

**UNI – Universum International College**



# **STATUTE**

Pristina

August 2024

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Based on the Law on Higher Education in the Republic of Kosovo 04/L-037, as well as at the request of the President to update the statute in accordance with new developments in the institutions, the Governing Board issued:

## **Statute**

of UNI- UNIVERSUM INTERNATIONAL COLLEGE, powered by Arizona State University

### **Chapter I: General provisions**

#### **Article 1**

Universum College was established by decision no. 16/02 of the Founders' Assembly, dated February 15, 2005, in Pristina.

#### **Article 2**

1. This Statute establishes the new name of the Private Provider of Higher Education as UNI – Universum International College, empowered by Arizona State University, as a legal entity, to continue the development of higher education activities and scientific research at the university level.
2. The institution will use the abbreviation UNI, while the full name of the institution is: Universum International College (powered by Arizona State University).
3. UNI's headquarters are in Konjuh, Lipjan, and two units/branches in Ferizaj and Gjakova, Republic of Kosovo.
4. UNI will use the new logo, which contains the abbreviation UNI and the full name: Universum International College (powered by Arizona State University).

#### **Article 3**

1. UNI has signed a strategic partnership with Cintana Education and Arizona State University, which partnership entered into force on March 30, 2023.
2. This partnership will transform the institution into another dimension of vision and development, which will be reflected by the changes in this statute.
3. This partnership includes aspects of programmatic transformation, substantive in terms of curriculum adoption, and management aspects, already approved by the Governing Board.
4. Cintana Education, on behalf of ASU, will be represented by an appointed member on the board of directors of UNI – Universum International College.

## **Article 4**

The provisions of this statute regulate:

- Naming, transformation and mission of the institution
- Functioning and activity
- Organizational and academic structure
- Governance and governing bodies
- Academic staff of the institution
- Student status
- Academic titles and diplomas
- Institution funding
- Quality control and evaluation
- Foreign relations
- Promotion, qualification and advancement of teaching
- Student organization in the institution

## **Article 5**

1. UNI's mission is to support our students to become good citizens, successful and open-minded leaders, to thrive in Revolution 4.0, in the digital and globalized era.

2. The realization of UNI's mission is based on five main strategic pillars:

- 2.1. Students and learning at the center
- 2.2. Quality improvement
- 2.3. Innovation and entrepreneurship
- 2.4. Digital transformation
- 2.5. Internationalization

## **Chapter II: Organizational structure**

### **Article 6**

1. The main bodies of UNI are: the Governing Board, the Academic Council, the President and the Rector.

2. UNI consists of three campuses, one at the headquarters in Lipjan (Prishtina) and two other units/branches in Ferizaj and Gjakova.

3. The following departments and offices are also included in the organizational structure of UNI:

3.1 Quality Assurance Unit;

- 3.2 Legal Office;
- 3.3 Office of Administration and Student Services;
- 3.4 Finance Office;
- 3.5 International Office;
- 3.6 Human Resources Office;
- 3.7 Office for Careers and Student Welfare;
- 3.8 Research Department;
- 3.9 Center for Excellence in Learning and Teaching

## **Chapter III: Governance**

### **Article 7**

1. The main governing authorities in the management and organizational aspects are: the Board of Directors and the President, while in the academic aspect, the Academic Council and the Rectorate.
2. Each governing body, defined by this Statute, must respect the following principles:
  - 2.1 Every normative act issued under this Statute, and every decision taken by the governing bodies, will be fully respected, within the logic of positive law and academic freedom;
  - 2.2 Any governing body established under this Statute shall refrain from actions that prohibit the application of the law, in any circumstances and in any situation;
  - 2.3 No governing body may prohibit the advancement of teaching and research, unless during those processes the law is violated;
  - 2.4 No governing body may follow a policy of conflict of interest while performing its work;
  - 2.5 Any governing body shall refrain from actions that interfere with the ethical norms regulated under this Statute;
  - 2.6 Any governing body shall refrain from actions that discriminate against a member of the institution, whatever form and circumstance of discrimination;
  - 2.7 Governance at UNI may not contain or pursue any political agenda, nor should it have political goals in the development of educational activity;
  - 2.8 The rights and duties provided for by this Statute may not be denied. No governing body established under it may interfere with or privilege anyone in violation of the provisions of this Statute and the laws in force in Kosovo.

## Article 8

### BOARD OF DIRECTORS

1. The Board of Directors is the highest governing body that will ensure the implementation of this Statute.
2. The Governing Board is the main policy-making body.
3. The Board of Directors is authorized to:
  - 3.1. To bear primary responsibility for the performance of UNI;
  - 3.2. To determine the general policy direction and development of UNI;
  - 3.3. To approve policies regarding general academic and management development;
  - 3.4. To confirm the annual budget of UNI, including confirmation of any proposed changes to it;
  - 3.5. To appoint the President (the highest executive position); and to decide on motions for his/her dismissal;
  - 3.6. Approves the appointment and dismissal of the Rector, upon the proposal of the President ;
  - 3.7. To confirm the entry into contractual obligations, if the contractual object includes more than 1/10 of UNI's assets;
  - 3.8. To call meetings of the Academic Council when it notices that there are omissions and bad practices have been used in the academic sphere;
  - 3.9. To investigate violations related to the responsibilities of academic staff, if major failures are observed;
  - 3.10. To confirm the structural changes of UNI, if there are proposals from the President and the Rector ;
  - 3.11. To determine the payment and remuneration schemes for UNI staff, after receiving the proposal of the President;
  - 3.12. To approve the work reports of the President;
  - 3.13. To decide on the opening of new units in extra-academic activities or activities, including units for cultural activities, sports clubs, or commercial units, such as hospitals, or other similar ones.
4. The Board of Directors will consist of:
  - 4.1. Interference with the academic policies of the Academic Council, approved within the scope of the latter's competences, as defined by this Statute;
  - 4.2. Interference in the appointment, promotion and dismissal of academic staff;
  - 4.3. Interference in the student admission process;
  - 4.4. Interference with student assessment results;

### **Article 9**

1. The Board of Directors shall consist of seven members:
  - 1.1. Four members of the Board of Directors are appointed by the founders of UNI;
  - 1.2. One member is appointed by the President;
  - 1.3. One member is appointed by the Rector;
  - 1.4. Cintana Education, on behalf of ASU, will be represented by an appointed member on the board of directors of UNI - Universum International College.

### **Article 10**

1. Members of the Board of Directors must be:
  - 1.1 Proven in professional and managerial engagements;
  - 1.2 Capable of developing and overseeing UNI policies;
  - 1.3 Non-political individuals;
  - 1.4 Figures respected by the public.

### **Article 11**

1. The term of office of the members of the Board of Directors is 4 years, with the right to reappointment.
2. The position of Chairman of the Board of Directors shall be held by one of the founders of UNI or a member delegated by the founders.

### **Article 12**

1. The Board of Directors shall meet once a year, unless another meeting is requested by the Chairman of the Board, the President or the Rector.
2. The sessions of the Board of Directors are called by the Chairman, or at least four of his members. The quorum of the Board of Directors is ensured by the participation of 5 out of 7 members.
3. The agenda of the Board of Directors is set by the Chairman.
4. Decisions of the Board of Directors are taken by simple majority:
  - 4.1 In cases of approval or amendment of the statute;
  - 4.2 In cases of approval of regulations and policies;

### **Article 13**

#### President

1. The President shall have executive responsibilities for the overall management of the institution, including academic, operational, and financial matters.
2. The President shall have the following powers:
  - 2.1 Through the Rector, is responsible for the academic management of the institution;

- 2.2 Manages the institution's activities, its properties and financial resources;
- 2.3 Is responsible to the Board of Directors for the efficiency of financial and property management;
- 2.4 Proposes the annual budget to the Board of Directors;
- 2.5 Is responsible for implementing normative acts and policies related to executive and educational issues in relation to public institutions;
- 2.6 Maintaining and strengthening UNI's links with external partners;
- 2.7 Staff management;
- 2.8 Developing strategic policies for the development of the institution, including plans for expanding institutional capacities;
- 2.9 Determines tuition fees before each academic year, which are defined based on the operating expenses of each academic program, as well as the quotas set by the KAA.
- 2.10 Appoints and dismisses the Rector (after approval of the Governing Board) and the Vice Presidents.

#### **Article 14**

- 1. The President is appointed by the Board of Directors.
- 2. The President must be a person who has the following qualities:
  - 2.1 Be a successful manager;
  - 2.2. To be a person with high skills in education management;
  - 2.3. To be a person who presents a clear policy in the strategic development of the institution.

#### **Article 15**

- 1. The term of office of the President is 4 years, with unlimited possibility of extension.
- 2. The President appoints Vice Presidents to cover at least the following portfolios:
  - 2.1. The Rector;
  - 2.2. The General Vice President;
  - 2.3. Vice President for Business Operations;
  - 2.4. Vice President for Innovation and Foreign Cooperation;
  - 2.5. Other portfolios as needed

#### **Article 16**

The President may be dismissed by the Board of Directors in the following circumstances:

- 1. If he/she damages the property, interests or image of the institution;

2. If he/she cannot achieve the work objectives;
3. If he/she has violated academic policies; 4. If he/she has committed any other misconduct;

### **Article 17**

#### RECTOR

1. The Rector is the highest academic leader;
2. The rector must have a doctorate in science;
3. The Rector is elected and dismissed by the President with the approval of the Governing Board, through an internal process by academic staff, or direct recruitment from outside;
4. The rector's term of office is 4 years, with the possibility of unlimited extension.

### **Article 18**

1. The Rector shall be authorized and responsible for:
  - 1.1 All academic matters and scientific research;
  - 1.2 Leadership of the Academic Council, various academic committees and Faculties/Schools;
  - 1.3 Management of academic offices and functions, according to the organizational structure;
  - 1.4 Drafting, implementing and monitoring academic policies and regulations;
  - 1.5 Reporting to the Academic Council on the implementation of relevant normative acts and objectives;
  - 1.6 Representing UNI in external collaborations.

### **Article 19**

#### ACADEMIC COUNCIL

The Academic Council is the main academic body of UNI. The Academic Council guides and implements academic policies, as well as exercises control over academic work.

1. The Academic Council is authorized and responsible for:
  - 1.1. To approve and implement policies regarding academic matters;
  - 1.2. To approve study programs;
  - 1.3 To propose to the Governing Board the creation of new study programs or departments;
  - 1.4 To issue guidelines regarding teaching programs, teaching curricula, and quality assurance;
  - 1.5 To authorize the award of scientific titles and other

honorary diplomas; 1.6 To promote academic staff;  
1.7 To confirm the selection of academic staff as defined in this Statute, upon receipt of a proposal from the President;  
1.8 To approve exchange programs and international scholarship programs, upon receipt of proposals from the President; 1.9 To report annually to the Governing Board on academic performance;

2. The Academic Council consists of nine members, who may be:

2.1 Teachers from any study program within the institution; 2.2 Individuals from senior management who have extensive experience in university education; 2.3 At least one current student;

2.4 Deans of three faculties/schools without voting rights.

## **Article 20**

1. The Academic Council will be chaired by the Rector.

2. The members of the Academic Council will be determined as follows:

2.1. The members of the Academic Council will be nominated by the academic staff of the three faculties (schools). The academic program staff will vote on a list of candidates. The nomination list will consist of those individuals who express an interest in being involved or those who have been nominated by colleagues.

2.2 A member of the Academic Council shall be proposed by the main governing body of the Student Union. The proposed member must be a regular and distinguished student.

2.3. Members of the Academic Council shall have an individual mandate of 2 years. If a member resigns, he/she shall be replaced by the Rector, without any prior proposal, and his/her mandate shall end at the time when the full individual mandate ends.

3. The Governing Board may dismiss a member of the Academic Council if it is proven that:

3.1. The member in question has shown irresponsibility;

3.2. The member in question has used his/her unlawful influence or acted unethically;

3.3. The member in question has terminated the employment contract;

3.4 The member in question has developed a political agenda within the Academic Council

## Chapter IV: Study programs

### Article 21

1. UNI will establish study programs, according to the current needs of the labor market, in accordance with its institutional development and its expansion strategy;
2. UNI follows an internal process of establishing new programs, initially considering factors such as market needs, consultations with supporters, industry partners, then from its own capacities such as infrastructure, curriculum development, and student recruitment plan.

### Article 22

Procedure for establishing and closing a program

1. A new study program is established with a reasonable proposal and a sustainable infrastructural and financial plan, by any of the governing bodies (Academic Council, Rector, President);
2. The application for accreditation is drafted and provided to the relevant academic staff, according to the legislation in force;
3. A current study program may be closed for objective reasons of lack of sustainability and a drop in the number of students below 20% of the quota allowed for enrollment;
4. Study programs may be closed with the approval of the Governing Board, upon the formal proposal of the President or Rector.

### Article 23

1. UNI develops bachelor's and master's degree programs, as well as professional programs at levels 3, 4, 5, accredited by the National Qualifications Authority or other institutions.  
international.
2. UNI develops double degree programs, mobility programs, distance learning programs, and franchise programs.
3. The study program is structured and designed in accordance with the principles of the European Higher Education Area and the Bologna process.
4. The study program is based on learning outcomes, in accordance with the NQF descriptors, and is subject to regular internal quality assurance evaluation.
5. The study program is subject to external quality assessment according to approved accreditation standards.

### **Article 24**

1. UNI, through a strategic partnership with Cintana Education and Arizona State University, offers dual degree study programs, determined by a special inter-institutional agreement.
2. UNI will not be limited to the implementation of other international bilateral agreements with other universities in the world for exchanges, double degrees and similar;
3. UNI considers that the development and opening of study programs, as well as the closure of any of them, is a dynamic and strategic process of the institution.

### **Article 25**

#### Study program leaders

1. Each study program has an Academic Director or Program Coordinator , who must have a Doctor of Science degree or a Master's degree, respectively, including professional programs.
2. Academic Director is appointed by the Rector through selection from the current academic staff, or is selected through recruitment from a public competition;
3. Academic Director reports directly to the Rector.
4. The Program Coordinator performs administrative tasks of organizing work with students, and assists the Academic Director in achieving objectives;
5. The Program Coordinator may be selected by promotion of current staff, or through external recruitment.

## **Chapter V: Budget**

### **Article 26**

1. UNI as a private institution is based entirely on its own private funding.
2. The institution's main source of funding is student fees, but it is not limited to this source;
3. Secondary sources of funding may be capacity building projects funded by instruments and programs of the European Union and other international institutions;
4. UNI may secure other financial income within the country from the provision of training services, consultancy, rental services from its premises, and the like;
5. The annual budget of the institution is approved by the Board of Directors, while budget planning is the responsibility of the President.
6. Each study program will have a specific budget for the implementation of work tasks, based on the revenues generated by that program.

7. Each study program must ensure that the President is informed of its financial needs during the annual planning periods.

## **Chapter VI: Scientific research**

### **Article 27**

1. The institution is obliged to provide academic staff with appropriate conditions and financial support for scientific research and artistic creativity, and also to enable academic staff to achieve competitive results at an international level.
2. Academic staff is obliged to conduct scientific research and creative work in accordance with the goals and plans of the institution, as well as with the obligations arising from the administrative instructions of MEST and KAA, which obligate academic staff regarding the process of accreditation and re-accreditation of study programs.
3. UNI will publish a student research journal annually, promoting their joint work with teachers, improving their writing, research and presentation skills, as well as addressing topics that are of interest to academia and society.
4. UNI promotes teaching excellence through the Centre for Excellence in Teaching and Learning (CELT), which promotes education and continuous improvement through seminars, working groups, and by providing a channel to address teaching and learning problems. This Centre organizes training/workshops with all academic staff at least twice per academic year, and on a periodic basis with academic staff for each program.

### **Article 28**

1. UNI has a Research Department, which will enjoy managerial and academic autonomy. It must organize and conduct research, directing and engaging academic staff and other external collaborators in research.
2. The Research Department has mechanisms in place to ensure that the research work of our staff is in line with the requirements of the institution and also with national norms, and will conduct its research and publishing activities based on local legislation on intellectual property, as well as in accordance with internationally recognized standards and procedures.
3. UNI also has a number of committees, including the Staff and Student Research and Development Committee.
4. This Commission initiates, promotes and supports research in all departments; develops institutional research topics and policies applicable to the institution; approves, rejects or modifies studies in accordance with research policies; contributes to the development,

improvement and implementation of the institution's research strategies, monitors the performance and current research achievements of faculties and institutional projects; initiates and facilitates seminars/workshops/research in departments; initiates cooperation with the business community in various projects and activities; identifies and develops training and workshops for faculties and students in departments.

## **Chapter VII: Academic staff**

### **Article 29**

1. The academic staff consists of:

- (a) Full professors;
- (b) associate professors;
- (c) assistant professors;
- (d) lecturers;
- (e) lecturers from industry;
- (f) teaching assistants;
- (g) visiting academic staff;

### **Article 30**

1. Academic staff is engaged through planning made by the deans, with the approval of the Rector, and under the management of the process by the President.
2. UNI announces an open competition every year for vacant positions, but can also recruit staff through individual agreements with suitable candidates;
3. The Academic Council is responsible for the advancement of academic staff titles;
4. Academic staff may be dismissed by decision of the Academic Council, upon proposal of the Deans or the Rector, in cases where:
  - 4.1. The contract has ended and there is no interest in continuing it;
  - 4.2. Has committed any violation sanctioned by the statute, internal regulations or laws;
  - 4.3. There is a poor performance rating;
  - 4.4. Has a mental and physical disability that prevents him/her from performing basic duties;
  - 4.5. When he/she loses the scientific and academic qualifications on which he/she was selected.

### **Article 31**

Jobs for academic staff at UNI are based on full-time contracts, part-time contracts, and temporary or occasional intellectual-academic services contracts.

The Governing Board issues special regulations regarding the employment and engagement of academic staff.

### **Article 32**

#### ACADEMIC PROMOTION

1. UNI will promote academic staff, which is regulated through the Regulation on the Advancement of Academic Staff.
2. The regulation will determine, among other things, academic titles and categories of academic teachers according to recognized standards, including; assistant professors, associate professors and full professors.

### **Article 33**

#### Quality Assurance Unit

1. The Quality Assurance Unit is responsible for reporting and analyzing the quality of teaching, as well as the overall performance of academic staff and students.
2. The SCU will be specifically competent to:
  - 2.1. Control the implementation of the curricula of the study programs;
  - 2.2. Control whether the teaching process is in accordance with the standards set by the Academic Council;
  - 2.3. To check student attendance and whether the planned lesson plans are being followed;
  - 2.4. To check whether the grading process is being followed according to the principle of fairness and relevant regulations;
  - 2.5. To check whether the behavior of academic staff in teaching meets the needs of students and quality;
3. The UJSC will build and implement effective mechanisms for measuring quality, using international best practices, with broad and qualitative involvement of students and academic staff.
4. The Quality Assurance Unit will be led by a coordinator, appointed by the Rector.
5. The NJSC Coordinator will report to the Rector.
6. Based on the reports of the NJSC, the Academic Council and the Rector, individually or jointly, may take disciplinary measures against academic and administrative staff.

## **Chapter VIII: Office of Administration and Student Services**

### **Article 34**

1. The Office of Administration and Student Services carries out work in support of academic staff regarding the organization of the teaching process, as well as the provision of student services.
2. The administrative data register will ensure that student data and their documentation are maintained under appropriate storage and archiving conditions.

### **Article 35**

#### Disciplinary procedures

1. Disciplinary measures are determined by a separate regulation;
2. In principle, in cases where misconduct is caused by an academic staff member, an ad hoc disciplinary panel will be appointed by the Academic Council to examine the matter.
3. In principle, in cases where misconduct is caused by an administrative staff member, an ad hoc disciplinary panel will be appointed by the President to examine the matter.
4. In principle, in cases where misconduct is caused by a student, an ad hoc disciplinary panel will be appointed by the Academic Director or the Administration Manager.

## **Chapter IX: Students**

### **Article 36**

1. A student is any person, regardless of age, who is registered at UNI , according to the legal and internal criteria of the institution ;
2. Each registered student must sign a study contract .

### **Article 37**

student can register to pursue studies in these categories :

1. Regular student (with full participation in the learning process)
2. Correspondence student (with incomplete participation in the learning process)
3. Distance learning student ( with online learning )
4. Semester exchange student (from another university, accepted under bilateral programs in agreement between partner universities)

## STUDENTS' RIGHTS AND OBLIGATIONS

### **Article 38**

Students have the right:

1. To receive satisfactory educational services;
2. To use all equipment and other resources of the institution to fulfill their educational and scientific obligations and goals according to the relevant programs;
3. To use the library, computer labs, lecture and reading rooms;
4. To participate in the elections for the Student Union;
5. To seek space and support for recreational, educational and cultural activities;
6. To file a complaint regarding the quality of the teaching process, the behavior of teaching and administrative-technical staff.

### **Article 39**

Students have the following obligations:

1. To behave with kindness, care and respect towards everyone, cultivating a healthy, cultured and academic atmosphere and environment in the college ;
2. To respect the institution's regulations regarding discipline, the organization of exams, the Code of Ethics, etc.;
3. To implement all obligations arising from the curriculum and other normative acts of the institution ;
4. To implement the rules set by the institution , to respect the rights and status and authority of academic staff, administrative staff and other students.

### **Article 40**

The student loses student status:

1. When will you finish your studies?
2. When to unsubscribe;
3. When inactive due to non-compliance with studies;
4. By decision of the disciplinary committee;
5. In case of non-fulfillment of financial obligations under the contract, as well as
6. In other cases determined by other acts of the institution .

## **Article 41**

### Beginning of the academic year

1. The academic year begins in the second week of October and ends in the third week of June of the following year.
2. Teaching is organized through semesters, with each semester lasting 13 weeks, with one week of reading before exams.
3. Five (5) examination periods are organized during the academic year, two regular (January, June) and three supplementary (April, September, November). The regular periods are organized over a period of two weeks, while the supplementary periods are organized over a period of one week.

## **Article 42**

1. The student's knowledge is assessed continuously and periodically throughout the learning process, while the final grade is determined in the final exam and is recorded on the DMIS electronic platform and in physical reports.
2. Student assessment should be done with at least 4 assessment components, including, but not limited to: class participation and activity, artistic works/projects, mid-term exam, and final exam.
3. Exams can be organized in the following forms:
  - a) In writing;
  - b) By mouth;
  - c) Online;

## **Article 43**

### Types of diplomas

1. Based on this Statute, UNI will issue the following diploma titles:
  - a) bachelor's degree; b) master's degree;
  - c) professional diploma
  - d) training certificate
2. The awarding of diplomas must be in harmony with the provisions of the positive law of Kosovo, or policies drafted by MEST;
3. In addition to diplomas, UNI may issue non-academic degree certificates, as determined by the Academic Council;
4. The Diploma Office operating within the Administration Office will complete and archive the file of the student who has fulfilled the obligations according to the specifications in the study plan, to be awarded a diploma;

5. A special regulation on the award of degrees specifies the deadlines and administrative conditions for fees and award of degrees;
6. UNI will organize an annual graduation ceremony for students

#### **Article 44**

##### STUDENTS' UNION

1. The Student Union at UNI will represent the interests of students;
2. The Student Union will be led by a student government, elected by all students;
3. Any group of students may create a student club, if they consider it an appropriate way to promote and develop their activities within the institution;
4. UNI will provide space and conditions for the Student Union to carry out their activities and will support them to be part of the governing structures.

#### **Chapter X: Final provisions**

#### **Article 45**

##### Acts arising from this statute

1. Under the authority of this Statute, the following acts may be issued:

- (a) Regulations;
- (b) Decisions

2. The adoption of the acts in question may only be carried out if they are undertaken by the competent bodies of the institution. The joint drafters of these acts may only exist if the powers have been granted to them by this Statute.

#### **Article 46**

##### Final interpretation

If a conflict arises over the interpretation of this Statute, the Board of Directors will be the body responsible for interpreting and resolving the conflict, and directly involved in its implementation.

## Article 47

Language

The original version of this Statute is written in Albanian and translated into English for external use.

## Article 48

Entry into force

This Statute was approved and signed in Pristina, on 06.08.2024.

Chairman of the Board of Directors, Mr. Suat Berisha

