



Kolegji AAB
CILËSI. LIDERSHIP. SUKSES!

RULES OF PROCEDURE OF THE SENATE

Pursuant to the Statute of AAB College and the provisions on the Law of Higher education No. 04/L-037, the Senate of AAB College in the meeting held on 17/12/2021 approved this:

RULES OF PROCEDURE OF THE SENATE

Article 1

Purpose

This regulation appoints the members of the Senate, their representation in the Senate, the mode of operation, and decision-making in the meetings of the Senate of AAB College.

Article 2

Composition of the Senate

1. In accordance with the Statute, the Senate is the highest academic body of the College responsible for all academic matters in teaching, research, and artistic field.
2. The Senate consists of:
 - 2.1. The Rector;
 - 2.2. The Vice-Rectors;
 - 2.3. The Deans of all academic units;
 - 2.4. One member of each academic unit chosen by the academic staff;
 - 2.5. Three students representatives; and
 - 2.6. One member of the technical-administrative staff.
3. The Secretary-General is an ex officio member of the Senate without the right to vote.

Article 3

Election procedure and mandate of the Senate members

1. The mandate of the Senate members from points 2.1., 2.2., 2.3., and 2.6 is related to the mandate of their role/status.
2. The mandate of the Senate members from the ranks of academic staff lasts for 3 years, and they are elected by the Teaching Councils of the academic units.
3. The mandate of the Senate members from the ranks of students lasts for 2 years, and they are appointed by the Students' Union.
4. The Senate member from the technical-administrative ranks is elected by the Secretary-General.

Article 4

Chairpersonship

1. The Senate is chaired by the Rector.
2. In the absence of the Rector, the Senate is chaired by the Vice-Rector appointed by the latter.
3. In the case of absence of the Vice-Rectors, the Senate is chaired by the oldest Senate member.

Article 5

Duties and Responsibilities

1. Contingent on the general responsibilities of the Executive Council, and the responsibilities the Rector, and the Vice-Rectors, the Senate has the competence to:
 - 1.1 decide on general strategic matters related to teaching, learning and scientific, applied and artistic research;
 - 1.2 approve the Statute of AAB College;
 - 1.3. establish student admission criteria;
 - 1.4. approve plans for study programs;
 - 1.5. approve the educational process, including the programs of research centers, and research;
 - 1.6. determine the qualification procedure;
 - 1.7. approve Regulation for Bachelor, Master and PhD studies;
 - 1.8. approve Code of Ethics;
 - 1.9. decide on the job announcement for academic staff admission;
 - 1.10. approve the proposals of the Teaching Councils for the election and re-election of in academic titles of the academic staff;
 - 1.11. regulate procedures for internal quality assurance, including the appointment of a quality assurance committee;
 - 1.12. approve the Regulation on the performance assessment the of academic staff;
 - 1.13. decide on the Rector's proposals for the committee members;
 - 1.14. decide on the awarding of the honorific titles; Dr. Honoris Causa and Professor Emeritus;
 - 1.15. decide on the establishment of honorific titles for various personalities based on their given contributions on the respective fields.
 - 1.16. approve the Rules of Procedure of the Senate;
 - 1.17. complete other duties set by this Statute and requests from other collegial bodies of AAB College.

Article 6

Meetings

1. The Senate shall organize a minimum of two regular meetings during a semester, one meeting held at the beginning and another held at the end of the respective semester.
2. The Senate may organize more meetings, depending on the necessity and the requirements.
3. Extraordinary general meetings are convened by the Rector at the request of the Dean of Faculty or by at least three members of the Senate.
4. In the case of extraordinary general meetings, the agenda is limited to only one item.
5. One member of the Board of Directors may also attend meetings of the Senate, but without the right to vote.

Article 7

Convening a meeting

1. The Rector convenes the regular and the extraordinary general meetings of the Senate.
2. The meeting invitations contain the date, time, the venue of the meeting, as well as the agenda.
3. The meeting invitation together with the relevant information and documentation for review are electronically sent to the members of the Senate.
4. The meeting invitation as well as the necessary documentation shall be sent by the Rector's Office at least 7 working days prior to the date of meeting.

Article 8

1. The meetings of the Senate are prepared and chaired by the Rector.
2. The Senate meetings are held on-site, except when members agree to hold the meeting on-line.
3. The Senate meetings are held if attended by more than half of the members.
4. After the verifying the number of present members, and ensuring that more than half of the Senate members are present, the Rector declares the commencement of the Senate's meeting, appoints a registrar, and determines the agenda.



5. After proposing the orders of business, the Rector asks the other members if they have proposals to supplement or alter the latter.
6. The order of business is approved by the Senate with the simple majority.

Article 9

1. During discussions at various items on the meeting agenda, the members have to consider all issues that are reasonably discussed.
2. The Rector is in charge of giving the floor to the members.

Article 10

Decision-Making

1. After discussing each order of business, the Senate makes decisions or draws specific conclusions.
2. Decisions are taken by the Senate if voted for by a majority of the members present.
3. Voting procedure in the Senate is an open ballot.
4. In case of impossibility of physical participation in the meeting, the member of the Senate can vote by e-mail. The respective e-mail has to be sent to all other members of the Senate.
5. The member of the Senate must inform the Chairperson if he/she is considered to have a conflict of interest for any of the orders of business. The member in conflict of interest issues the meeting during the time when the latter is discussed and voted.

Article 11

The Record

1. The record is kept by the registrar assigned by the Rector.
2. The record is signed by the registrar, and the Rector.
3. The record contains the date and time of the meeting, the participants present, the key points of discussions, decisions, conclusions, and the signatures of authorities.

Article 12

1. The regulation on the rule of procedure of the Senate is valid if approved by more than half members present.
2. Alterations and other issues are regulated in the same manner, and procedure.

Article 13
Entry to force

The regulation enters to force after its approval by the Senate members.

Rektori i Kolegjit AAB

Dr. Sc. Bujar Demjaha



Prishtinë, 2021