



Kolegji AAB
CILËSI. LIDERSHIP. SUKSESI!

RULES OF PROCEDURES OF THE STUDY COMMISSION

Pursuant to Articles 20, 21 and 22 of the Statute, The Senate of College AAB, in the meeting held on 17/12/2020 approves this:

RULES OF PROCEDURE OF THE STUDY COMMISSION

General provisions

Article 1

Purpose

I . The purpose of this Rule is to determine the composition, function, and manner of decision making and the duties and responsibilities of the Commission of Inquiry

Article 2

Studies Committee

- I . The Studies Committee is a standing committee established by the Senate.
2. The Studies Committee is responsible for advising the Senate on various aspects of the academic and scientific work of its staff.
3. The studies Committee bases its work on the Statute of AAB College, the Law on Higher Education in the Republic of Kosovo as well as on the principles applied in the European Area of Higher Education.

Article 3

Composition

- I . The Studies Committee consists of 5 (five) permanent members.
2. Four (4) members, three (3) of whom from the ranks of academic staff and one (1) from the ranks of students are appointed by the Senate.
3. The Vice-Rector for the Educational Affairs is a permanent member of the Committee ex officio, who chairs the meeting of the Committee.
4. The mandate of the members of the Committee appointed by the senate is three (3) years with



the possibility of renewal, except for the representative elected by the students who has a mandate of one (1) year, with the possibility of renewal.

Article 4

Duties and Responsibilities

1. The duties and responsibilities of the Studies Committee include but are not limited to:
 - 1.1. Advises the Senate on academic and scientific issues;
 - 1.2. Gives consent for the design of new study curricula;
 - 1.3. Proposes the approval of new study programs in the Senate;
 - 1.4. Proposes the approval of the revised study programs in the Senate;
 - 1.5. Approves the review reports and proposes to the Senate the selection, re-election and advancement of the staff to academic titles;
 - 1.6. Serves as the second level of review for students complaints on academic issues;
2. The members of the Studies Committee exercise their duties based on the full respect of professional independence and ethical principles.
3. The Studies Committee reports on its work to the Senate.

Article 5

Holding of the meetings

1. The Studies Committee meetings are convened and chaired by the chair of the Committee.
2. In his absence,, the meetings are chaired by a member of the Committee, authorized in advance clearly by the chairperson of the Committee.
3. The Studies Committee holds no less than 5 meetings within the academic year, or more often at the request of the Senate.
4. The Studies Committee members are invited by e-mail and the material for review is sent at least 7 days before the meeting date.
5. The Committee may, in case of need, hold extraordinary meetings. In that case, the meeting agenda is limited to just one item on the agenda.
6. With the approval of the Senate, the Studies Committee may invite experts or other persons to the meeting to provide professional advice to the Committee.
7. The meetings are held in person, except in cases when the members agree to hold the meeting online.



Article 6

Attendance in the meetings

1. Members of the Study Committee are obliged to attend the meetings of the Committee.
2. A member of the Committee may be absent for reasonable reasons and shall notify the Chairperson of the Committee of their absence in advance.
3. In case that the member of the Committee is absent in the meeting for more than three times in a row, the Chairman requests their replacement by the Senate.

Article 7

Opening of the meetings

1. The meetings of the Studies Committee are opened and concluded by the chairperson of the Committee.
2. The chairperson first ascertains the quorum and then requests the approval of the agenda.
3. The quorum for holding meetings and decision making is 50+1.
4. The chairperson opens the discussion on the topics defined in the agenda and undertakes other necessary actions for the conduct and direction of the meeting according to this Rule.
5. The chairperson of the Committee may terminate the meeting if there is no quorum or for any other acceptable reason. In such case, they must set the exact date and time of the next meeting.

Article 8

Decision-making

1. The Committee may make decisions if more than half of the members of the Committee are present in the meeting.
2. The Committee makes decisions by a majority vote of the members present.
3. The voting procedure in the Studies Committee is open.
4. In case of impossibility of physical participation in the meeting, the member of the Studies Committee can vote by e-mail. This email should be distributed to all members.
5. The member of the Committee must inform the Chairman if it is considered that he has a conflict of interest for any of the items on the agenda. The member in conflict of interest convenes the meeting during the time that the issue considered as conflict of interest is discussed and voted.



6. The chairperson of the Committee informs the Senate about the voting results.

Article 9

Meeting Minutes

1. The Committee keep minutes of each meeting in recorded time, place and date of the meeting, the names of the participants and those who were absent, the names of other persons invited to attend the meeting, proposals for discussion as well as the decision of the Committee.
2. The minutes are signed by the chairperson of the Committee or the person authorized by him, as well as the record keeper.
3. Copies of the minutes are sent to the Rector and the Senate, no later than five days from the day of the meeting.

Transitional Provisions

Article 10

In case that the provisions of this Rule conflict with the provisions of the Statute, the provisions of the Statute shall prevail.

Article 11

The change of this rule can be done according to the same procedure of its approval.

Article 12

This Regulation enters into force after its approval by the Senate and signature by the Rector.

Dr. Bujar Demjaha, Rektor



Prishti ne, 2021

Ref. nr. *c:J f-* /2021 P;ishtinc)1-- .A2.2021

The senate of AAB College, in the meeting held on 17.12.2021 made this:

DECISION

1. The Rules of Procedure of the Studies Committee are approved.

The decision to be delivered to:

1. Vice-Rectors
2. Secretary
3. Deans

Dr. Bujar Demjaha, Rektor

