



Kolegji AAB
CILËSI. LIDERSHIP. SUKSESI!

STATUTE OF AAB COLLEGE

Pursuant to the Law on Higher Education in the Republic of Kosovo No. 04/L-037, the Senate of AAB College, in the meeting held on 17.12.2021, promulgates the following:

STATUTE OF AAB COLLEGE

CHAPTER I GENERAL PROVISIONS

Article 1

AAB College is a higher education institution, with an educational-scientific character. It is established and operates in accordance with the Law No. 04/L-037 on Higher Education in the Republic of Kosovo, and in accordance with the legislation in force, and it is licensed by the Ministry of Education, Science and Technology (MEST), and accredited by the Kosovo Accreditation Agency (KAA).

AAB has the following aims:

1. to conduct teaching and research, and contribute to the community;
2. to be open to all on the basis of equality and merit without discrimination;
3. to play a leading role in the educational, scientific, cultural, social and economic development of the Republic of Kosovo;
4. to develop its activity with European and international orientation;
5. to contribute to the advancement of civic democracy.

Article 2

The AAB College Statute regulates, in accordance with the Law on Higher Education in the Republic of Kosovo and other provisions in this field, its mission, organization, governance, manner of election of AAB College bodies, development of studies, status of academic, administrative and teaching staff, issue of institutional discipline, and other important matters.

Article 3

Mission

AAB organizes student-centered diversified and quality studies, engages in quality applied and theoretical research, and provides services to the community and industry for purposes of providing transformational experiences for the full development of students, staff, social and economic partners and society at large.



In addition, to enable the achievement of relevant and qualitative studies and in the framework of the fulfilment of its third mission, AAB College:

- encourages creativity, critical thinking and universal values in students in order for them to implement innovative ideas and projects;
- provides a teaching and learning environment that brings about social, academic and professional mobility in the development of the individual into a responsible citizen;
- focuses on publishing, cultural and media activities;
- develops dynamic dialogue with social partners and the community, and
- joins the most relevant networks of higher education and science institutions in Europe and beyond.

Article 4

AAB College staff and students enjoy the following day:

1. freedom of association and expression about the structures guaranteed under the present to Statute and the regulations of AAB College;
2. the right not to be directly or indirectly discriminated against on the basis of sex, race, sexual orientation, marital status, color, language, religion, political or other beliefs, cooperation with the national community, property, birth status or any other status.

Article 5

1. Pursuant to the provisions of the Law on Higher Education in the Republic of Kosovo, AAB College is a legal entity with all its rights, including:
 - 1.1. the right to sue and be sued;
 - 1.2. the right to use the flag, seal, logo and other emblems;
 - 1.3. the right to prohibit, with the authorization of the Steering Council, the use of its title by other persons or organizations;
 - 1.4. the right to prohibit the presentation of an AAB College faculty or other unit as a legal person;
 - 1.5. the right to elect its governing and managing bodies, and determine their powers and mandate;
 - 1.6. the right to own and manage property and other capital assets;
 - 1.7. the right to receive and administer funds from legitimate sources.
2. Under the present Statute, AAB College faculties, study programs or other units shall have limited authority.

Article 6

Pursuant to the Law on Higher Education in the Republic of Kosovo, AAB College enjoys autonomy and academic freedom in university teaching and public communication. The degree of this freedom depends on the provisions of the present Statute, as follows:



- to plan and determine the content and structure of the academic, scientific, artistic and professional programs in university teaching and scientific research work;
- to determine the methodology to be applied in the teaching and assessment process;
- to regulate its internal organization;
- to establish its rules of internal evaluation and quality assurance;
- to elect academic officials;
- to select the academic staff for academic titles, regulate matters related to employment, hire new professors and administrative and technical staff, as well as terminate the employment relationship of the academic and non-academic staff;
- to admit students and determine the conditions of their admission;
- to award scholarships to distinguished students;
- to award degrees and diplomas to and receive ranks and diplomas from special persons for a strong reason;
- to award and revoke scientific, academic and honorary titles and degrees;
- to establish scientific institutes, research institutes, business associations, vocational schools, training centers, NGOs, etc.;
- to sign cooperation agreements or commercial contracts with third parties.

Name, Headquarters and Symbols

Article 7

1. The AAB's name is AAB College (Arena of Contemporary Education).
2. The main headquarters of AAB College are based in Prishtina, address: Rr. Elez Berisha, No. 56, 10000, Prishtina, Republic of Kosovo.
3. AAB College has two other branches which operate outside of the main headquarters, one in Ferizaj and one in Gjakova.
4. AAB College may also open other branches in accordance with strategic planning.

Article 8

1. AAB College has its logo, stamp and dry seal.
2. The shape of the logo is determined by the Steering Council by special decision.
3. The stamp and the dry seal have a round shape and contain in the middle have the logo of AAB College.

Article 9

AAB College's anniversary is on May 15th, which symbolizes the first AAB College founding meeting in 2002.



Article 10

1. All facilities under the administration of AAB College, and any other facilities that will be acquired in the future under the law, are inviolable. This inviolability means not allowing intervention in AAB College premises of any natural and legal person (state or private), non-interference of the government and law enforcement agencies in the absence of a permission or request by the Rector or a person authorized by him.
2. Cases of a serious crime and natural disaster shall be an exception.
3. In the event of a breach of inviolability, AAB College has the right to report the breach and seek punishment of offenders under the applicable legal provisions.

CHAPTER II ORGANIZATIONAL STRUCTURE

Article 11 Organizational Structure

The organizational structure of AAB College consists of the following:

1. Steering Council
2. Senate
3. Rector's Office
 - 3.1. Rector
 - 3.2. Vice-rectors
 - 3.3. Secretary
 - 3.4. Branch Director
4. Academic Units – Faculty
 - 4.1. Dean
 - 4.2. Vice-deans
 - 4.3. Coordinators
 - 4.4. Academic staff
5. Relevant Departments/Offices
 - 5.1. Quality Assurance Office
 - 5.2. Office for Technology
 - 5.3. Office for External Cooperation
 - 5.4. Central Office for Students (central administration)
 - 5.5. Support Services Office
 - 5.6. Finance Office
 - 5.7. Public Relations Office
 - 5.8. Office for Development and Innovation
 - 5.9. Marketing Office
 - 5.10. Human Resources Office
6. University Library
7. Doctoral School
8. Publishing House



9. Research Centers

The Steering Council may, depending on the needs of the institution, establish and dissolve an academic unit, department, office or other unit.

Governing Bodies

Article 12

1. The Steering Council, Senate and the Rector constitute the main governing bodies of AAB College.
2. The Steering Council exercises its powers under the present Statute and establishes other bodies, such as committees and commissions with specific tasks, and may suspend them.
3. The AAB College governing bodies exercise their activity on the principle of majority voting, unless otherwise provided for in the present Statute.

Article 13

1. The Rector is the academic and administrative head of AAB College.
2. The Rector is accountable to the Steering Council for his work.
3. The Rector is assisted by the Vice-Rectors and the Secretary General as set forth in the present Statute.

Steering Council

Article 14

1. The Steering Council is the main governing body.
2. The Steering Council consists of 7 (seven) members with a voting right, and they are the following:
 - 2.1. three (3) members selected by the Founder;
 - 2.2. two (2) members elected by the Senate from among the academic staff;
 - 2.3. one (1) student member elected by the Students Union;
 - 2.4. The Founder, who is a permanent member of the Steering Council.
3. The Rector and the General Secretary are *ex-officio* members of the Steering Council without a voting right.
4. The Steering Council may, with a majority of votes, decide to increase the number of its members and appoint personalities known as: “HONORARY MEMBERS” of the Steering Council with full rights.



5. The Rector, Vice-Rectors, Secretary, Deans, Vice-Deans or members of the Senate may not be elected members of the Steering Council.
6. Members of the Steering Council elected from the ranks of academic staff and students may not be members of academic bodies and/or committees.

Article 15

1. The Chairman and the Deputy Chairman of the Steering Council are elected by a majority vote of its members.
2. The mandate of the Steering Council members lasts 3 (three) years, with the possibility of re-election for another term.
3. The mandate can be terminated in case of death, resignation or removal from duty.
4. An absolute majority is required to convene Steering Council meetings.
5. Decisions of the Steering Council are taken by a majority of votes.
6. Where no decision results from the voting of those present, the vote of the Chairman is decisive.
7. A member of the Steering Council may abstain from voting on a decision or any other matter which he/she deems constitutes a conflict of interest.

Article 16

Pursuant to the provisions of the present Statute and the Law on Higher Education, the Steering Council has the following responsibilities:

- approves the mission and vision of AAB College;
- decides on the shape and content of the logo, stamp, dry seal, flag and other symbols;
- proposes to the Senate endorsement of AAB College Statute;
- approves the strategic development plan of the Institution and supervises its implementation;
- decides on the establishment, dissolution and change of the internal structure of academic units and organizational units, and decides on the opening and dissolution of its units in the centers of Kosovo according to the required dynamics;
- sets out the financial policy designed to ensure the effective functioning of AAB College;
- elects the Rector;
- elects the Vice-Rectors, on the Rector's proposal;
- decides on the announcement of a competition for student admission;
- decides on the award of scholarships for distinguished students;
- sets up commissions in accordance with AAB College Statute;
- decides on the hiring of employees to new jobs;
- adopts the Regulation on Disciplinary Procedure and Measures;



- establishes research institutes, research centers and training centers;
- handles, as a last instance, requests or complaints related to the suspension or dismissal of employees;
- issues the Steering Council's Rules of Procedure;
- performs other tasks in accordance with the law and the Statute.

Article 17

The Steering Council operates in accordance with the Rules of Procedure.

The Senate

Article 18

1. The Senate of AAB College is the highest academic body.
2. The Senate decides on all matters related to teaching, scientific and artistic research.
3. The Senate is composed of the following members:
 - 3.1. Rector;
 - 3.2. Vice-rectors;
 - 3.3. Deans of all academic units;
 - 3.4. one (1) member elected from among the academic staff of each academic unit;
 - 3.5. three (3) student representatives;
 - 3.6. one (1) member from the administrative staff.
4. The General Secretary is an *ex officio* member of the Senate without a voting right.
5. The mandate of the Senate members (Rector, Vice-Rectors and Deans) is combined with the mandate of their function/position.
6. The mandate of the Senate members from the ranks of the academic staff lasts 3 (three) years and they are elected by the Teaching Councils of the academic units.
7. The mandate of the Senate members the ranks of students lasts 2 (two) years and they are elected by the Union of Students.

Article 19

The Senate is chaired by the Rector. In the absence of the Rector, the Senate is chaired by the Vice-rector appointed by the Rector.

Article 20

The Senate has, depending on the general responsibilities of the Steering Council and the responsibilities of the Rector and Vice-Rectors, the power to:



- decide on general strategic matters related to teaching, learning, and scientific, applicative and artistic;
- adopt the Statute of AAB College;
- determine student admission criteria;
- adopt course syllabi;
- adopt the educational-school process, including programs of research centers;
- determine the procedure for the awarding of qualifications;
- endorse the Regulation for BA, MA and PhD studies;
- endorse the Code of Ethics;
- decide on the announcement of a competition for the admission of academic staff;
- adopt Teaching Council proposals for the election and re-election of the academic staff for academic titles;
- establish internal quality assurance procedures, including the appointment of a Quality Assurance Committee;
- adopt the Regulation for the Performance Evaluation of the Academic Staff;
- decide on the Rector's proposals for the members of the committees;
- decide on the award of Dr. Honoris causa and Professor emeritus titles;
- decide on the establishment of honorary titles for various personalities for their contribution in certain areas;
- adopt the Rules of Procedure of the Senate;
- perform other tasks as required by the present Statute and pursuant to the requirements of other AAB College bodies.

Article 21

1. The Senate may set up ad hoc councils or commissions to advise it on various aspects of its work.
2. The Senate has two standing committees, with no less than 5 (five) members each. They are called:
 - 2.1. Teaching Committee, and
 - 2.2. Quality Assurance Committee.
3. The Committee members are proposed by the Rector and approved by the Senate.
4. At least one member of each Committee comes from the ranks of students.
5. The Committees take their decisions by a majority of votes.

Article 22

Teaching Committee

1. The Teaching Committee is a standing committee established by the Senate.
2. The Committee consists of 5 (five) permanent members. Four (4) members, 3 (three) of whom from the ranks of the academic staff and 1 (one) from the ranks of students are



appointed by the Senate. The Vice Rector for Academic Affairs is a permanent *ex officio* member of the Committee.

3. The duties and responsibilities of the Committee include, but are not limited to, giving their consent to new syllabi, proposing their endorsement by the Senate, and advising the Senate on academic matters. The Committee approves the review reports and proposes to the Senate the selection, re-selection and advancement of academic staff's titles, reviews student complaints on academic matters as a second instance, etc.
4. The Teaching Committee drafts the Rules of Procedure which are endorsed by the Senate.
5. The Teaching Committee reports to the Senate on its work.

Article 23

Quality Assurance Committee

1. The Quality Assurance Committee is a standing committee established by the Senate.
2. The Committee consists of 5 (five) permanent members. Four (4) members, 3 (three) of whom from the ranks of academic staff and 1 (one) from the ranks of students are appointed by the Senate. The Head of the Quality Office is an *ex-officio* permanent member of the Committee.
3. The mandate of the members of the Committee appointed by the Senate is 3 (three) years, with the possibility of renewal, except for the representative elected by the students who has a mandate of 1 (one) year, with the possibility of renewal.
4. The Quality Assurance Committee is responsible for drafting, implementing and monitoring quality assurance policies and procedures in accordance with the Statute and other internal regulations.
5. The Committee adopts the Quality Assurance Strategy and any other procedures or policies related to quality assurance.
6. The Quality Assurance Committee drafts the Rules of Procedure which are endorsed by the Senate.
7. The Quality Assurance Committee reports to the Senate on its work.

Article 24

The Rector

1. The Rector is the principal managing authority of AAB College.
2. He/She is responsible for the welfare of College affairs and management in accordance with the policy set by the Steering Council.



Selection of the Rector

Article 25

1. The AAB College Rector is selected by the Steering Council based on a competition process from the ranks of full professors, associate professors or assistant professors from internal or external academic staff.
2. The Steering Council announces a call for applications for the position of Rector, which is published on the Institution's website and is open for 15 working days.
3. After the competition is closed, the Steering Council sets up a Temporary Professional Commission for the verification of candidacies and the administration of the procedure.
4. The Temporary Professional Commission consists of 5 (five) members from the ranks of the academic staff represented in the Senate.
5. The Temporary Professional Commission proposes to the Steering Council a list of 3 (three) candidates based on their professional experience, managerial, academic, scientific and/or artistic achievements, and contribution in their fields of expertise.
6. Each candidate for Rector presents to the Steering Council a plan for the development of AAB College over the next four years at least.
7. The candidate for Rector is elected by an absolute majority of the total number of votes of the Steering Council members.
8. In case none of the candidates proposed in the first round of voting gets the required number of votes, the two candidates with the highest number of votes go to a second round of voting, and the candidate who receives the largest number of votes is elected Rector.
9. The Rector's authority is symbolized through the Rector's Necklace.

Article 26

1. The Rector is elected for a four-year term, with the possibility of re-election for another term.
2. The Rector's term in office may end prematurely in the following cases:
 - 2.1. resignation;
 - 2.2. removal from duty;
 - 2.3. retirement;
 - 2.4. health reasons;
 - 2.5. conviction for a criminal offense;
 - 2.6. death.
3. The decision to remove the Rector from office is taken by the Steering Council by a majority vote of the total number of members. The written initiative for the removal of the Rector may be submitted by at least 1/3 of the members of the Senate.



4. In case of premature termination of the Rector's term, the Steering Council may appoint an Acting Rector or even elect a new Rector, but only for the remaining period of the previous Rector's term.

Article 27

The Rector of AAB College has the following duties and responsibilities:

- act on behalf of AAB College and represent it to the public and beyond;
- plan, organize, lead and supervise the processes and developments of the Institution;
- present to the Steering Council the proposals, recommendations and opinions of the Senate;
- chair the Senate;
- ensure that the internal quality assurance system is implemented effectively;
- direct and develop all teaching-educational and scientific-artistic work;
- ensure that funds are used in an efficient, economical and beneficial manner;
- ensure an efficient use of resources and capacities, and protection of property;
- propose the scholarship strategy to the Steering Council;
- implement the Steering Council decisions;
- propose the Vice-Rectors to the Steering Council;
- appoint management staff to certain positions;
- announce the winners of admission competitions;
- award prizes and acknowledgements;
- initiate the issuance of new regulations, their supplementation and amendment, and amendments to the Statute;
- convene regular meetings with the management staff and the collegium of Deans;
- sign graduation diplomas of all levels;
- sign various contracts and agreements with third parties;
- sign decisions on academic titles;
- form ad hoc commissions on certain matters;
- conduct regular evaluation of the staff under his/her supervision and support their development through training in the performance of their duties;
- delegate tasks to, promote, demote or even suspend a staff member in accordance with the legal acts and internal acts of the Institution;
- perform any other duties as defined by the present Statute and other applicable regulations.

Article 28

1. The Rector may set up temporary advisory committees to make preparations for tasks within his/her scope.
2. The Rector is, in the performance of his duties and responsibilities, assisted by the Vice-Rectors, the Collegium of Deans and the General Secretary.



Vice-Rectors

Article 29

1. Vice-Rectors are academic officials elected by the Steering Council on the proposal of the Rector, and assist the Rector in the performance of his/her duties and responsibilities.
2. The Vice-Rectors' term in office is related to the Rector's term in office with the possibility of re-election for another term.
3. The number of Vice-rectors may be different, but at least the following areas must be covered:
 - 3.1. teaching;
 - 3.2. scientific research;
 - 3.3. finance;
 - 3.4. quality assurance;
 - 3.5. innovation, and
 - 3.6. international cooperation.

Article 30

1. The Vice Rector's duties and responsibilities are assigned by the Rector in accordance with the provisions of the present Statute.
2. The Vice Rector exercises his/her duties and responsibilities within the field he/she directs and in accordance with the Rector's instructions and the provisions of the Statute.
3. The Vice Rector is accountable to the Rector for his work.

Article 31

1. The Vice Rector's term in office may end prematurely in the following cases:
 - 1.1. resignation,
 - 1.2. removal from office,
 - 1.3. retirement,
 - 1.4. health reasons,
 - 1.5. conviction for a criminal offense,
 - 1.6. death.
2. The Vice Rector's term in office also ends with the termination of the Rector's term in office, unless the Steering Council decides otherwise.
3. The procedure for the Vice Rector's removal from office is similar to the procedure for the Rector's removal from office.



4. In case of premature termination of the Vice Rector's term, the Steering Council may, upon the Rector's proposal, appoint an Acting Vice Rector to that position or may elect a new Vice Rector, but only for the remaining period of the previous Vice-Rector's term.

General Secretary

Article 32

1. The General Secretary is the highest legal and administrative officer.
2. He/She is accountable to the Rector for his/her work.
3. He/She is elected by the Steering Council by a majority vote of the present members, on the Rector's proposal and a public competition.
4. Candidates applying for the General Secretary position must have a university degree in law and relevant work experience.

Article 33

The General Secretary of AAB College has the following duties and responsibilities:

- is in charge of the legal and administrative work of the institution;
- represents the institution in disputes and other legal matters and contributes to their settlement;
- draws up and signs employment contracts with administrative and academic staff;
- ensures adequate implementation and compliance with applicable laws, rules, policies, guidelines and manuals issued by the Institution;
- participates in the drafting of contracts with third parties;
- is responsible for initiating and preparing the Institution's legal acts and interprets them according to the requirements of the sectors;
- is responsible for maintaining regular records for candidates applying for employment, contracted staff, property documentation, etc.;
- engages, in cooperation with respective directors, in the harmonization of procedures aimed at increasing efficiency in sectors;
- is responsible for ensuring that employee recruitment procedures are run smoothly, prepares competitions, appointment-acts and employment contracts, and maintains personnel files;
- ensures that the competition procedures for the academic advancement of the staff are implemented, and prepares the meetings of the Committee for Academic Advancement;
- prepares Senate meetings;
- leads the work of the Human Resources Office;
- ensures that legislation related to the management and development of human resources is implemented;
- supports the work of the Appeals Commission and the Disciplinary Commission.

Article 34

Branch(es)

1. AAB College organizes study programs on campuses other than the main campus in Prishtina, which are hereinafter referred to as branches.
2. The opening of a study program in an existing Branch is decided by the Senate.
3. The opening of new branches is decided by the Steering Council, after a prior consultation with the Senate.
4. Branches are not separate legal entities and have no financial independence. The financial management of a Branch is done through a special budget line from the center.
5. The purpose of offering study programs in branches is to provide services closer to the students, and contribute to the community development of the regions in which the branches operate.
6. The Branch offers study programs which may have the same content as the study programs of the respective Faculty operating in the main campus of AAB College.
7. The study programs offered in the branches meet all the quality criteria set by AAB College and the external quality criteria set by the recognized accreditation body.

Article 35

Organizational Structure of the Branch

1. The organizational structure of the Branch has the following composition:
 - Branch Director,
 - Study Program Coordinator,
 - Quality Assurance Coordinator,
 - Academic staff,
 - Administration,
 - Branch library.

Article 36

Branch Director

1. The Branch is, in its administrative aspect, led by the Branch Director while the Dean of the respective Faculty has the main responsibility for the progress of the teaching process in the Branch.
2. The Branch Director is an integral part of every decision-making and strategic planning process of AAB College.
3. The Branch Director has the following duties and responsibilities:



- takes care of the progress of academic, administrative and technical work in the branch;
- supervises the teaching process in accordance with the teaching class schedule;
- represents the branch in all instances with third parties as authorized by the Rector;
- takes the necessary measures for the implementation of the decisions and tasks assigned by the Rector;
- proposes to the Rector the organization of roundtables, debates, lectures with external lecturers and other activities;
- takes care of organizing students' extracurricular activities;
- cooperates with the Faculty Dean for the organization of research work in the Branch;
- participates in the meetings convened by the Rector;
- provides advice and recommendations to the Rector and the Dean on the engagement of academic staff in the Branch;
- accepts and reviews as a first instance students' and staff's requests and complaints;
- prepares periodic and annual reports for the Rector;
- supervises, in cooperation with the relevant Directors, the work of the student service and other support services in the Branch and takes care of their welfare;
- cooperates with the Marketing Office in promoting the Branch;
- supervises, in cooperation with the Library Director, the work of the Branch Library and bookshop;
- proposes ideas aimed at Branch development;
- takes care of preserving and raising the image of the Branch;
- supports the Branch students' practices;
- conducts regular evaluation of the staff under his/her supervision and supports their development through training in the performance of their duties;
- performs other duties and functions as assigned by the Rector.

4. The Branch Director is accountable to the Rector for his/her work.

Article 37

Study Program Coordinator of the Branch

1. Every study program offered at the Branch is led by at least one coordinator who serves as a liaison point between the Dean of the respective Faculty at the Center and the Branch Director.
2. The Study Program Coordinator is appointed from among the academic staff members, who is the person responsible for the study program in the Branch.
3. The Study Program Coordinator in the Branch is responsible for coordinating and supervising the activities that enable an efficient and qualitative implementation of the Branch study program.
4. The Coordinator's duties and responsibilities are defined in detail in the Regulation on the Systematization of Work Positions.
5. The Branch Program Coordinator is accountable to the Branch Director for administrative issues, and to the Dean of the respective Faculty in the Center for substantive issues related to the study program.



Article 38

Branch Quality Assurance Coordinator

1. The Branch has at least one Quality Assurance Coordinator at branch level, who performs his responsibilities for all study programs offered in the branch.
2. The Branch Quality Assurance Coordinator cooperates actively with the central Quality Assurance Office of AAB College.
3. The Branch Quality Assurance Coordinator works on the basis of the semestral and annual work plan which is approved by the central Quality Committee.
4. The Branch Quality Assurance Coordinator is accountable to the Branch Director for administrative matters, and the central Quality Assurance Office of AAB College for substantive issues related to quality assurance procedures.

Article 39

Academic Staff

1. The academic staff in the Branch study programs is the same academic staff engaged in the study programs offered in the center in order to ensure that the teaching and learning quality is the same in all cases.
2. All provisions related and applicable to the academic staff in the center apply, under the present Statute, equally to the academic staff employed in the Branch.

Article 40

Branch Administration

1. Branches have a functional administration which supports the teaching process offered in the branches.
2. The administrative staff employed in the Branch is determined by the approved organizational chart of the Branch.
3. The description of duties and responsibilities of the administrative staff employed in the Branch is the same as the description of duties and responsibilities of the same positions employed in the center as defined by the Regulation on the Systematization of Work Positions.



Faculty

Article 41

1. The Faculty is an academic unit which may, within itself, have several study programs of different levels.
2. The Faculty has the following composition:
 - 2.1. Teaching Council,
 - 2.2. Dean,
 - 2.3. Vice-deans,
 - 2.4. Coordinator,
 - 2.5. Academic staff.
3. Apart from the College, faculties and organizational units have no legal subjectivity.
4. The Faculty is responsible for organizing and implementing the teaching and research process within the scope of the accredited study programs.
5. The status of a faculty is gained if at least the following conditions are met:
 - 5.1. have no less than 2 (two) study programs within it;
 - 5.2. offer studies at two levels (BA and MA);
 - 5.3. have sufficient infrastructure;
 - 5.4. have sufficient academic staff;
 - 5.5. have students enrolled in the study programs.
6. A faculty can be established only by a special decision of the Steering Council.
7. The Steering Council decides on the closure and/or merger of the faculties.

Article 42

1. The faculty offers studies in the following levels:
 - 1.1. Basic (Bachelor) studies:
 - Bachelor of Sciences,
 - Bachelor of Arts,
 - Professional Bachelor,
 - 1.2. Master studies:
 - Master of Sciences,
 - Master of Arts,
 - Professional Master
 - 1.3. Basic five/six-year studies in the field of medicine;
 - 1.4. Doctoral studies.

Article 43

A Faculty has the following responsibilities:

- propose study programs to the Senate;
- organize teaching, exams and student evaluation;
- develop scientific research or artistic creativity according to international standards;
- use and utilize the facilities dedicated to the Faculty in a proper and efficient manner;
- ensure that quality assurance procedures are implemented efficiently;
- faculties may offer interdisciplinary study programs jointly; however, due to program organizational and implementation effects, the program is placed within one of the respective faculties;
- propose the establishment of research institutes or centers, etc.
- sign memoranda of cooperation with other faculties and institutions.

Teaching Council

Article 44

1. The Faculty Teaching Council has the following composition:
 - 1.1. Dean,
 - 1.2. Vice Dean(s),
 - 1.3. regular academic staff,
 - 1.4. two students,
 - 1.5. one member from non-academic staff.
2. The term of the Teaching Council members is 3 (three) years, except for the member from the ranks of students who has a term of 1 (one) year.
3. The term starts on October 1st and ends on September 30th.
4. Student members are elected by the Student Union.

Article 45

The Teaching Council has decision-making and advisory powers.

Article 46

The Teaching Council has the following powers:

- gives advice and makes proposals to the Senate on the academic matters related to the Faculty, its staff, structure, etc.;
- proposes to the Senate the approval of the syllabi and any changes/additions thereto;
- sets up, from among the Teaching Council members, professional commissions (commissions for student evaluation, drafting reports-reviews for candidate teachers, textbook evaluation, drafting action plans, etc.);



- approves changes in and additions to the syllabi prior to the beginning of each semester;
- sets up the commissions for the evaluation and elaboration of Master and doctorate theses, and public defense of Master and doctorate theses respectively;
- gives instructions to the Faculty and its bodies on how to implement the syllabi;
- performs other tasks in the interest of the academic unit.

Dean

Article 47

1. The Faculty is headed by the Dean.
2. The Dean of the Faculty is elected by the Senate based on the proposal of the Teaching Council of the Faculty.
3. The Dean is elected from the ranks of full professors, associate professors, assistant professors, doctors of sciences.
4. Every member of the regular academic staff who meets the criteria set out in the Regulation on Systematization of Work Positions has the right to submit the candidacy for the position of a dean.
5. The Dean's term in office is 3 (three) years, with the possibility of renewal.

Article 48

1. The mandate of the Dean of the faculty may end prematurely in the following cases:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. retirement;
 - 1.4. health reasons;
 - 1.5. conviction for a criminal offense;
 - 1.6. death.
2. The decision to dismiss a Dean is taken by the Senate.
3. In case of premature termination of the term in office of a Dean, the Rector appoints an Acting Dean for the remaining period of the term of the previous Dean.

Article 49

1. The Faculty Dean is accountable for his work to the Rector.
2. The Dean has the following duties and responsibilities:
 - lead the faculty;
 - chair the Teaching Council;



- provide academic guidance for the development of teaching, scientific and artistic work in the Faculty;
- take the necessary measures for the implementation of the decisions and tasks assigned by the Senate;
- provide, under the provisions of the present Statute, sufficient information on the provision of facilities and achievement of results in teaching, scientific and artistic research to the Rector and the Senate;
- represent the Faculty in the Senate;
- give suggestions to the Rector and the Senate on the selection of academic staff in the academic unit he/she manages;
- draft and publish the annual work plan;
- perform other tasks as provided for by the present Statute.

Vice-dean

Article 50

1. The Vice-dean is an academic official elected by the Senate on proposal of the Dean, and assists the Dean in the performance of his/her duties and responsibilities.
2. The term of the Vice-dean is related to the mandate of the Dean with the possibility of renewal for another term.
3. The number of vice-deans may be different, but at least the following areas must be covered:
 - 3.1. teaching;
 - 3.2. scientific research;
 - 3.3. quality assurance.
4. A Faculty has at least one vice-dean, with the possibility of increasing their number depending on the number of study programs and their extension to the Branch(es).

Article 51

1. The duties and responsibilities of the Vice dean are defined in the Regulation on Systematization of Work Positions.
2. The vice-deans are accountable for their work to the Dean.

Article 52

1. The term in office of a Vice dean may end prematurely in the following cases:
 - 1.1. resignation,
 - 1.2. dismissal from office,
 - 1.3. retirement,
 - 1.4. health reasons,



- 1.5. conviction for a criminal offense,
- 1.6. death.
2. The term of a Vice-dean ends with the termination of the term of the Dean, unless the Senate decides otherwise.
3. The procedure for the dismissal of a Vice-dean is similar to the procedure for the dismissal of a Dean.
4. In case of premature termination of the term of a Vice-dean, the Rector may, upon the proposal of the Dean, appoint an Acting Vice-dean or may appoint a new Vice-dean, but only for the remaining period of the term of the previous Vice-dean.

Article 53

Faculty Coordinators

1. Faculty Coordinators are academic officials who are selected from the ranks of academic staff. They exercise the duties of coordinator in addition to their teaching load.
2. The number of coordinators within a faculty may vary, but at least the following areas must be covered:
 - 2.1. quality assurance;
 - 2.2. academic counseling;
 - 2.3. student internships.
3. A Faculty coordinator's duties and responsibilities are defined by the Regulation on the Systematization of Work Positions.

Article 54

Academic Staff

1. The academic staff conduct teaching, scientific, artistic and professional activity for AAB College.
2. The qualification of the academic staff is determined by their scientific-teaching degrees and titles and the titles as collaborators.
3. Academic staff work positions are based on full-norm and half-norm contracts.
4. Academic staff is subject to regular performance evaluations as set out in special Regulations issued by the Senate.
5. AAB College undertakes the necessary actions to ensure the continuous academic and professional development of its academic staff.



Article 55

The Rights and Duties of the Academic Staff

1. The academic staff has the following rights:
 - freedom of expression, free thought, controversial opinions and new ideas;
 - freedom of scientific research, presentation and publication of the results of scientific work according to the relevant regulations that regulate the right to intellectual property;
 - freedom of organization and assembly;
 - the freedom to file a complaint/an appeal and be treated equally and fairly in an appeal process;
 - protection from any kind of discrimination as defined in the relevant legislation in force.
2. The academic staff has, during the teaching process, the following duties:
 - prepare lectures, seminars, exercises, laboratory work, practical work and other forms of the teaching process;
 - supervise students' tasks and make a fair and accurate evaluation thereof;
 - make continuous assessment and organize student exams;
 - prepare university texts and appropriate literature for the courses he/she teaches;
 - contribute to the meetings of the Teaching Council and other bodies he/she is appointed a member of.
3. The rights and duties of the academic staff are laid down more specifically in the Regulation on the Systematization of Work Positions and the employment contract.

Article 56

Teaching

1. The academic staff teach based on the most state-of-the-art teaching methods that ensure students' continuous involvement in the teaching and learning process.
2. Every academic staff member who has earned at least the scientific degree of Dr.Sc., will have a teaching load of 8 (eight) academic hours per week, with the possibility of an additional half-norm.
3. Academic staff from the ranks of assistants may have a greater teaching load than the academic staff with the scientific degree of Dr.Sc., which includes laboratory exercises and supervision of practical work.
4. The group of students per academic staff inside a class may not exceed the number of 80 (eighty) students in theoretical lectures and 40 (forty) students in practical exercise classes. The size of the groups is determined based on the specifics of the study program.
5. The academic staff announces the schedule of consultations with students on the electronic platform, which is not limited to consultations after the completion of assessments but is valid throughout the semester.



Academic Titles and Procedure for the Selection of Academic Staff

Article 57

1. In accordance with the Law on Higher Education in the Republic of Kosovo, the academic staff consists of:
 - 1.1. Full professors – Prof. Dr.
 - 1.2. Associate Professors - Prof. Assoc.
 - 1.3. Assistant Professors - Prof. Ass.
 - 1.4. Lecturers
 - 1.5. Assistants – Ass.

Article 58

1. For an academic staff member to be awarded the title of full professor, he/she must meet at least the following conditions:
 - 1.1. have the degree of Doctor of Science or the equivalent degree in the field of arts;
 - 1.2. have produced a sufficient number of monographs, textbooks, publications in international scientific or artistic journals, being the first author or correspondent of at least 5 (five) main works published in international scientific or artistic journals.
2. For an academic staff member to be awarded the title of associate professor, he/she must meet at least the following conditions:
 - 2.1. have the degree of Doctor of Science or the equivalent degree in the field of arts;
 - 2.2. have produced a sufficient number of monographs, publications in international scientific or artistic journals, being the first author or correspondent of at least 3 (three) main works published in international scientific or artistic journals.
3. For an academic staff member to be awarded the title of assistant professor, he/she must meet at least the following conditions:
 - 3.1. have the degree of Doctor of Science or the equivalent degree in the field of arts;
 - 3.2. have produced a sufficient number of monographs, publications in international scientific or artistic journals, being the first author or correspondent of at least 1 (one) main work published in international scientific or artistic journals.

Article 59

1. The Senate announces, based on the proposals of the faculties, the competition for the selection, re-selection of academic staff members.
2. The selection of academic staff is done in a transparent manner on the basis of public competition.
3. The competition is published on the website of the institution for 15 (fifteen) days.



Article 60

1. Within 15 (fifteen) days from the announcement of the competition, the Faculty Teaching Councils set up a Review Commission for every point of the competition. The Commission drafts a review report for each candidate.
2. The reports drafted by the Faculty Review Commission are approved by the Teaching Council of the respective Faculty and published in the Bulletin on the website of the Institution.
3. After the publication in the Bulletin, the Committee for Studies has a duty to examine the review reports, and draft proposals for the selection, re-selection or promotion of the candidates who meet the conditions.
4. The report drafted by the Committee for Studies is a summary report which is submitted to the Senate for consideration and approval.
5. In order to avoid conflict of interest, no one may be a member of the Commission if he/she is the spouse, partner or close family member of the candidate to be selected.
6. The Senate endorses the proposal for the candidates who best meet the conditions for selection and promotion.
7. Academic titles earned from other institutions are subject to a process of verification and approval by the Commission established by the Senate.
8. The selection of collaborators is made by the Rector.

Article 61

1. The selection for the scientific-teaching title of associate professor and assistant professor is made for a period of four years. It may be renewed on the recommendation of the Senate.
2. The procedure and other criteria to award academic titles are defined by the Regulation on Academic Advancement.

Article 62

1. Full-time academic staff at AAB College may not establish another full-time employment relationship with another institution.
2. Full-time academic staff at AAB College may only be engaged on a part-time basis in another institution after having obtained the AAB College Rector's written consent.



Article 63

1. The employment relationship with the academic staff may be terminated prematurely in the following cases:
 - punishment for a criminal offense which discredits the institution;
 - serious violation of the Code of Ethics, based on the procedure provided in the Code;
 - inability to exercise the duty for physical or mental reasons, as proved by a doctor's certificate;
 - violation of the order, authority and dignity of AAB College;
 - poor performance evaluation, according to the criteria set out in the special regulation.

Article 64

The academic staff's work is guided by the standards of professional, academic and scientific ethics and by the principles of respect and non-discrimination against students, colleagues and other persons involved.

Article 65

The disciplinary procedure is determined by the Code of Ethics in accordance with the present Statute and other legal acts of AAB College.

Article 66

Non-academic Staff

1. The non-academic staff of AAB College includes persons engaged in:
 - 1.1. leadership and professional duties;
 - 1.2. administration;
 - 1.3. technical work.
2. Responsibilities, special qualifications and selection procedure for each non-academic position are defined by the Regulation on the Systematization of Work Positions.

Article 67

University Library

1. The University Library of AAB College aims to provide academic services and materials in order to meet the needs of students, professors, other staff and all other users without discrimination.
2. The University Library provides a physical and/or electronic fund of the latest literature covering all study areas.



3. Through the literature provided, the University Library encourages students and academic staff to research and gain new knowledge.
4. The University Library is located on the main campus in Prishtina, as well as in the other two branches in Ferizaj and Gjakova.
5. The University Library coordinates with the Faculty Deans on a constant updating of book titles and literature for the needs of the study programs.
6. The university library consists of the following:
 - 6.1. Library Director;
 - 6.2. Library Officer;
 - 6.3. Bookshop Officer.
7. The duties and responsibilities of the Library Director and his support staff are defined in the Regulation on the Systematization of Work Positions.
8. The rules on the use of space and physical and electronic literature of the University Library are defined by the Library internal regulation.

Article 68

Publishing House

1. The Publishing House is in charge of publishing and republishing books from various study areas.
2. The publications contain professional, scientific, literary and artistic achievements in accordance with the contemporary methodological and pedagogical requirements.
3. Textbook authors can be internal teachers and external authors.
4. The Publishing House has a Publishing Council composed of 5 Five) members.
5. The conditions and procedures for the publication, reprint, translation of various texts and monographs are set out in the Regulation on Publications adopted by the Senate.

CHAPTER III

STUDY PROGRAMS

Article 69

Study Programs

1. A study program is a group of courses structured in a study plan, the completion of which leads to obtaining a qualification such as a diploma and/or certificate.



2. A study program is structured and designed in accordance with the principles of the European Higher Education Area and Bologna Process.
3. A study program contains the name and type of qualification, and level and area of study.
4. A study program is based on learning outcomes, in accordance with the NQF descriptors, and is subject to regular internal quality assurance assessment.
5. A study program is subject to external quality evaluation according to approved accreditation standards, and is certified by relevant decision.

Article 70

Types of Study Programs

1. AAB College offers the following types of study programs:
 - 1.1. basic study programs;
 - 1.2. interdisciplinary study programs;
 - 1.3. joint study programs;
 - 1.4. dual diploma programs;
 - 1.5. distance learning/online study programs;
 - 1.6. franchise study programs.

Article 71

1. Interdisciplinary study programs are offered by combining two or more fields/disciplines of study and proposed by at least two faculties.
2. Joint study programs, dual degree programs and franchise programs are developed and implemented by AAB College and other higher education institutions. The responsibilities of AAB College and a partner institution regarding the content, delivery and evaluation of the joint program are defined in the partnership agreement.
3. Distance/online study programs are offered through synchronous and/or asynchronous teaching and are effected through internationally recognized platforms.

Article 72

Form of Teaching Organization

1. A study program is offered full-time and part-time, or as a combination of these modes of study.
2. The main form of the organization of teaching in AAB College is teaching through students' and academic staff's physical presence.



3. AAB College offers distance/online learning after having received the relevant accreditation.
4. In the event of an emergency situations, AAB College may organize the whole teaching process online and/or in combined forms. In this case, the form of teaching is decided by the Rector.

Article 73

1. In addition to the study programs under Article 70 of the present Statute, faculties have the right to prepare and offer specific programs in the form of basic courses, specialized courses, seminars, summer schools, trainings, etc.
2. These programs shall first be approved by the Faculty Teaching Council and finally by the Senate.
3. Upon completion of these specific programs, the Faculty or College issues a certificate specifying the course, training and ECTSs earned.
4. Faculties may offer study programs in a concentrated form, outside of the regular academic calendar. Concentrated study programs involve all components of the study syllabus, including lectures, exercises, and internship.

Article 74

Academic Year

1. The academic year begins on October 1st and ends on September 30th of the following year.
2. The lesson is organized in semesters (winter semester from October 1st to January 15th, and summer semester from February 16th to May 31st of the following year).

Teaching plans

Article 75

1. A study program contains obligatory and elective courses.
2. A course consists of a combination of knowledge, skills and competencies expressed in the form of learning outcomes and related to assessment criteria.
3. Each course has a credit value which is based on the load and content of the course.
4. During a semester, a student must accumulate at least 30 credit points (ECTS), that is, 60 credit points (ECTS) for each academic year.
5. A study program consists of a teaching plan which contains at least:
 - the purpose and mission of the study program;



- didactic and research concept;
- learning outcomes at the program level, which include the knowledge, skills and competencies that a student must achieve on completing the program;
- number of courses distributed according to the study period;
- number of credits (ECTS) for each course, semester and academic year;
- fund of hours, including lectures, exercises, practical work, laboratory work;
- full description of each course in the form of a syllabus, including the purpose of the course, learning outcomes, which include the knowledge, skills and competencies that the student should achieve on completing the course, teaching units throughout the semester, forms of assessment, academic policies and mandatory and elective literature;
- conditions for student enrolment;
- the form and method of graduation, which certifies a student's achievements.

Article 76

1. When determining the teaching plan, special care should be taken that a study program is:
 - contemporary and serves the needs and interests of students;
 - in accordance with local and international labor requirements in order to enable students' employment in the labor market;
 - comparable to the same study program of other higher education institutions in the country and in other European and universities in the world;
 - in accordance with European higher education standards, those set by local accreditation standards and standards of regulated professions.

Article 77

Designing a Study Program

1. A study program can be proposed by each member of the academic staff, Faculty management, Institution management, Industrial Board, employers, or other relevant actors.
2. The proposal for a new study program is made on the basis of an analysis of the labor market, capacities of the academic and research staff, infrastructural conditions and a financial plan.
3. After the approval of a proposal for a new study program by the Faculty Council, the latter sets up a working group to continue with the procedures of designing the syllabus.
4. The Faculty Teaching Council is the first instance for the approval of a study program. After approval by the Teaching Council, the study program is sent to the Study Commission for review.
5. The Study Commission recommends, after having reviewed the proposal for the study program and after having received the Quality Office recommendations, the study program to the Senate for adoption.

6. Where a proposal for a new syllabus is rejected, the Study Commission may return it for further supplementation/changes.
7. After the adoption of a new syllabus by the Senate, the Quality Office is authorized to proceed with the external evaluation process.

Article 78

Review of a Study Program

1. Each study program is subject to regular quality review.
2. The review process is effected on an annual basis, and includes receiving input from the internal academic community and relevant external actors, including, but not limited to, assessment instruments with students, academic staff, graduates, employers, etc.
3. Supplements to a study program are made continuously through the integration of new knowledge and research outcomes by academic staff.
4. A review of a study program is allowed to the extent that the basic competencies according to the learning outcomes and the content of the syllabus are not altered by more than 30%.
5. A review and supplementation of the content of a study program up to 30% is subject to approval by the Faculty Teaching Council.

Article 79

Internal Evaluation of the Quality of Study Programs

1. Each study program is subject to internal quality assessment.
2. The internal quality evaluation process is cyclical which takes place depending on the duration of accreditation of the given program.
3. The process for the internal quality evaluation of a study program is initiated by the Quality Office according to deadlines approved by the Quality Commission.
4. Internal evaluation procedures and criteria are defined by the Quality Assurance Regulation and Quality Assurance Instructions.
5. The Quality Committee approves a final internal quality assessment report, which is published in a summary form on the institutional website.

Bachelor Studies

Article 80

1. Bachelor studies last at least 3 (three) or 4 (four) academic years, and accumulate 180 or 240 credit points (ECTS) respectively.



2. The organization and provision of Bachelor Studies are set forth in the Regulation on Bachelor Studies adopted by the Senate.
3. Upon successful completion of Bachelor Studies, a student obtains a Diploma and the degree of Bachelor of Science and/or Arts and/or Professional Bachelor in the respective field of study.

Article 81

1. All Bachelor study programs are concluded with a Bachelor Diploma Thesis or a final exam in accordance with the study program syllabi.
2. A Diploma Thesis is written by an individual student, and prove that the student can use successfully the theoretical skills achieved during his/her studies to solve practical problems in certain scientific fields.
3. A Diploma Thesis may be elaborated by two or three students (research group) jointly. In that case the contribution of each candidate must be indicated clearly.

Master Studies

Article 82

1. Master studies last at least two (2) or four (4) semesters and accumulate 60 or 120 credit points (ECTS) respectively.
2. The organization and provision of Master Studies are set forth in the Regulation on Master Studies adopted by the Senate.
3. Upon successful completion of Master Studies and public defense of the Master Thesis, a student obtains a Master's Degree (Master) and the title of Master of Science and/or arts and/or Professional Master in his/her field of study.

Article 83

1. All Master study programs are concluded with a Master Thesis in accordance with the study program.
2. The procedure for the submission, elaboration, defense and evaluation of the Master Thesis is determined by the Regulation on Master Studies adopted by the Senate.
3. Integrated studies which last up to 6 (six) regular academic years, same as programs regulated by EU Directives and/or local legislation, are equivalent to a Master level of 300 or 360 credit points (ECTS).

Doctoral Studies

Article 84

1. Doctoral studies constitute the highest academic and scientific studies.
2. Doctoral studies are organized and offered in the framework of the Doctoral School.
3. Doctoral studies last at least three (3) to four (4) years, and accumulate no less than 180 credit points (ECTS).
4. The organization and provision of doctoral studies are set forth in the Regulation on Doctoral Studies adopted by the Senate.

Article 85

1. The doctoral dissertation is a scientific thesis that elaborates in an original and unique way one or more topics of a relevant science.
2. The procedure for the submission, elaboration, defense and evaluation of the doctoral dissertation shall be determined by a special regulation.
3. Upon successful completion of the doctoral dissertation, the candidate acquires the scientific degree of Doctor of Science (Dr.Sc.) or its equivalent, as defined in the special regulation issued by the Senate.

Article 86

Credit System

1. The load of students during the study period is done in accordance with the European Credit Transfer System (ECTS).
2. Students are enabled to transfer credits from AAB College to other institutions within the country and abroad, and vice versa.
3. Students are recognized credits earned in courses accredited by relevant ministries.
4. A student can choose an optional course in another faculty, but the total permissible number of optional courses in other faculties compared to the basic study program must not exceed 2 (two) courses within the duration of the studies.



CHAPTER IV STUDENTS

Article 87 Students

1. A student is a person enrolled to pursue studies, who fulfills his academic and financial obligations in accordance with the law and internal acts of the Institution.
2. A student status is certified through the student card issued by the College.

Students' Rights and Duties

Article 88

1. Students admitted to AAB College have the following rights:
 - to participate in lectures, seminars and other activities organized in accordance with the study syllabus;
 - to express their free opinion and engage in debates within and outside of the learning process;
 - to use Library facilities, internet and other services for students;
 - to be represented in decision-making and policy-making of the Institution;
 - to participate in internal quality assessment processes;
 - to be informed properly and in a timely manner about matters of interest for their studies;
 - to participate in the elections for student positions in the bodies of the Institution;
 - to associate themselves in student organizations and organize free and independent elections;
 - to file complaints about academic matters related to lecturing, evaluation and administrative and technical issues, and be treated fairly and without discrimination in case of complaint/appeal and/or procedural proceedings initiated against them;
 - to be protected against any form of discrimination as defined by the present Statute and the relevant law in force;
 - to be issued a certificate of grades, certificate of student status, graduation certificate and other documents that are necessary for the student;
 - to be issued diplomas and the diploma supplements on official completion of their studies.

Article 89

1. Students have the following duties:
 - to be well-informed about and comply with the regulations adopted by the Institution;
 - to respect other students' free opinions;
 - to respect academic and non-academic staff;
 - to fulfill their obligations as defined in the syllabi, including lectures, assessment and practical work;



- to behave themselves inside and outside of the premises of the Institution so as not to discredit the institution;
- not to damage the inventory of the institution.

Article 90

Admission to Studies

1. Admission to studies is done on the basis of public competition and the selection procedure and evaluation criteria set by the Senate.
2. The decision to announce a competition is taken by the Steering Council.

Admission Criteria

Article 91

1. The conditions for admission to Bachelor Studies are the following:
 - 1.1. successful completion of high school as certified by a diploma;
 - 1.2. successful completion of primary and secondary school with at least 12 years of schooling as certified by relevant diploma(s);
 - 1.3. special authorization issued by the Ministry.
 - 1.4. successful completion of the National Matura Test according to the criteria set by the MEST which is certified with relevant evidence;
 - 1.5. successful completion of the entrance exam;
 - 1.6. completion of the file with the formal documentation as determined by MEST.
 - 1.7. Additional admission requirements may be set for specific study programs.
2. Candidates from other countries who meet the admission criteria set out in point 1.1 have the right to compete.
3. Where studies are conducted in English, international students have the right to compete.
4. Candidates who have completed high school outside of Kosovo must possess the MEST decision on the recognition and equivalence of the diploma.
5. Candidates who have not been accepted may complain to the Dean of the respective Faculty within a period of 3 (three) days.
6. The final decision on a non-admission appeal is made by the Study Commission.

Article 92

1. The conditions for admission to Master Studies are the following:
 - Completion of studies at Bachelor level in an accredited and recognized higher education institution in the country or abroad;



- Successfully outcome in the entrance exam;
 - Submission of a file containing all the formal documentation as determined by MEST;
 - Additional admission conditions may be set for specific study programs.
2. Candidates from other countries who meet the admission criteria set out in point 1.1 of this Article also have the right to compete.
 3. Where studies are conducted in English, international students have the right to compete.
 4. A Bachelor degree which is obtained abroad may be accepted as equivalent to the Bachelor degree as a condition for enrollment in Master studies, after a prior review by the Teaching Council of the Faculty.
 5. Candidates who have not been accepted in the Master studies may file a complaint to the Dean of the respective Faculty within a period of three (3) days.
 6. The final decision on a complaint for non-admission is made by the Dean.

Article 93

1. Any candidate who has successfully completed the scientific Master studies in the respective field and has accumulated at least 300 credit points (ECTS) during the previous education may be enrolled to pursue doctoral studies based on a public competition.
2. The conditions and procedures for student admission to doctoral studies are determined by the Regulation on Doctoral Studies adopted by the Senate.

Article 94

Enrolment in an Academic Year

1. A student acquires the right to enroll in the next year of studies if he/she fulfils the obligations set forth in the syllabi under the Regulation on relevant Studies and other internal acts.
2. A student may enroll again in the same year of studies according to the conditions set out in the Regulation on Studies, fulfilling the financial obligations to the Institution.

Article 95

1. A student must complete academic studies within a period that does not exceed twice the period provided for the studies he has enrolled for, except in cases where the student provides valid reasoning that he/she had to interrupt his/her studies within that period.
2. The decision allowing a student to resume and continue his/her studies is taken by the Dean of the respective Faculty, based on the student's reasoned request.



Article 96

Change of Study Program

1. A student may change his/her study program by deregistering from the actual program and pursuing studies in another study program within the same Faculty or College.
2. The change of the study program may be made no later than the second semester.
3. The decision to change a student's study program is made by the Dean of the Faculty in which the student is continuing his/her studies.

Article 97

Recognition of Studies

1. AAB College accepts the titles, diplomas and examinations of local and international accredited institutions in accordance with the Bologna principles and the relevant administrative instructions issued by MEST.
2. A student may, in accordance with the study program, choose to enroll in courses conducted by other College faculties if the chosen course is not offered at the Faculty where he/she is enrolled.
3. Enrollment for a course may only be done with the permission of the Faculty where a student is registered and with the consent of the Faculty where the student enrolls for the course.
4. A student can carry over the credit points and/or grades that he/she has acquired in a faculty or other local or foreign institution, accredited and recognized, either through summer schools or other formal forms of teaching.
5. The decision to accept a student's credit points or grades is made by the Dean of the respective Faculty.

Article 98

Transfer of Studies

1. A student may transfer his/her studies from one study program to another study program either within AAB College or from other higher education institutions.
2. The transfer of studies is only allowed in those cases where the study programs have no less than a 70% similarity between them.
3. The transfer can be done twice a year prior to the beginning of each semester and the transfer is allowed at least in the second semester and no later than in the penultimate semester.
4. Transfer in the first and last semester is not allowed.



5. After the transfer procedure has been concluded, the student is not allowed to transfer grades and/or ECTS credits from the previous program.
6. The procedure for transfer and recognition of grades and ECTS credits is regulated by the Regulation on Studies.

Article 99

International Mobility

1. Every enrolled student has the right to attend a certain semester or course at another accredited higher education institution abroad.
2. International student mobility is effected on the basis of a tuition agreement which is signed between the student, AAB College and the host institution abroad.
3. Only courses that are part of the tuition agreement may be recognized by AAB College and/or the host institution abroad.
4. Procedures and conditions for international mobility are defined in the Regulation on Academic Mobility of Students.

Article 100

Determining Academic Achievement

1. Faculties shall apply the same way of describing the level of success, which is as follows:
 - 1.1. Grades 10 and 9 (excellent);
 - 1.2. Grade 8 (very good);
 - 1.3. Grade 7 (good);
 - 1.4. Grade 6 (sufficient);
 - 1.5. Grade 5 (insufficient).
2. In certain cases a student may be evaluated by only noting “passed” or “did not pass”.
3. In all cases where a student does not take an exam, or withdraws from an exam, he/she is considered to have failed the exam and is noted grade 5.

Article 101

Evaluation

1. A student is evaluated periodically throughout the teaching process, and the final grade is determined by the course teacher.



2. Evaluation methods include summative exams, colloquium, seminar paper, field research, artistic creations, engagement in debates, participation in lectures and exercises, practical work, etc.
3. Continuous evaluations are recorded in the form of percentages or points in the electronic system of the teaching process management and in the exam reports.
4. The details on the manner and methodologies of evaluation are defined in the Course Syllabus.

Article 102

Organizing Exams

1. Exams serve as a way of assessing knowledge regularly.
2. Exams are taken for all courses a student has registered for based on the content defined by the syllabus.
3. Exams may be organized for each course or combined for more courses as set out in the study program syllabi.
4. A student may be allowed to take an exam provided he has fulfilled all the obligations defined by the present Statute and other acts.
5. Exams are held in one of these forms:
 - 5.1. in writing;
 - 5.2. orally;
 - 5.3. combined form;
 - 5.4. practical;
 - 5.5. online.
6. The results achieved in the exams are recorded in the electronic system of the teaching process management and in the exam reports.
7. Every student receives the final evaluation result individually via an email for purposes of maintaining confidentiality of exam results.
8. The submission of the exam results by a teacher is done no later than 7 (seven) working days from the date of the exam.
9. Exam reports are signed by the course professor and submitted to the Faculty administration.
10. The details on the manner of organizing exams and administration of evaluation procedures are defined in the Regulation on Studies.



Exam Schedule

Article 103

1. Exam schedules are the following:
 - 1.1. Regular schedules: January schedule, June schedule and September schedule. These schedules are fixed and published.
 - 1.2. Irregular schedules: April schedule, and a November schedule for graduates.
2. The exam schedule is announced at the beginning of each academic year.
3. A student has the right to reject the final grade through the electronic system, within 3 (three) days of receiving notification of the final grade result.
4. A student may not enter in the same exam more than five times. A student who does not pass the exam for the fifth time may, at his/her request, take the exam before a commission set up by the Dean of the respective Faculty.
5. If a student fails even before the commission, he is obliged to repeat the relevant course.

Article 104

1. A student has the right to file a written complaint to the Dean of the Faculty against the continuous or final evaluation of the teacher.
2. The Dean forms, based on the reasoning in the student's complaint, an evaluation commission which will evaluate the student. The evaluation by the commission is final and no appeal is permitted against it.
3. The procedure, deadlines and other matters related to the complaint procedure are regulated by the Regulation on Studies.

Article 105

Students' Complaints

1. Students have the right to complain about the quality of a lecture, conditions and/or decisions of the decision-making bodies which affect the student in question.
2. Complaints are submitted to the Dean who decides in the first instance.
3. The Steering Council is the last instance that reviews student complaints.



Article 106

Disciplinary Proceedings against Students

1. Students have a duty to adhere to the obligations arising from the legal acts of the institution.
2. Where a student violates a legal act, he/she student may be held responsible for disciplinary violation.
3. Disciplinary violations are categorized as minor and serious disciplinary violations.
4. Measures for disciplinary violations are decided in the first instance by the Disciplinary Commission at the Faculty level.
5. A student has the right to appeal against the decision of the Disciplinary Commission. The appeal is submitted with the Steering Council or a commission established by the Steering Council.
6. Procedures, types of violations and disciplinary measures are set forth in a special regulation.

Article 107

Forfeiture of Student Status

1. The student forfeits his/her student status in the following cases:
 - when completing studies;
 - when deregistered;
 - when not enrolled in the next academic year or in the same year of studies;
 - by decision of a disciplinary procedure;
 - when he/she fails to complete the studies within the period determined under the present Statute;
 - death of a student;
 - in other cases so determined by internal legal acts.

Article 108

Students Organization

1. Students have the right to establish student organizations to which all students may adhere.
2. Students' interests are represented by:
 - 2.1. Students' Chairman;
 - 2.2. Students' Parliament, and
 - 2.3. Faculty Students' Council.
3. Student organizations have the right to propose members to the Student Parliament and Student Councils of the faculties based on the election results every 2 (two) years.



4. Student organizations act in accordance with the present Statute and their internal acts which are drafted and adopted by the students themselves.
5. Elections for student organizations are organized independently.
6. Students are, through the Student Union, represented in every decision-making and academic body of the Institution.

CHAPTER V

QUALITY ASSURANCE

Article 109

Quality Assurance

1. AAB College has established a quality assurance framework which is implemented in accordance with the principles of the European Quality Assurance Area.
2. Quality assurance includes all areas of action of the College, including, but not limited to, teaching, learning, administration, research, collaboration, etc.
3. The purpose of quality assurance is to carry out regular self-assessments in all areas of action, in order to identify deficiencies and improve them.
4. The quality assessment results are used to inform decision-making, policy-making and strategic planning at each level of the functioning of the Institution.
5. Responsibilities for conducting internal evaluations, as well as procedures, deadlines and division of responsibilities are defined in the Regulation on Quality Assurance and the Quality Assurance Instruction adopted by the Senate.
6. The Quality Assurance Regulation and the Quality Assurance Instruction are published on the website of the Institution.

Article 110

Quality Assurance Structure

1. The mission of the quality assurance structure is to ensure a quality level in teaching, learning, study programs, research and administration of AAB College through continuous quality implementation and improvement, and ensure that quality assurance mechanisms and procedures for are operational.
2. The organizational structure of quality assurance consists of the following:
 - 2.1. Quality Assurance Commission;
 - 2.2. Quality Assurance Office.



Article 111

Quality Assurance Office

1. The Quality Assurance Office has the following duties and responsibilities:
 - is responsible for the implementation of all processes related to external and internal quality assurance;
 - implements the Quality Assurance Strategy of the Institution;
 - implements quality assurance policies and processes in accordance with the Quality Assurance Strategy;
 - conducts regular and periodic evaluations within different Institution units and levels;
 - ensures that external quality assurance requirements are applied at all levels and by all units of the Institution;
 - ensures that all Institution actors, including academic staff, administrative staff, students and relevant external parties, are an integral part of quality assurance processes;
 - ensures that quality assurance processes are an integral part of the regular activities of the Institution and aim to improve the teaching process in the Institution;
 - ensures that the Institution has at its disposal the necessary mechanisms and instruments, and that every office process is performed on the basis of accurate data, information and statistics of the Institution;
 - ensures the advancement of information management which brings effective and informed decision-making within the Institution;
 - ensures that the policies for the digitalization of the teaching process within the Institution are advanced and that these policies serve to increase the quality of the teaching process;
 - ensures that European Quality Assurance Standards and Guidelines (ESGs) as well as all other applicable documents in the European Quality Assurance Area (EHEA) are largely implemented within the institution;
 - is committed, in cooperation with all relevant actors, to the creation and development of a quality culture inside the Institution.

2. The Quality Assurance Office consists of:
 - 2.1. Head of the Quality Assurance Office;
 - 2.2. Quality Assurance Officer;
 - 2.3. Quality Assurance Coordinators at Faculty level;
 - 2.4. Quality Assurance Coordinators at Branch level.

3. The duties and responsibilities of the Head of the Quality Assurance Office and other constituent staff of the Office are defined in the Regulation on the Systematization of Work Positions..

4. The Quality Assurance Office reports on its work to the Quality Assurance Commission.



CHAPTER VI

SCIENTIFIC RESEARCH

Article 112

Research

1. AAB College provides a suitable environment for scientific/artistic/professional research in order to develop a knowledge-based society.
2. The development of research and scientific research includes:
 - thematic research work by the faculties that is crowned with the organization of scientific conferences;
 - research work conducted by Research Centers and faculties, and/or in collaboration with other partners;
 - individual research work of the academic staff.
3. Each study program within the respective Faculty defines the research objectives as part of the study program.
4. In order to protect ethical principles in scientific research, AAB College drafts its Code of Ethics of Scientific Research.

Article 113

1. All regular academic staff, including students, are engaged in research work.
2. Research work for full-time academic staff is mandatory and in accordance with the workload and other specifics defined in the employment relationship.
3. Regular academic staff publishes only on behalf of AAB College. The engagement of the regular academic staff in research work outside of the Institution requires the Rector's prior written approval.
4. Engagement of the academic staff in scientific and/or artistic research work is part of the regular performance evaluation of the academic staff.
5. The academic staff continuously includes students in research work within the scope of the respective syllabus and in other projects of a scientific/artistic/professional character.
6. The academic staff updates the teaching contents of the teaching material based on new scientific contributions made by the academic staff or internationally renowned researchers.



Article 114

Research and research work is funded through:

- budget of the Institution;
- international funding;
- contracting industry research services.

Article 115

Research Centers

1. Research Centers are established by decision of the Steering Council.
2. The purpose of establishing Research Centers is to strengthen the scientific research of the Institution in specific areas of study or interdisciplinary fields.
3. The objectives of the Research Centers include, among others:
 - increasing the profile of research and scientific excellence of the Institution and researchers in certain study areas;
 - contributing to the increase of scientific knowledge about certain study areas;
 - providing evidence-based knowledge about certain study areas which politically inform the decision-making bodies of the country;
 - increasing the participation of AAB College and the country in European networks of research and scientific research.
4. Research Centers are led by an academic staff member having the degree of Doctor of Science, experienced in scientific research, who is appointed by the Vice Rector for Science.
5. Research Centers operate in accordance with the internal rules of procedure adopted by the Steering Council.

Article 116

Commercial Activity

1. AAB College uses the educational and research activities for commercial purposes in accordance with the Law on Higher Education and other relevant applicable laws.
2. AAB College drafts special regulations on the intellectual property of academic staff who engage in research activities for commercial purposes.



Article 117

Ethics

1. Academic staff, non-academic and students must, pursuant to the Law on Higher Education and internal legal acts, behave in compliance with the general principles of ethics such as: integrity, honesty, truth, transparency, respect for others, equality, objectivity, etc.
2. The application of the ethical principles from paragraph I of this Article is effected through the Code of Ethics which applies to academic, non-academic staff and students.
3. All ethical violations defined in the Code of Ethics are reported to the Ethics Commission which is composed of at least 3 (three) members appointed by the Senate.

CHAPTER VII

FINANCING

Article 118

Financing

1. Pursuant to the provisions of the present Statute, AAB College obtains financial revenue from the following sources:
 - 1.1. tuition fees, administrative fees and other payments made by students;
 - 1.2. payments for commercial and other services;
 - 1.3. funds from the Kosovo budget through MEST for teaching and scientific-artistic research of general interest;
 - 1.4. donations, gifts and grants;
 - 1.5. utilization of intellectual property;
 - 1.6. contracts with national, international, public or private organizations in the field of teaching, scientific and artistic research;
 - 1.7. any other sources permitted by the Kosovo applicable laws.

Article 119

AAB College has a current account and the funds obtained from the sources stated in the previous article are transferred to the current account.

Article 120

Student Scholarships

1. University scholarship means any financial assistance or exemption from the payment for certain semesters.
2. University scholarship can be granted to any enrolled student who meets the formal criteria.



3. Conditions and criteria for obtaining scholarships and discounts are determined by special regulation.

Article 121

Personal Data Protection

1. Protection of students' and academic and non-academic staff's personal data is effected pursuant to the provisions of the Law on Personal Data Protection of the Republic of Kosovo, No. 06/L-082.
2. The terms 'personal datum' and 'privacy' are understood in accordance with the definitions in the Law on Personal Data Protection, No. 06/L-082.
3. Students' and employed staff's data processing may only be done in accordance with the data processing principles defined in the Law on Personal Data Protection, No. 06/L-082.

Article 122

Miscellaneous

Words expressed in singular include the plural and vice versa. Words that express a gender include other genders. Days, months and years refer to calendar days, calendar months, and calendar years.

Article 123

Transitional provisions

1. Pursuant to the legislation in force and under the present Statute, a review and harmonization of regulations and other internal acts shall be carried out.
2. Study programs that are being implemented in all academic units at the time of entry into force of the present Statute are considered as adopted in accordance with the accreditation decisions of the Accreditation Agency.
3. All academic and administrative units must, upon entry into force of the present Statute and until 28.02.2022, harmonize their manner of functioning, election and internal acts.

Article 124

The AAB College Statute may, under the procedure for its adoption, be subject to amendments.

Article 125

Promulgation of the present Statute shall repeal the AAB College Statute of 2015.





Kolegji AAB

CILËSI. LIDERSHIP. SUKSESI!

Ref. No. 1296/2021 Prishtine, 17.12.2021

The Senate of AAB College, in the meeting held on 17.12.2021 rendered the following:

DECISION

1. The Statute of AAB College is hereby ADOPTED.

This Decision should be delivered to:

1. Vice-rectors
2. The Secretary
3. Deans

Dr. Bujar Demjaha, Rektor

