



BPrAL - PPOHE  
**Kolegji AAB**

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**WORK REGULATIONS OF AAB COLLEGE  
SENATE**

*Prishtinë, 2008*

Senate of the AAB College (Arena of Contemporary Education), at its meeting held on 25.09.2008 approved this work regulation:

## **WORK REGULATIONS OF AAB COLLEGE SENATE**

### *Article 1*

With this regulation, are determined members of the Senate, the manner of their representation in the Senate, working methods and decision-making in meetings of the University Senate.

### *Article 2*

The Senate consists of:

1. Rector;
2. Pro-Rectors;
3. Deans of all academic units;
4. A member elected by the academic staff of each academic unit;
5. A representative of the students and
6. A member of the technical and administrative staff.

### *Article 3*

Members of the Senate by points 1, 2, 3 and 5, are ex-officio members of the Senate, and members of the Senate by point 4 are elected by scientific teaching faculty's council term of two years. Student member of the Senate is elected for a period of one academic year.

### *Article 4*

Members of the Senate are elected by the academic staff of the relevant Scientific-Teaching Council, and student member of the Senate is elected by the Student Union of the College. Member of the Senate from the non-academic, technical and administrative staff is elected by the General Secretary of the College.

### *Article 5*

The Senate must hold at least two regular meetings during a semester, one at the beginning and end of the semester. The Senate may hold more meetings, depending on the intensity of work.

### *Article 6*

Senate members are obliged to participate in the meeting under the Statute of the University. A member of the College Board can also take part in meetings of the Senate, but without the right to vote.

#### *Article 7*

The Rector of the College calls regular meetings of the Senate. Meetings are also called by the Rector at the request of the Dean of the Faculty or at least three members of the Senate.

#### *Article 8*

The invitations containing the date, time and venue of the meeting and the agenda (agenda) are sent in writing or by e-mail. Invitations and the necessary materials must be sent by the Secretary of the University at least 7 days before the date set for the meeting.

#### *Article 9*

Senate meetings may be held if attended to more than half of members of the Senate. The Senate makes decisions by majority of votes of the members present.

#### *Article 10*

Senate meetings are prepared and led by the Rector.

#### *Article 11*

After verification of the number of present members and after confirming the existence of more than half of the members of the Senate, Rector opens the meeting of the Senate, appoints process verbal and proposes the agenda.

#### *Article 12*

Following the proposal of the agenda, the Rector asks the other members if they have proposals to supplement or change the order of the day. The agenda is approved by the Senate by a simple majority.

#### *Article 13*

During discussions at various points of the agenda, members should consider all issues discussed rationally. Rector is the person responsible to give the right to speak to the discussant.

#### *Article 14*

After discussing all points of the agenda, the Senate makes a decision or issues a special conclusion.

#### *Article 15*

The record is held by the office worker determined by the rector. The record must be signed by the office worker and by the Rector. The record must contain the date and time of the meeting, participants present, and the main points of discussions, and the decisions of the meeting and at the end the signatures of the competent persons.

#### *Article 16*

Work regulations of AAB College senate are valid if more than half of the members present approve it.  
Changes and other issues are regulated in the same manner and procedure.

#### *Article 17*

Regulation shall be applied after approval by the members of the Senate of the University.