staff of the unit;
5. To fulfill other foreman duties, as foreseen in this Statute.

3. Main Bodies of AAB

Section 29

Main bodies of AAB are: the Main Council and the Senate. The Main Council is able to act according to this Statute and to establish other bodies, like committees and commissions with specific duties and also to suspend them.

All of the main bodies of AAB College work based on the voting principle with the majority of votes, except cases when it's defined otherwise in this Statute.

Section 30

The rector is the academic and administrative head and the foreman of AAB. He addresses to the Main Council for the academic work within his obligations.

The rector is helped by the Vice-rectors and the General Secretary, as foreseen in this Statute.

Main council of AAB College

Section 31

- 1) The Main Council is the main body.
- 2) The Main Council consists of 7 members with the right of voting, and those are:
 - 2.1. 3 members selected by the founder of AAB;
 - 2.2. 2 members selected by the Senate by the academic staff of AAB;
 - 2.3. The Senate selects another member, an international famous member;
 - 2.4. The founder is a permanent member of the Main Council;
- 3) The Rector and the General Secretary are ex-officio members of the Main Council with no voting right.
- 4) The chairman of student's parliament can be part of the meetings of the Main Council, with no right of voting, when students' issues are discussed.

Section 32

- 1) The chairman of the Main Council is selected with the majority of the votes of its members. The chairman has his vice;
- 2) The member's mandate lasts three years with a possibility of continuation;
- 3) The absolute majority is needed when the meetings of the Main Council are held;
- 4) The Main Council decides with the majority of votes (the majority of all of the members).

Section 33

According to the provisions of this Statute and the Law for the higher education, the Main Council is responsible for:

1. The approval of AAB's mission and vision,
2. The efficient use of sources, capacities and preservation of property of AAB;
3. To decide regarding to the founding, extinguishing and change of the inner structure of the academic units and organizational units after consulting with the Senate, if it hasn't been foreseen otherwise in this Statute and to decide for the opening and extinguishing of its units through Kosovo's centers according to the requested dynamics;
4. To decide on the general organizational structure of the academic units, according to the proposition of the Senate;
5. Suggests for fulfillments, changes of the financial politics to the founder of AAB;
6. To select the Rector and vice-rectors with Senate's suggestion;
7. Suggests for investments and the purchase of resources, to the founder of AAB;
8. Once in a year, can ask the Head of finance's service to be informed for the financial reports, submitted problems and the way of solving them;
9. To assent on the employer's acceptance in new work places;
10. To release the Work Regulation of the Main Council;
11. To decide for the appliance of accepting students;

12. Suggests the payment rise for the registration and tuition of the students, to the founder of AAB.
13. To decide for awarding scholarships for the excellent students;
14. Suggests fulfillment and changes of the cost of services, to the founder of AAB;
15. To decide for using the resources in an efficient and productive way;
16. To keep evidence of the employers and inventory of AAB;
17. To release the Regulation for the procedure and discipline measures;
18. To form commissions, in accordance with the Statute of AAB, commissions which will deal with special issues in its field.
19. To decide for the form and content of its emblem, stamp, blank stamp, flag and other symbols;
20. To do other work in accordance with the law and this Statute.

Section 34

The procedures for the meetings of the Main Council are preceded by the chairman after counseling with the Secretary.

Section 35

The Main Council will work according to the Regulation preceded and approved by it.

The Senate

Section 36

- 1) The Senate of AAB is the highest professional body. It decides for all the important issues in the education field, scientific research field and artistic field.
- 2) The Senate, being the highest academic body, consists of:
 - 2.1. The Rector;
 - 2.2. The Vice-rectors;
 - 2.3. The deans of all the academic units;
 - 2.4. A member selected by the academic staff of each academic unit;
 - 2.5. A student's representative;
 - 2.6. A member of the technical-administrative staff.
- 3) The general Secretary is a permanent member of the Senate with no voting right.

Section 37

The Senate is headed by the Rector. In his absence, the Senate is headed by the vice-rector, appointed by the Rector.

Section 38

Depending on the general responsibilities of the Main Council and the responsibilities of the Rector and the vice-rectors, the Senate possesses the competence for:

1. The general strategic issues that are related with researches, studies, teaching and different courses;
2. The compilation of the strategy for the academic development of AAB;
3. The approval of AAB's Statute, after providing the consent of the Main Council;
4. Deciding for the educational, scientific and artistic activity of AAB;
5. Defining the criteria for students' acceptance;
6. For assuring the quality and the procedure of giving qualifications;
7. Giving suggestions for the form and the content of the emblem, stamp and blank stamp;
8. Approving the Regulation on the procedure for the review of student's measures;
9. Reviewing the issues of protecting the rights of the staff and students;
10. Approving the educational program plan;
11. Releasing the Regulation for the inner organization of the academic units with the relevant faculties' suggestion;
12. Approving the educational-learning process, including the programs of the Centers of investigation and research;
13. Starting procedures for the assurance of the academic quality, including the nomination of the Commission for the assessment and approval of the manual for the work assessment;

14. Deciding for the appliance for the acceptance of the academic staff;
15. Releasing the Regulation for studies;
16. Releasing the Regulation for the procedure and the discipline measures;
17. Deciding for the Rector's propositions for the Commission's members;
18. Doing other work, defined in this Statute.

Section 39

The Senate releases its Regulation of work and approves the same one in the constitutive session. The Rector sets the procedures for the meetings of the Senate and its commissions.

Section 40

The Senate is able to form tips or temporary commissions to advice it regarding to different aspects of its work.

The Senate consists of four permanent commissions, named as:

- The Commission of studies,
- The Commission of habilitation,
- The Commission for controlling the quality of studies
- The Commission for students and
- The Commission of complaints.

The members of the Commission are proposed by the Rector and approved by the Senate. The commissions take decisions with the majority of votes.

THE RECTOR OF AAB

Section 41

The Rector is responsible for the continuation of work and its management within firm politics from the Main Council. He will have the necessary competences to perform his duties.

Section 42

The Rector of AAB's duties are:

1. To present to the Main Council propositions, recommendations and opinions of the Senate, especially related to the educational character and mission of AAB;
2. To act on the behalf of AAB and represent it;
3. To organize, lead and manage AAB;
4. To head the Senate;
5. To lead and develop all of the learning–educational, scientific–artistic work for the preparation of the high specialists;
6. To assure the efficient, economic and useful usage of the resources of AAB;
7. To organize the appliances of the acceptance of new students and lead the Commission of the acceptance;
8. To apply the decisions of the Main Council;
9. To give propositions to the Main Council for Vice-rectors;
10. To appoint the assistant staff, educational– scientific, administrative and technical staff;
11. To sign the contracts of the assistant educational-scientific staff and contracts for the activation of the outer educational-scientific staff;
12. To announce the winners of the appliance;
13. To do all the other work in behalf of AAB, as defined in this Statute and other approved Regulations.

Section 43

The Rector is able to form temporary advisory commissions to prepare the work defined by his field.

The Rector is helped by three other vice-rectors.

Section 44

- 1) The Rector is selected by the Main Council according to a public appliance of the regular professors, associate professors or assistant professors from the inner or outer staff of AAB, who can contribute for the development of AAB.
- 2) The Rector is elected with the majority of votes of the permanent number of members. In case that the suggested candidates in the first round of voting, don't get the necessary votes, then the two candidates with the most votes, pass in the second round of voting, where the one who gets the most votes, is elected.
- 3) Before the election, the candidates for the Rector present their programs for the development of AAB, to the Senate.

Section 45

The authority of the Rector will be symbolized through the jewel of the Rector.

Section 46

The rector and vice-rectors are appointed for a three-year period with a re-election possibility. The candidates must be with relevant academic qualifications and to have leading abilities.

Section 47

- 1) The mandate of the Rector can come to an end before time in case of:
 - 1.1. Resignation;
 - 1.2. Discharge;
 - 1.3. Health issues;
 - 1.4. Penalty for penal acts;
 - 1.5. Death.

Section 48

The Main Council decides for the Rector's discharge with the majority of votes of the permanent number of the members.

The written initiative for the Rector's discharge can be presented by at least the 1/3 of the members of the Senate.

PRORECTORS

Section 49

These are the prorectors of AAB:

1. Prorector for learning and academic issues;
2. Prorector for students and financial issues;
3. Prorector for scientific researches and
4. Prorector for administration

Section 50

- 1) The duties and responsibilities of vice-rectors are appointed by the vice-rector in accordance with this Statute's provisions.
- 2) Vice-rectors perform their duties and responsibilities within the field they direct in harmony with the rector's instructions and provisions of the Statute.
- 3) Vice-rectors address their work to the Rector.

Section 51

- 1) The mandate of vice-rectors can end before time as in the cases below:
 - 1.1. Resignation,
 - 1.2. Discharge,
 - 1.3. Health issues
 - 1.4. Penalty for penal acts,
 - 1.5. Death.
- 2) The mandate of Vice-rectors even end with the ending of the rector's mandate, except if the Main Council decides differently.
- 3) The procedure for the Vice-rector's discharge is similar to the Rector's discharge.

GENERAL SECRETARY OF AAB

Section 52

The secretary is the highest juridical and administrative officer of AAB; he addresses his work directly to the Rector. He takes care of an efficient, juridical, and economic administration in all of the levels of AAB. It is selected by the Main Council with the majority of votes of the present members, according to the proposition of the Rector and according to the public appliance.

The candidates who apply for the post of the Secretary have to possess a university diploma and job experience in similar jobs.

Section 53

The duties and responsibilities of the General Secretary are:

1. The highest officer of the administration;
2. Responsible officer for the juridical and administrative work;
3. Is responsible for holding regular evidence for the candidates that apply; registered students in all of the academic units; the graduates; the staff with a contract; the property; taking action for the work of the administration's services ; giving opinions and preparing general acts etc;
4. Performs other work as foreseen with this Statute and law.

The ACADEMIC AND NON-ACADEMIC STAFF

Section 54

All of the work places are based on the contracts with fulltime and those part-time.

1. The academic staff

Section 55

The learning, scientific, artistic and professional activity is performed by the academic staff, whose qualification is defined by the selection in scientific - academic titles and in collaborators' titles.

1.1. The titles and procedures of selecting the academic staff

Section 56

The academic staff in accordance with the Law for Higher Education in the Republic of Kosovo consists of:

1. Regular professors,
2. Associate professors,
3. Assistant professors and
4. University assistants

The academic calls are regulated with a special Regulation.

Section 57

1. The selection of the academic staff is done in a transparent way in accordance with the public appliance.
2. According to the propositions of the academic units, The Main Council declares the competition for the selection of the academic staff twice a year regularly; in February and September. If needed, can declare more competitions within a year.
3. The competition lasts 15 days.

Section 58

1. After the competition ends, the Senate forms the Habilitation Commission that consists of at least three members for the proposition for the selection in a defined title;
2. No one can be a member of the commission if he/she is a spouse, partner or a close family member of the candidate that has to be selected;

3. The Senate provides the proposition for one of the candidates who best fulfills the conditions for the selection;
4. The proposition from the 3rd paragraph of this section, when it comes to selecting regular professors, associate professors and assistant professors, is sent to the Senate, who selects, meanwhile the Rector binds the employment contract for the period that are selected according to the law provisions;
5. The Senate selects the collaborators, meanwhile the Rector links the work contract according to the law provisions approved in the period, for which is selected.

Section 59

The selection conditions and the progress of the academic staff are the relevant qualifications and relevant experience for the job place.

Section 60

The selection in scientific – academic title regular professor, associate professor and assistant professor is done in duration of three/four years. It can be repeated with the recommendation of the Senate.

1.2. The binding and disengaging of the contract with the academic staff

Section 61

The academic staff is considered to be busy in work, after finishing the selection procedure, by signing the employment contract.

Section 62

The employment contract with the academic staff can be disengaged before time in case:

1. Penalty for penal acts with which the institution is discredited according to the procedure defined with a special regulation;
2. Serious violation of the ethics code of the academic staff, according to the procedure as foreseen with that code;
3. Disability to perform the work due to physical or mental issues, evidenced with the doctor's report;
4. Violation of order, authority and dignity of AAB; evidenced according to the special regulation;
5. Corruption, evidenced according to the procedure as foreseen with the Regulation.

1.3. Disciplinary procedures

Section 63

The work, activity and behavior of the academic staff have to be commensurate with the moral and ethic principles, principles of the scientific and artistic truth and to defend the authority of AAB as foreseen with the ethics of the academic staff.

Section 64

The violation of rules of conduct and not performing the duties defined with this Statute, with the ethics code and other acts of AAB by the academic and non-academic staff, withdraws the disciplinary responsibility.

The disciplinary procedure is defined with the Regulation on the Disciplinary Procedure which is released by the Senate in accordance with the law, this Statute, the ethics code and other acts of AAB.

2. The non-academic staff

Section 65

- 1) The non-academic staff of AAB consists of those who are engaged in:
 - 1.1. Leading and professional duties;
 - 1.2. Administration;
 - 1.3. Technical work.

The responsibilities and special qualifications for each position will be defined with the description of the work set by the Rector with the suggestion of the General Secretary, or the foreman of the academic or organizational unit.

5. STUDENTS AND STUDIES' ORGANIZATION

Section 66

A student of AAB is the person who is registered in the University, who fulfills his/her, academic and financial duties in accordance with the law and the general acts of AAB.

Section 67

The studies can be followed in full time and part-time

Studie's registration

Section 68

The acceptance in studies is done based on the public competition, the selective procedure and the assessment criteria set by the Senate.

Section 69

The decision for declaring the competition is taken by the Main Council with the proposition of the academic units.

Section 70

- 1) The student wins the registration right in the following year of studies if he/she performs all of the duties defined with the learning program - plan, Regulation for studies and other general acts.
- 2) The student can register the same year of studies again according to the conditions as defined with the Regulation for studies, fulfilling the financial duties towards AAB.

Section 71

The student must finish his/her basic academic studies within a period that doesn't surpass the double normal period as foreseen with the studies he/she has registered for, excluding the cases when within this period there are breaks of studies from the student according to the conditions as foreseen with a special regulation.

Section 72

The student loses its status:

1. When finishes his/her studies;
2. When he/she is deregistered;

3. When he/she doesn't register in the following year or in the same year of studies;
4. With a decision from the disciplinary procedure;
5. When he/she doesn't finish his/her studies in the period defined according to the prior section of this Statute.
6. With student's death;
7. In other cases defined with the Regulation of AAB.

Students' rights and obligations

Section 73

Accepted students, have the right:

1. To participate in all of the lectures, seminars and other activities organized by their subjects according to their position;
2. To use the objects of the library, internet and other services for students;
3. To participate in elections for student's positions in bodies of AAB;
4. To get organized in students' non-political organizations by depending on the laws and acts of AAB (Statute's and regulations');
5. To be supplied with grade's certificate, verification for the student's status, graduation certificate and other needed documents for the student;
6. By finishing the studies regularly, to be supplied with relevant diplomas.

Section 74

Students' obligations are:

1. To apply the regulations approved by AAB;
2. To have enough consideration towards the staff and other students;
3. To have consideration and full care of their studies and to participate in academic activities;
4. To have positive behavior indoors and outdoors of the objects of AAB in the way that the institution isn't discredited;

Section 75

Students have the right to complain for the quality of lecturing or for the quality of the conditions of AAB. The complaints are handed in to the dean or the foreman with a further request to the Rector – Senate.

Section 76

The faculty's Council can deregister students who fail to do an adequate progress in their studies according to a request that can be asked from the Senate or the Commission named by the Senate, whose decision will be final. The regulations that elaborate this procedure will be released by the Senate.

Section 77

- 1) The Senate can remove students that don't have positive behavior from AAB temporarily or permanently. Students who get accused for inadequate behavior will be interrogated by the Disciplinary Commission who will advise the Senate;
- 2) The suspense before the interrogation can be authorized by the Rector. The students who are removed, temporarily or permanently by the Senate, can address their complaint to the Main Council who confirms or changes the decision of the Senate;
- 3) The lightest disciplinary measure is the warning, meanwhile the most serious is the permanent expulsion;
- 4) The regulation which elaborates these procedures is released by the Senate.

Section 78

Students have the right to establish students' organizations in which all of the students can adhere. Students' interests will be represented within AAB with these bodies:

1. The chairman of students;
2. Student's parliament and
3. Student's council of academic units.

The student's organizations have the right to suggest members for the student's parliament and suggest students' advices of academic units according to the results of the elections in each two years.

Study types and registering conditions

Section 79

The studies are defined within study programs. The content of the study programs for teaching is defined with the regulations prepared by the academic council of the relevant faculty, and is approved by the Senate.

Section 80

AAB offers these academic study types:

1. First cycle studies - bachelor
2. Second cycle studies - master
3. Third cycle studies – PhD studies

Section 81

The basic studies last at least three years so students receive a high academic preparation and a Bachelor diploma as well from the relevant field of studies.

Section 82

After graduating studies last two or four terms and so students receive a high academic preparation and a Master title as well from the relevant field of studies.

Section 83

- 1) PhD studies are the highest academic studies that AAB offers;
- 2) In PhD studies can be registered those candidates who have finished the Master scale of the relevant field successfully and who have accumulated at least 300 ECTS credits during the prior education;
- 3) PhD studies last 3 – 4 years. The condition for receiving the PhD title is to finish the PhD exams successfully and to defend the PhD thesis successfully in accordance with the relevant regulation of the Senate;

Section 84

The acceptance conditions in basic studies are:

1. Finishing the high school successfully, proved with a diploma;
2. Finishing the primary and high school for at least 12 years of school proved with a relevant diploma;
3. The special authorization released by the Ministry.

Each student has to pass the entrance exam successfully for the registration in the first year of studies.

Section 85

After graduating studies for master can be registered by the candidate who has finished the basic relevant university studies.

Learning program-plans

Section 86

With the learning program-plan, it is defined on what to fulfill for each type of studies.

Section 87

The learning program-plan is approved by the Senate with a proposition of the relevant faculties.

Section 88

The learning program-plan consists of the obligated and optional subjects, which are regulated with the Regulation of AAB.

Section 89

By defining the program-plan, must take caution especially for the studies to be:

1. Contemporary and to adjust the possibilities and interests of students;
2. Comparable to other institutions of higher education in developed countries;
3. In harmony with international standards and those defined by the Ministry.

Each professor is obliged in the very beginning of the academic year, to hand in the learning program of the subject he lectures to the dean of the academic unit where he works and to the students.

Section 90

The academic units in the beginning of each academic year compile the list of the professors and collaborators for the whole academic year according to the learning plan.

Section 91

The academic year begins on the 1st of October of this year and ends on the 30th of September of the upcoming year. Learning is organized in terms (the winter term from 1.10 – 15.01 and the summer term from 16.02 – 31.05 this year).

Defining the academic success

Section 92

The Student is assessed in a periodic way during the whole learning process; meanwhile the definitive grade is defined in the final exam by the professor of the subject.

1. Exams are passed in all of the subjects, which were registered by the student according to the subject defined with the learning program.
2. An exam can be taken by the student who completes all of his/her obligations defined with this Statute and other acts of AAB.
3. The success achieved in the exam is public.

Section 93

The exam is public and the student has the right to ask for the presence of the public during the exam.

Section 94

Student's success is assessed with grades from 5 (five) up to 10 (ten).

Grade 5 (five) expresses the poor success and a special evidence is held for it.

Section 95

Exams' terms are:

1. Regular terms: January term, June term and September term. These are sharp terms and get published.
2. Extraordinary term is the April term, meanwhile for graduates there's even the November term.

Section 96

Exams' schedule is declared in every beginning of each year for all of the terms, regulated in details with the Regulation for studies.

6. ACADEMIC TITLES AND DIPLOMAS

Section 97

According to the conditions for the accreditation as foreseen with law, AAB awards these academic titles and diplomas:

1. Diploma for basic Bachelor studies;
2. Diploma for Master studies and
3. Diploma for PhD studies.

AAB can award diplomas in partnership with partner Universities.

Section 98

The assessment for basic Bachelor studies according to the European Credit Transfer System (ECTS). Students will be enabled to transfer credits from AAB in other institutions from here or vice-versa.

Section 99

Students' received credits will be recognized even in the accredited courses in relevant Ministries.

Section 100

Bachelor diploma is awarded after finishing the basic academic studies.

Section 101

Master diploma is awarded after finishing the relevant after graduating studies successfully and after the public defense of the Master thesis.

Section 102

The number of credits and the way of students' skills' assessment in basic and after graduating studies are defined with the Regulation of AAB.

Section 103

1. All of the basic study programs of AAB are finalized with the diploma thesis for bachelor or with the exam in front of the commission in accordance with their study programs.
2. The diploma thesis for bachelor is elaborated individually by the student confirming that the theoretical skills achieved during studies, can be utilized successfully for solving practical problems in certain scientific fields.
3. The diploma thesis for bachelor can be elaborated by two or three students (research group) and it must be clearly noted the contribution of each candidate.

Section 104

All of the after graduating study programs of AAB are finalized with the diploma thesis for master in accordance with their study programs.

The procedure for the submission, elaboration, defense and assessment of the diploma thesis for master is defined by the Senate.

Section 105

- 1) The dissertation of PhD is a scientific work which elaborates one or more thesis of the relevant science in an original and unique form.
- 2) The procedure for the submission, elaboration, defense and assessment of the master dissertation is defined with a special regulation.
- 3) After finishing the dissertation of PhD successfully, the candidate receives the academic title (PhD) or equivalent, as defined in the special regulations released by the Senate.

Section 106

AAB organizes the promotion of graduates who receive the master title and the PhD studies. The form, conditions and procedures of the promotion are defined with a special regulation.

7. FINANCING

Section 107

In accordance with the provisions of this Statute, AAB provides financial tools from these resources:

1. Tuition fees, administrative fees and other payments of students;
2. Payments for commercial services and other services;
3. Funds of Ministry of the budget of Kosovo for teaching and scientific – artistic research with a general interest;
4. Donations, presents and facilitation;
5. Use of intellectual property of AAB;
6. Contracts with national, international, public or private organizations in the teaching, scientific research, artistic field;
7. Every other source permitted by the approved laws in Kosovo.

Section 108

AAB has its current account and its conducted tools from the prior section are poured out in the current account.

Section 109

The financing methodology, its conditions and the financial control are defined in details with a special regulation.

8. Transitional provisions

Section 110

In accordance with the law and this Statute, the Regulation of studies must be compiled and other general acts of its bodies.

Section 111

The Statute of AAB can change according to its approval procedure.
The Statute is approved by the Senate of AAB.