



BPrAL - PPOHE  
**Kolegji AAB**



**REGULATION FOR THE CALENDAR OF  
REGULAR ANNUAL ACTIVITIES**

*Prishtine, 2014*

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**Lulzim Tafa, PhD, Rector**  
*Prishtine 2014*

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In order to increase the efficiency of services, University's rector, releases this:

## **REGULATION NR. 3729/2014**

### **For the calendar of regular annual activities**

#### **I. General provisions**

##### *Section 1*

This regulation provides terms for performance of different duties that deal with academic, administrative, marketing, technical issues and other services.

##### *Section 2*

The academic year begins in October the 1<sup>st</sup> and ends in September the 30<sup>th</sup> of next year. Teaching is organized in semesters. The first semester begins in the first workday of October; meanwhile the second semester begins in the second half of February.

#### **II. Academic issues**

##### a. Academic staff

##### *Section 3*

Faculties' propositions for the academic staff's commitment for the first semester are handed in, not later than the 30<sup>th</sup> of June, meanwhile for the second semester, not later than the 1<sup>st</sup> of November.

##### *Section 4*

Faculties' propositions' approval for the academic staff's commitment is proceeded by the Rectorate, not later than the 1<sup>st</sup> of September for the first semester and 15<sup>th</sup> of December for the second semester.

##### *Section 5*

Professors' employment is proceeded, not later than the 15<sup>th</sup> of September for the first semester and 1<sup>st</sup> of February for the second semester.

##### b. Lectures' timetable

### *Section 6*

Central administration delivers the timetable for discussion in Deaneries, not later than the 5<sup>th</sup> of September for the first semester and 30<sup>th</sup> of December for the second semester.

### *Section 7*

Timetables' approval from the rectorate is proceeded not later than the 10<sup>th</sup> of September for the first semester and 15<sup>th</sup> of January for the second semester.

### *Section 8*

Central administration publishes the timetables, not later than the 15<sup>th</sup> of September for the first semester and 5<sup>th</sup> of February for the second semester.

#### c. Exams' terms

### *Section 9*

1. The timetable for January's term is announced, not later than the 15<sup>th</sup> of December. January's term is organized from the 20<sup>th</sup> of January until the 20<sup>th</sup> of February.
2. The timetable for April's term is announced, not later than the 10<sup>th</sup> of March. April's term is organized from the 1<sup>st</sup> of April until the 20<sup>th</sup> of April.
3. The timetable for June's term is announced, not later than the 15<sup>th</sup> of May. June's term is organized from the 10<sup>th</sup> of June until the 30<sup>th</sup> of June.
4. The timetable for September's term is announced, not later than the 20<sup>th</sup> of August. September's term is organized from the 1<sup>st</sup> of September until the 20<sup>th</sup> of September.
5. The timetable for September-October term is announced, not later than the 1<sup>st</sup> of October. September-October term is organized from the 15<sup>th</sup> of October until the 5<sup>th</sup> of November.

### *Section 10*

The success report for the exam term is handed in, not later than 2 weeks after the last date of the relevant term.

#### d. Terms of professors' assessment by students

### *Section 11*

Students assess professors for the first semester through e-service system during the period of the 15<sup>th</sup> of May and 10<sup>th</sup> of June, meanwhile the processing of results is done not later than the 15<sup>th</sup> of June and reports' analysis along with the recommendations are done not later than the 1<sup>st</sup> of July.

- e. Terms for the activities of education tips

#### *Section 13*

Education Councils hold three regular meetings within an academic year. The first meeting is held, not later than 7 days before the academic year begins, the second meeting is held, not later than 7 days before the second semester begins and the third meeting is held, not later than 3 days after finishing the academic year and before the beginning of June's term.

#### *Section 14*

Syllabuses are handed in by the professors in Deanery, not later than the 15<sup>th</sup> of September; meanwhile syllabuses' review and verification by the Deanery must be finished within 10 days, respectively not later than the 25<sup>th</sup> of September.

#### *Section 15*

Optional subjects, forming of groups and the regular starting lectures, are presented not later than the second week of the semester.

#### *Section 16*

Exercises begin by the second week of the beginning of the lectures.

### **III. Technical issues**

#### *Section 17*

The plan of supplying with educational equipment for the first semester, must be handed in not later than the 1<sup>st</sup> of August, meanwhile the supply must end not later than the 1<sup>st</sup> of September.

#### *Section 18*

The plan of supplying with educational equipment for the second semester, must be handed in not later than the 10<sup>th</sup> of February, meanwhile the supply must end not later than the 20<sup>th</sup> of February.

### *Section 19*

Technical service manager hands in the report for the disposition of the technical equipment not later than the 20<sup>th</sup> of September for the first semester and 15<sup>th</sup> of February for the second semester.

### *Section 20*

Preparations and investment in University's campus must end by the 15<sup>th</sup> of August.

## **IV. Marketing department**

### *Section 21*

The marketing plan is handed in by the marketing office in the rectorate, not later than the 15<sup>th</sup> of December and it is approved within 10 days from the delivery date.

### *Section 22*

AAB days consist of: scientific, artistic, cultural, human, sportive and entertainment activities. All of these activities are organized within the period of the 10<sup>th</sup> of May until the 5<sup>th</sup> of June.

### *Section 23*

The agenda that provides the activities in details, to the rewards and the ending, is prepared by the Marketing department by the 1<sup>st</sup> of May.

## **V. Sector for international cooperation**

- a. Propositions for international projects

### *Section 24*

- Faculties' propositions for projects are proceeded by the first week of May of each academic year;
- Approvals from the Vice-rector for foreign relations, are proceeded by the last week of May;
- Approvals of project-prepositions from the rectorate, are proceeded by the third week of June;
- Projects are compiled according to the terms of local and international funds;
- Annual reports of implementation are preceded each year in December.

## **VI. Scientific research activities**

- a. Research projects

#### *Section 25*

Scientific research activities are preceded in the level of faculties and University's and are in coordination with the office for foreign relations and projects, and according to this procedure and chronology:

- a. The annunciation for the application with project proposition is proceeded in the first week of October;
- b. The analysis and approval of projects, is proceeded in the first week of November;
- c. Implementation's monitoring of projects that are approved by the Projects' office;
- d. Final report's compilation along with projects' discoveries and recommendations is preceded in the first week of April.
- e. All of the data is announced and published through tables, scientific journals and scientific conferences in September/October.

- b. *Scientific conferences***

#### *Section 26*

Scientific conferences are organized by the relevant faculties in collaboration with the office for foreign relations, and according to this procedure and chronology:

- a. The annunciation for abstracts, is proceeded in the first week of October;
- b. The analysis and approval of abstracts, is proceeded by the end of the first week of November;
- c. The annunciation for main speakers and papers' assessment, is proceeded not later than the first week of April;
- d. Papers are published in the first edition of the journal (June);
- e. Conference's preparations are finalized by the first week of September;
- f. Main speeches of conference are published in the second edition of the journal (December).

## **VII. "Thesis" Scientific Journal**

#### *Section 27*

"Thesis" Scientific Journal is published two times a year: in June and December of the relevant academic year.

### *Section 28*

The application for projects is preceded in the first week of January for first edition and in the second week of September for second edition.

### *Section 29*

Abstracts are collected not later than two weeks after the application. The assessment and selection of the best abstracts, is preceded not later than three weeks after the application ends. The selected projects/papers are collected not later than eight weeks after the application ends.

### *Section 30*

Papers' assessment by the reviewing commissions is preceded within the period of two weeks from the closing day of papers' collection and finalization of papers by the authors, not later than two weeks after the commissions hand in the assessments.

### *Section 31*

The work must be finished within the period of two weeks, from the day that authors/reviewing commissions hand in the papers.

### *Section 32*

The preparation and print of the journal, must be proceeded in the defined term in Section 27.

## **VIII. Responds to requests**

### *Section 33*

The responds to students' requests, are preceded not later than three days, from the hand in of the requests, except if the regulation of studies foresees a shorter period of time.

### *Section 34*

Each written request is addressed by professors to deaneries, and the latter are obliged to respond to the request within three days.



### *Section 35*

Deans and managers of sectors address the requests to the rector or vice rector, who are obliged to respond to the request within three days.

### *Section 36*

The three days-period for responds to requests, serves for all of the other sectors, too.

## **IX. Payment terms**

### *Section 37*

Monthly payments (wages) for the regular staff are preceded not later than the 5<sup>th</sup> for the previous month, meanwhile for the engaging staff not later than the 10<sup>th</sup> for the previous month.

## **X. Calculation of terms**

### *Section 38*

Terms are calculated in days, months and years.

### *Section 39*

If the term is appointed in days, then the day of giving the duty is excluded from the calculation, so the term begins in the upcoming day.

### *Section 40*

When the last day of a term happens to be on a Sunday or a holiday or in a day when the University doesn't work, the term is finished in the upcoming day after the holiday.

### *Section 41*

If the term is appointed in months or years, it finishes in the last day of the month respectively of the year, that according of the number, it adapts to the day of the term's beginning.

## **XI. Transitional provisions**

### *Section 42*

In case of contradiction between this regulation's provisions and statute's provisions or regulation of studies' provisions, the latter are prior.

### *Section 43*

This regulation starts its appliance after Senate's approval and rector's signature.