



COLLEGE OF APPLIED TECHNICAL SCIENCES

TEMPULLI



THE BOOK OF REGULATION



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The Book of Regulations will serve as a guide and the basis of the work of Tempulli College and is based on:

- Law on High Education in Republic of Kosovo
- Statute of College “Tempulli”
- Strategy for High Education in Kosovo
- Strategy of activity plan of Tempulli College
- The Higher Education Regulatory and applicative Framework for the EU area and other legal and sublegal acts related to higher education in Kosovo and beyond.

The contents of this Book are accurate at the time of its publication. Information may vary depending on the circumstances and evolution of the institution. Tempulli College reserves the right to continuously update the data. For more information or uncertainties visit our site: www.tempulli.org

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According to Law no. 10 221/2010 on protection from discrimination; Article 5 of Law no. 03 / L-212 of the work and article 27, point 4.2. of the Law on Higher Education in Kosovo; article 6 of the Statute of the Tempulli College of Applied Technical Sciences (here in after Tempulli College) in Pristina on _____, the Steering Council hereby approves:

1. REGULATION ON EQUAL TREATMENT AND NON-DISCRIMINATION POLICIES

Tempulli College's mission is to create conditions in which all students and staff are treated with respect and are not subjected to unfair discrimination in any aspect of Tempulli College life.

Tempulli College does not accept discrimination on the grounds of sex, race, color, disability, ethnicity or socio-economic status, family circumstances, religion, political beliefs, or any other trivial differences, and is committed to working with diversity in a diverse community. totally positive way.

All staff and students, existing or potential, ensure that Tempulli College is treated fairly and equitably, wherever they require or apply when they will work as members of Tempulli College.

In order to achieve equality of opportunity, Tempulli College is committed to ensuring :

To imply fair and equitable procedures regarding the recruitment, selection and upgrading of staff.

- a) procedures to ensure fair and equitable treatment of student acceptance and evaluation;
- b) the teaching, learning and research environments should be open to all;
- c) supervision of these procedures should be conducted on a regular basis in addition to the supervision of the workforce and student population of Tempulli College;
- d) existing procedures are reviewed to ensure they are non-discriminatory in their operation;
- e) elaborate a procedure to resolve complaints of discrimination and communicate it to those who may need to use it;
- f) serious violations of this policy to be dealt with by disciplinary proceedings.

Article 2

Staff and students are expected to actively support this regulation, accept the principle of equal opportunity for everyone in all aspects of Tempulli College life and not participate in situations that may lead to unfair discrimination.

Article 3

Any violation or non-compliance with this regulation on equal opportunities by students or staff will be seriously dealt with by the competent bodies of Tempulli College subject to violations, namely non-compliance with equal opportunities policies. In case of more serious violations, other measures will be taken in accordance with the law.

Article 4

Amendments to this Regulation are made by the approval procedure and the initiative for amendments to the Regulation may be submitted by 1/3 of the Council members or the Dean.

Article 5

The Regulation shall enter into force on the day of signature.

2. REGULATION ON THE ORGANIZATION OF ELECTIONS FOR THE AUTHORITIES AND GOVERNING BODIES AT TEMPULLI COLLEGE.

CHAPTER I GENERAL PROVISIONS

The purpose of this Regulation is to organize elections for the authorities and governing bodies at Tempulli College.

The subjects of regulation are:

- a. designation of electoral districts;
- b. organization and functioning of electoral commissions;
- c. deadlines, procedures and powers for registration of candidates;
- d. deadlines, procedures and powers for preparing the list of electoral bodies;
- e. the procedure of voting, counting and announcing the results;
- f. other election-related rules.

This regulation has been prepared in accordance with the Law on Higher Education in the Republic of Kosovo and Article 10 of the Statute of Tempulli College.
Subject to this Regulation is Tempulli College.

Every member of the staff of the Tempulli College has the right and is simulated to take an active part in the election process and to be elected, in accordance with the provisions of this Regulation and the law "On higher education in the Republic of Kosovo".

Every student has the right to be elected and is simulated in the process of electing student representatives to the steering bodies of the EC, in accordance with the provisions of this Regulation and the Law "On Higher Education in the Republic of Kosovo".

CHAPTER II FUNDAMENTAL PRINCIPLES

Elections shall be by free, secret, equal and direct suffrage, in accordance with the rules provided in this Regulation. Voters exercise their right to vote freely.

The vote expresses only one preference for each post for the managing authorities. Each voter expresses as much preference as the number of seats in the respective unit in each of the candidate lists for each governing body.

Every voter exercises his / her right to vote on the day of the elections and at the College Election Commission, where he / she is registered.

Any voter may exercise his / her right to vote only if he / she submits an official identification document and signs it in the electoral register.

Persons who are not related to the voting process, as well as voters who have voted, are prohibited from staying in the voting premises.

CHAPTER III CALLING FOR ELECTIONS

The Steering Council announces the start date of the electoral process in the Tempulli College and the date for the holding elections of authorities and governing bodies in these institutions. Elections of authorities and governing bodies in the Tempulli College, at all levels, take place on the same day.

Managing authorities may be elected for more than two consecutive terms in the same function. Extraordinary elections to the governing authorities shall be called immediately upon the expiry of the term of office, but only if the remainder of the term is more than one year. These elections shall be subject to the procedures and time limits provided for in this regulation for the election of authorities and governing bodies.

When the remainder of the term is less than one year, the function of the Dean's managing authority shall be performed by his / her deputy until the new authority is elected.

When the deputies are more than two, the function of managing authority is performed by the vice dean appointed by the dean.

In the event that the Vice Dean is absent, then the Dean appoints a teacher from the academic staff of the College with the highest title. The function of managing authority as the head of an absent basic unit (department / research and development) is performed by one of the academic staff members of the unit with the highest title assigned by the dean.

For the governing bodies, the filling of one absent member shall be listed in the respective list of candidates when voting for the respective body. When there are no such candidates, then the governing body of the institution shall call elections for elected members of the governing body concerned.

CHAPTER IV ORGANIZATION OF ELECTIONS

In order to organize the elections in the Central Election Commission, the following election commissions are established:

- Institution Central Election Commission (hereinafter - CEC),
- College Election Commissions (hereinafter referred to as – CEC) and
- Appeals Commission (hereinafter - AC).

The elections are organized and conducted under the direction of the Central Election Commission of the Tempulli College. Voting for governing bodies and authorities at all levels in the Tempulli College takes place near the Voting Centers of the main units. College Election Commissions are responsible for the smooth running of the elections in the respective main unit. Voting for those in charge of the basic units (department / research and development center) is done in the respective unit, according to the procedures and modalities set by the respective BAC.

The governing authorities of the institution and its College's, as well as the General Secretariat, shall make available to the election process, for the authorities and governing bodies, the necessary administrative and material staff and support.

CHAPTER V ELECTION COMMISSIONS

The composition of the Central Election Commission in the institution (CECI) is approved by the Academic Council of Tempulli College within three calendar days from the announcement of the start date of the electoral process.

The CECI is composed of 3 members (1 members of academic staff, 1 of non-academic staff, 1 of students).

The CECI member from the academic staff is nominated by the relevant College Council.

The CECI member from the non-academic staff is nominated by the Secretary of the College.

The CECI student member is nominated by the Tempulli College Student Council.

The CECI members cannot take part for the post of governing authority.

Within two days of its election, the CECI shall elect, by a majority vote, its chairman and its deputy.

This moment marks the constitution of the CECI, with all the rights and obligations for carrying out the electoral process in the institution.

The composition of the College's Election Commissions (CEFs) shall be approved by the councils of the respective main units within three calendar days of the constitution of the CEC. Each BAC consists of 3 (three) members (one from academic staff, one from non-academic staff and one from students).

The BAC members are elected by the College Council, while the student is nominated by the respective College Student Council. The members of the BACs cannot run for the post of governing authorities. Within two days, the BACs shall elect a Chairperson and his / her Deputy by a majority vote of their composition. This moment marks the constitution of the BAC, with all the rights and obligations for the conduct of the electoral process in the respective main unit. Each BAC immediately announces its composition in visible environments of the relevant main unit.

Candidates for governing authorities have the right to have one representative as observer at the CEC and the CEC, respectively, who can attend all election activities and attend all election commission meetings, near to which they are attached.

The composition of the Appeals Commission (AC) is approved by the Academic Council of Tempulli College within three calendar days of the announcement of the start date of the electoral process.

The Appeals Commission is composed of 3 (three) members of which 1 is from non-academic staff and 1 from students. The composition of this Committee is mandatory for at least one lawyer.

The other two AC members from the academic staff, endorsed by the Academic Council of Tempulli College, among the nominations proposed by the councils of the other main relevant units, the AC member from the non-academic staff is nominated by the Secretary General.

The AC student member is nominated by the Tempulli College Student Council.

AC members may not run for any post for governing authorities.

Within two days of its election, the AC shall elect from its composition by a majority of votes the Head of the Commission and his deputy. This moment marks the constitution of the AC, with all the rights and obligations for carrying out the electoral process in the institution.

The AC immediately announces its composition in visible environments of the Institution and its College's.

The registration of candidates for the positions of authorities and governing bodies set forth in this Regulation shall be made within five calendar days of the constitution of election commissions. The CEC and the CACs. The CEC and the CACs formalize the candidates, listing

them on separate lists for each individual leadership position. For governing bodies, the candidate lists will be separate according to governing bodies (Academic Council / Steering Council) and by different categories (academic staff, non-academic staff and students).

The CECI and the CFCs post stamped lists of candidates for the posts of Dean and Head of the Center for Professional Development, lists of candidates for responsible units of basic units, as well as lists of candidates for governing bodies, in visible environments. the institution and its constituent College's, not later than ten days from the date of their constitution.

Voter lists are compiled separately for representatives of different categories of the electorate:

- a) Academic staff;
- b) Non-academic staff;
- c) Students.

These lists shall be prepared under the authority of the Dean and shall be submitted to the CFOs no later than fifteen days after the commencement of the electoral process at the Tempulli College. The BACs immediately post the preliminary voter lists in visible premises of the respective College.

For any problems with the voter lists, voters must notify the respective BAC within three calendar days of the announcement of the preliminary lists. Within two calendar days after the expiration of the deadline for advertising errors, the BACs make a decision on the advertisements made and post the final voter lists.

The CECs submit copies of these lists to the CEC.

The CEC publishes them in visible areas of the institution.

The CEC and the BACs, based on the special lists shown in Annex 1, attached hereto, prepare ballots for each managing body (Academic Council, Center for Professional Development) and for each managing authority post no later than 5 calendar days before the election date.

CHAPTER VI APPLICATION OF CANDIDATES

The submission of candidates for competition at all levels starts from the moment the respective election commissions are constituted and ends within five calendar days.

The competition for the post of Dean is open to internal and external candidates. Candidate for the position of Dean must meet the following conditions:

To have proven track record in academic teaching and research, at the level of Full Professor at Tempulli College, but it is not necessary to be a full professor;

To have proven management skills.

The chairpersons of the Election Commissions issue to each registered candidate, respectively, a registration certificate stating the date of registration.

The application form for a candidate for managing position or member of a governing body must contain the full generalities, the job and the position for which he / she is running.

When the candidate is an academic staff of Tempulli College, only the application form for application for managing authority or member of a governing body is submitted for registration. When the candidate is not an academic staff of the Tempulli College, except for the application form for the Managing Authority or a member of a Managing Authority for registration, it submits:

- a CV:
- a photocopy of an official identification document,
- proof of title,
- the statement on prosecution.

The candidate for the Dean management authority should also submit his / her program for the development of the relevant institution or unit.

Tempulli College provides equal opportunities and equal conditions for all candidates to participate in the competition, the right to submit their electoral programs in any form and lawful manner including the possibility of organizing meetings with voters in appropriate premises.

CHAPTER VII CRITERIA FOR CANDIDATES

Candidates for members of the Steering Council, elected members of the Academic Council, as well as for the Governing Authorities: Dean and Head of Unit must meet the criteria set forth in this regulation and in the Law *"On Higher Education in the Republic of Kosovo"*. The number of members selected by the academic staff in the Academic Council corresponds to the number of the main units of the institution.

These members are elected for a four-year term.

Candidate elected to the Academic Council:

- a) cannot also run for a member of the Steering Council, for the position of Dean / Head or Head of Department;
- b) Must have at least a "Doctor" degree;

The total number of members of the Academic Council shall be determined at a meeting of the Steering Council within one week of the start of the electoral process.

Candidate for Academic Council member from academic staff:

- cannot run simultaneously for an elected member of the Steering Council;
- must have at least a "Doctor" degree.

The winning candidate for Dean in the main unit is also considered elected as a member of the Council, without undergoing the electoral process, for this governing body.

The total number of members of the Academic Council and the numerical structure according to the basic units shall be determined at the meeting of the relevant Council and approved by the Steering Council within one week of the start of the electoral process.

Candidates for College Council members, by academic staff, must have a title or a degree.

In determining the total number of members of the Academic Council, best practices for representing 15% of students and 5% of non-academic staff are taken into account.

Candidates from outside the institution who meet the above criteria may also apply for a leadership position and their academic qualifications coincide with those of the institution.

If such candidates prove to be the winners of a leadership position, they are hired full-time in the relevant position within the institution.

The candidate for the position of managing Head - responsible of the basic unit, must have at least a scientific degree "Doctor".

The candidate for the leading position in the CB, cannot run for more than one leading authority post at the same time.

Candidates from students for members of the Academic Council must be candidates pursuing studies at that institution or College respectively, in the full-time system.

The above candidates must have an average grade in the previous academic year above 7 (seven).

Persons who are serving a final verdict for criminal offenses or who have previously been convicted of criminal offenses may not run for any post of managing authority or member of the governing bodies of the institution.

Persons who reach retirement age within the term of office are eligible to run for members of governing bodies.

CHAPTER VIII ELECTORAL BODIES

The electorate for the Dean consists of:

- a) Academic staff of the College who is full time employed.

b) Non-academic College staff who are full time employed.

c) Students attending full-time studies at that College.

The elective body for the head of a basic unit consists of the academic staff of the respective unit, who is full time employed.

The elective body for the non-academic College representatives in the College Councils consists of administrative and technical staff, library staff, and full-time College staff.

The electoral corps for representatives of the non-academic staff of the institution (College's and dean) in the Academic Council consists of administrative and technical staff, library staff, and full-time staff and technical staff.

The elective body for College student representatives in the College Councils consists of full-time students studying in the respective College's.

The elective body for student representatives in the Academic Council consists of full-time students studying at the institution.

In the election of governing authorities, the votes of students and the votes of non-academic staff are calculated as a percentage. They are 20% of the total votes for students and 5% of the total votes for non-academic staff.

CHAPTER IX

MODEL AND ADMINISTRATION OF BALLOT PAPERS

Ballots for the elections are prepared by the CEC.

Ballots for different governing authorities, for members of different governing bodies and belonging to different constituencies, should be of different colors and visually distinct.

At the top of each ballot is its name. The ballot paper shall contain the names of the candidates for the post to which the ballot belongs, in alphabetical order.

For each candidate on the ballot paper it is written:

- Name, father's name, surname of the candidate, as shown in the candidacy documentation.

- Candidate rank / title.

In cases where there is only one candidate on the ballot paper, the possibility of voting against. The model of each ballot is approved by the CEC.

The CECs of the main units draw on the CECI the following materials:

The ballot papers will be administered by the respective CECs until the counting of votes.

Following the counting and distribution of ballots and the preparation of the minutes, the above envelopes are sent to the CEC.

CHAPTER X

VOTING

Voting takes place at polling stations near the College's. The BAC also functions as a voting commission at the College voting center. In cases where the number of voters is estimated by the CEC to be large and unaffordable by a polling station, as well as in the College's that operate remotely from one another, the CECI in cooperation with the CEC, sets up the creation of one or more new centers, location of the center (s), composition of the commission (s), and other elements.

The composition of the voting committee (s) as well as the location of the voting center (s) shall be made public in the visible premises of each College at least 5 calendar days prior to Election Day.

They start at 08.00 and continue till 16.00.

If there are voters in the voting center after this time, the center declares the voting process closed as the last voter leaves. In College's that have more than one voting center, polling station commissions draw the voting materials to the appropriate BFC at the time set by the BFC.

The process of voting of the electoral bodies in each College is led by the head of the CEF / VC center in the respective College, in the presence of the members of the Commission.

The BAC, under the chairmanship of the Chairperson and Deputy Chairperson and in the presence of the observers of the candidates, performs the following duties one hour prior to the opening of the voting:

- a) set up tables, chairs and secret rooms in such a way as to ensure the secrecy of the vote and the free and fast movement of voters;
- b) removes propaganda materials that may be located in and around the polling station within a radius of 100 m;
- c) post the instructions for conducting the voting in an appropriate and visible place within the voting center;
- d) post other materials requested by the CECI;
- e) checks all materials received on delivery;
- f) shows to the observer's empty ballot boxes and closes them, in accordance with the procedure set out in letter "e" of this point;
- g) on one of the sides of the ballot box clearly marks the number of the voting center, as well as affixes markers, which make it clear to the voter where to cast each of the ballots.

The members of the BAC, in the presence of observers, make a decision to open the ballot and sign it. After performing the duties specified above, the chairman of the VCC declares the opening of the voting no earlier than the hour prescribed in this Regulation.

During the voting process, the use of mobile phones by election commission members, observers and the electorate is strictly prohibited.

Each voter will only vote if he / she submit an official identification document as follows: - ID card - Passport.

The voter enters the ballot box alone and marks the "X" or "+" sign next to the candidate's name. Voting for the election of governing authorities shall be by a list of candidates. Each voter is entitled to only one vote for each post for governing authority. Candidates for each post for managing authority should be on the same list. Voting for governing bodies is done by a list of candidates. Each voter has the right to express as many preferences as the number of seats in the respective unit in each of the candidate lists for each governing body (eg If a main unit has 4 seats per Academic Council member from the academic staff, can vote for up to three preferences, as a seat on the Academic Council is automatically Dean Candidates for each governing body from each of the three designated categories (academic staff, non-academic staff, or full-time students) must be in relevant list by category.

Ballots that are considered invalid are:

- have signs that do not allow the selected candidate to be identified.
- are not ballot papers provided in accordance with the rules set forth in this Regulation as well as in other bylaws implementing it;
- bear signs declaring the voter's identity;
- Voting for persons not on the candidate list;
- express more than one preference in the list of candidates for the election of leading authorities.
- express more preferences than the number of seats on the candidate list for the governing body.
- invalid ballots are considered only for calculating the number of voting participants.

- unfinished ballots express abstention and are considered valid votes. Where only one candidate is registered, the ballot paper should allow the possibility of voting against.

CHAPTER XI

BALLOT COUNTING AND ANNOUNCEMENT OF WINNERS

The counting of votes takes place in the CFO, after the voting at the polling station (s) is completed. Polling station commissions established in the cases set out in this Regulation, upon completion of the voting process, close the ballot boxes and bring them to the CEC for counting along with the relevant minutes, which must be signed by all members present in the voting process.

If any member of the voting commission refuses to sign the record then the relevant note is made. The ballot boxes should also be closed and the relevant minutes of the preceding paragraph of this point should be drawn up at the CEC. The CEC declares the voting process closed after voting at all polling stations in the institution has ended. Immediately thereafter, the process of counting the votes begins in all the BICs of the institution. Observers have the right to follow this process.

When the ballot counting process begins, the ballot boxes must be closed, the ballot boxes open are not valid. make the count of votes for each candidate for the post of Dean and Department Leader, as well as for each voting Leading Body. The BAC submits to the CECI the outcome of the election for the Dean and Chief Executive Officers of the basic units.

Candidates for the post of Dean and Head of Department may nominate a representative to the CFO, who has the authority to oversee the entire voting and counting process.

Boxes are delivered to the CECI with a handover protocol signed by both parties. From the beginning of the counting to the conclusion of the counting process, candidates for the position of Dean, Head of Department, or their representatives, as well as the CEC monitors, may be held by any CEC. The BAC also sends to the CEC the minutes kept regarding the ballot counting process and the tabulation of results when requested. The FAs announce candidate lists for College Council members ranked by points. The student representative in the Representative Bodies is elected by the Student Council of Tempulli College.

Considered the winner in the position of Dean and Head of Unit, the candidate who is first on the list and his / her percentage in the list is not less than 33%.

If two or more candidates with equal points have emerged from the calculation of the voting result, the winner will be selected by lot. In the case of a single candidate for the position of Dean of Governing Authorities, and responsible for the base unit, he shall be considered a winner if his or her percentage of percentage is not less than 50%.

Where no candidate is a winner according to the provisions of this regulation, within two weeks of the day of voting, the second round of elections shall be held between the two candidates with the highest result. In the second round, the candidate who achieves the highest score is declared the winner.

In cases when in the lists of candidates for members of the Academic Council, the candidates listed within the predicted number of members have an equal number of votes, the winning candidate shall be selected by lot.

In the event that no candidate is nominated for a particular post of managing Head, elections for this position shall be repeated after a one-year period.

Complaints regarding the observance of the procedures and conduct of the election campaign, as well as the organization of voting at all levels, shall be addressed to the CEC in writing by the Election Day (including this day), which shall, after reviewing the measures taken, relevant.

Appeals concerning decisions on voting results and the announcement of winners shall be filed in writing with the Appeals Commission within three days of the announcement of the voting result.

The Appeals Commission calls for clarification the chairman, the deputy chairperson and a member of the relevant Election Commission when it deems the appellant reasonable, as well as the appellant. The Appeals Commission shall decide within three days by a majority vote of all its members.

The decision must be justified and reflect the opposing opinion. The decision of the Appeals Commission is final and must be executed.

CHAPTER XIII

TRANSFER OF ELECTED CANDIDATES AND THEIR APPOINTMENT

The winning candidates for the governing authorities shall be accompanied by the minutes and decision of the election meeting, with a statement of acceptance by the elected and, if any, their complete documentation and relevant decisions.

Nomination bodies must exercise their right of appointment within one month from the date of nomination. Members of the Governing Body: The Academic Council is announced by the CECI. These governing bodies begin their activity by convening the first meeting.

CHAPTER IV FINAL

PROVISIONS

The authorities and governing bodies of the **Tempulli College** during the electoral process continue to exercise all their powers except:

- Employment of academic and administrative staff;
- Candidate selection and award procedures for study programs.

The first meeting of the College councils is called by the elected Dean. This also marks the repeal of the previous councils and the commencement of the work of the new councils. Election documentation is made in duplicate, one of which is stored in the respective unit, and the other is forwarded to the nomination body. The documentation in the relevant unit is stored for one year. Minutes shall be kept of all election ballots. At the conclusion of the voting, the minutes shall be read and signed by the members of the commission present and by the supervisory representatives of the election commission. Ballot papers in the ballot boxes, after being counted by their name, are archived and stored.

The place, term and responsibility for archiving and storing them shall be determined by the CECI.

Transitional and final provisions

This Regulation shall be amended and supplemented in the same manner as its adoption.

This Regulation shall enter into force on the day of its approval by the Steering Council.

Pursuant to Article 21.2 of the Law “*On Higher Education of the Republic of Kosovo*”, Article 47 Labor Law no. 03 / L-212, Law no. 06 / L-113 on the Organization and Functioning of State Administration and Independent Agencies; article 11 of the Statute of Tempulli College, the Steering Council of Tempulli College at its meeting held on , after reviewing the draft regulation, at its meeting dated , issued the following:

3. REGULATION ON ORGANIZATION AND SYSTEMATIZATION OF WORKING PLACES

Article 1

The object of the regulation

This Regulation provides for the organization and systematization of workplaces in the physical space of Tempulli College.

1. The Regulation aims to provide the internal regulatory organization necessary for the smooth running of the teaching-scientific and administrative activity of the TC.
2. Tempulli College organizational structure in Pristina and internal organization;
3. An overview of the jobs and the conditions that candidates must meet for a job;
4. Description of jobs and tasks and number of posts.

The Regulation extends its effect throughout the academic activity of the CC by regulating the relationships that are created between the subjects participating in the teaching-scientific and administrative activity of the CC.

The regulation states:

- the mission of study programs,
- the internal structure and the way they function,
- the rights and obligations of governing bodies, academic and administrative staff,
- students, associates,
- rules for admitting students,
- for teaching,
- for research, for practice,
- for assessment,
- for graduation, for publications,
- for the recruitment of personnel and
- Provides for sanctions in case of violation of the regulation.

Article 3

Subjects

The subjects of this regulation are:

Governing bodies and authorities of the Tempulli College,

- academic and administrative staff,
- tips,
- commissions,
- students and
- associates of the institution.

Article 4

Internal regulations

The main units have separate internal regulations adopted by the relevant steering bodies and authorities of the Tempulli College.

The internal regulations extend to all structures, governing bodies and authorities, academic, non-academic staff and students, as well as any natural or legal person operating in the premises and territory concerned.

The internal regulations of the main constituent units regulate the relationship of these units with the base units and their other constituent units.

The constituent units have separate regulations with efCECts within them, approved by the governing body.

Article 5

The Academic Council of the Tempulli College may issue special regulations, permanently or temporarily applicable only to a particular field, direction, object or unit, to ensure the implementation of the Law on Higher Education, the Statute of the Tempulli College and this Regulation or where there is a specific legal obligation, in directions, situations or conditions of particular or extraordinary importance.

Article 6

Decisions, orders and instructions

The decisions, orders and instructions of the governing bodies and authorities, respectively, extend their efCECts to the respective directions when they have been adopted or regularly adopted, in form and within their competence.

Article 7

Notifications

The management bodies and authorities of the Tempulli College and the main constituent units shall be made aware of the relevant legal and sub-legal acts, or other acts issued by them, by the relevant structure.

The submission or notification of the above acts shall be made to the members of the governing bodies and the managing authorities as well as to the administrative staff, against the direct or attached signature of the relevant text, which shall be retained by the communicator for as long as the act is efCECtive and subsequently archived.

The above communication is also available through official emails.

This is also the case for the internal acts of the relevant organs and units.

Article 8

Individual notification

Academic, non-academic staff and students are made aware of the Law on Higher Education, the Statute, this Regulation, the internal regulations of the units and other acts of a permanent nature recognizing the text itself made available by the relevant academic and administrative structure at the time starting a working relationship or studying.

Amendment or repeal of the acts is done by general communication by posting it in special places, unless individual notification is required.

The texts of permanent acts and subsequent amendments shall be deemed to be published if published on the CC web site, except where there is an obligation to notify in person.

Article 9

Orientation week

This Regulation also provides a Statement of jobs and the conditions that must be met by the employees for each respective job position and the job title; as well as new hires upon hiring, all senior management, the Dean, the Secretary General set the weekly schedule for the new hire, which will serve as information week and briefing staff, regulatory framework and opportunities. at Temple College. This week aims to create insights into the development of work plans and the opportunity to create new ideas and initiatives that new staff can offer.

CHAPTER I

Article 10

Component units and structures

The constituent units of Tempulli College consist of:

- College`s,
- Departments
- Research and development centers, teaching-research groups,
- Center for Professional Development
- Laboratories and
- libraries.

Article 10

structure

Managing Authorities:

- 1. Dean**
- 2. Vice dean for research**
- 3. Vice Dean for Professional Studies**
- 4. Vice dean for research**
- 5. Head of the Center for Professional Development.**

Governing bodies:

1. Quality Assurance Office
2. Academic Council
3. Dean
4. Pro Dean
5. Center for Professional Development.

College Administration Structure

1. Secretary of the College
2. Quality Assurance Office
3. Student services
4. Career Center
5. Financial service
6. Legal Service
7. International cooperation
8. Diploma services
9. PR and marketing
10. IT and laboratory services
11. Library

Temple College Institute:

1. Professional program center
2. Center for Research and Projects
3. Auto School.

Article 11

MSC PROGRAM

With specializations:

1. Transport
2. Road safety and accidents
3. Postal traffic and telecommunications

Governing authorities:

1. **Dean**
2. **Departmental Coordinator**
3. **Pro-Dean**
4. **Administration**
5. **Scientific teaching assistants.**

Article 11

Head of College Tempulli

Department Coordinator

Teachers with Permanent Relationship and with grades:

Assistant Professor or even Lecturer.

COLLEGE TEMPULLI ADMINISTRATIVE SERVICE

Secretary of College Tempulli

To have completed Master's or University Degree with 4 years old system, or have completed PhD studies and have three years of experience in the field of Higher Education in Kosova.

Student service

Student Affairs Officer

To have completed Bachelor Degree, or to have completed Master Degree and to have two years of work experience in the profession.

Archive

Have completed high school and two years of work experience in the profession. Accounting and Finance Service

Accounting and Finance Officer

Graduated from the College of Economics and three years of experience in accounting and finance.

OTHER TECHNICAL SERVICES

Housekeeper - workshop for maintenance of buildings, water installation and heating

Have completed high school, and at least two years of field experience.

Security guard a facilities

High school, and at least two years of work experience, in insurance.

Guard

High school, and at least one year of work experience, literacy and communication skills.

The employee in cafe.

High school, and at least one year of work experience.

Technical worker for Maintenance

Elementary or high school.

Article 13

For all job openings, a public competition is opened, which sets out the conditions of candidacy as well as the proper admission procedure at the Institution as well as the time and procedure for holding the job test.

Article 14

For the duration of the contract, the Dean of Tempulli College may, in the event of a reshuffle on the grounds of quality promotion, reappoint the employee to another post where the level of professional preparation is rough and the same pay.

Article 15

DESCRIPTION OF JOBS AND DUTIES

Head of the College Tempulli

Organizes, coordinates and directs affairs at Tempulli College, which do not interfere with or constitute matters pertaining to the independence of the organs in the organization of academic programs.

The Head is a monocratic body and acts on behalf of Tempulli College, within the limits of the rights recognized by the laws, this statute, Tempulli College Regulations, and other laws and regulations.

The Chairman is appointed by the Steering Council on the proposal of the Academic Council. The appointment is for a 5-year period, with the right to be re-appointed only for another 4-year term.

The Mayor should implement the strategic goals and objectives of Tempulli College and enable the Steering Council to fulfill its governance function.

The Head of Tempulli College deals with collaboration with leading bodies in matters of marketing, promotion, quality delivery of programs and services, Facilities management, finance, tax and risk management.

Recommends the annual budget for approval by the Steering Council and prudently manages the College's resources with reference to budgetary guidance in accordance with internal laws and regulations.

The Head of Tempulli College takes care of human resources management effectively under the authorized policy of the Steering Council in order to ensure that procedures are fully compliant with current laws and regulations.

- The Head of Tempulli College oversees the planning and implementation of funds, including identifying resource requirements, researching resources, creating strategies.
- The Head of Tempulli College may be dismissed by the Steering Council for committing a crime, for mental or physical disability, for acts and conduct that grossly discredits his position and image, or for professional inadequacy.
- The Head of Tempulli College has other duties, such as: Represents Temple College in front of public and private bodies;
- Implement duties arising from the laws, decisions of the Steering Council, and recommendations of the teaching and science council;
- Requires or applies for various projects for state funding, donations from associations and individuals and independently administers the revenues, according to the main directions set by the Steering Council;
- Take measures for the publication of literature and texts;
- Consults and co-operates with all departments and other units and coordinates work with them, oversees

the implementation of statute and internal regulations for all staff, including performance appraisal for

each employee;

- Signs the appointment, dismissal or dismissal of the teaching staff, and appoints and dismisses the administrative staff of the College, based on the criteria set forth in the legal provisions and special regulations of Tempulli College.

The financial-administrative activity of the institution shall be carried out in accordance with the provisions of the Statute, as transmitted by the Secretary under the authority of the Principal.

The Principal may temporarily delegate duties and responsibilities to the Secretary or Dean of the relevant academic unit.

Dean

The Dean performs these duties and duties as set forth in the statute and:

- a) Assists the Departmental Coordinators in leading the affairs and activities of Tempulli College,
- b) controls the work of the student service, and receives students in conversation;
- c) Implements Tempulli College Council decisions in the field of instruction, prepares information on
student enrollment status and results at the end of each semester;
- d) participate in the work of the study committee and the collegiums of Departmental Coordinators;
- e) follow up the quadratic issue (election, re-election, engagement);
- f) Performs other duties as may be required by the College Steering Council.

Department Coordinator

The Department Coordinator performs the following tasks and duties:

- a) is the leader and responsible for the work of the Department,
- b) takes care of the realization of the Department's curriculum, and maintains evidence of teaching
- c) Prepares and chairs the meetings of the Department
- d) Ensures the execution of the decisions of Tempulli College Council,
- e) Organize, control and coordinate the work, and notify the Dean of the harmonization of work in the Department;
- f) keep records of the presentation of the master's and doctorate;
- g) monitors and supervises the work of technical workers,
- h) is responsible for discipline at work;
- i) Performs other duties that are within his competence.

Secretary of Tempulli College

- a) compile the normative acts of Tempulli College;
- b) Organize, coordinate, supervise and control the work of technical-administrative personnel;
- c) assist the Dean in the implementation and enforcement of the decisions of the Tempulli College Board,
and the harmonization of work with all Tempulli College departments;
- d) participate in the work of the Steering Council, the Academic Council of Tempulli College and other bodies, prepare the meeting material, issue decisions, conclusions and extracts from the meeting of Tempulli College bodies;
- e) follow the legal and other legal provisions regarding the work at Tempulli College;
- f) represents the College before the judicial authorities as authorized by the Head,

- performs all work from the employment relationship;
- g) keep personal records, employee files and other employee records;
- h) notifies new workers and guides and directs them to work placement and alerts workers who terminate their employment at Tempulli College;
- i) signs the indices and manages SEMS and performs other tasks within the scope of administration of Tempulli College;
- j) issue certificates to employees employed as needed;
- k) Performs other duties that are within the competence of the Secretary of Tempulli College and the Dean's order.

Committee of Ethics

Tempulli College Ethics Committee is a collegial body that discusses issues of Collegiate Life Ethics.

The Code of Ethics sets out how to make decisions, file and review complaints, execute decisions, and appropriate sanctions.

Student Affairs Officer

- a) Draws up lists of students according to departments and directions based on the student's registration number and archives them;
- b) Makes the student semester registration according to the criteria set by the Dean;
- c) Receives applications according to the registration competition, checks the documentation, keeps records of all candidates presented in the competition, adjusts records by school preparation, success in pre-schooling, gender of residence, parent occupation, nationality and other relevant data;
- d) Arranges records and keeps records of winter semester registration and certification for all years;
- e) Place the application forms, leaflets, and other documents in the student's file after registration;
- f) Receives exam papers;
- g) Performs other duties as requested and required by the Dean's leadership.

Archive and technical office

- a. Works on the regulation of chemicals for the needs of the Department;
- b. Provides laboratories and teaching staff with chemicals based on the reversal and permission of subject
- c. professors, the Department Coordinator;
- d. Provides to laboratories and teachers, gas-button tanks and laboratory tools;
- e. Ensures timely provision of material and chemicals necessary for the needs of the Department;
- f. Keeps records of chemicals, fixed assets and finite inventory and make six-month and one-year
- g. accounts;
- h. Discharges students, laboratories and teachers from laboratory equipment;
- i. Performs other duties as directed by the Department Coordinator and the Dean's direction.

Official for accountancy and finances

- a. completes all bank, budget, cash and other material, financial and chronological documentation and place them in the appropriate folder according to chronology and accounting practices;
- b. maintains the documentation as required by the law on public financial management;
- c. verifies the documentation, certify the arithmetic and physical accuracy of the data;
- d. checks supporting documentation (invoices, receipts, consignments, contracts and other eventual allowances);
- e. records the financial documentation by accounts and units in the relevant software;
- f. archives financial documents in chronology and is responsible for their preservation;
- g. is responsible for the reconciliation of financial accounts;
- h. permanently updates the account books;
- i. Performs other duties assigned by the leader.

Housekeeper - worker for facility maintenance, water installation and heating

- j. Takes care of the regular state of inventory, tools and premises in buildings.
- k. Ensures that the classrooms are clean (ventilated, open and ready for learning),
- l. takes care of securing the buildings and property of Tempulli College,
- m. takes care of the discipline of the workers (coming and leaving),
- n. identifies inventory breakdowns and installations (electricity, water supply, sewage, heating) and takes measures to eliminate them;
- o. controls the facilities, records the situation and takes concrete measures;
- p. Requires maintenance material,
- q. Organizes the maintenance works of the yard and greenery,
- r. controls the work of cleaners, keepers, janitors and maintenance workers,
- s. performs other duties as directed by the Dean and the Secretary, and reports on problems that he / she cannot resolve on his / her own.

Guard - security of facilities

- a. Controls, secures, safeguards and protects all property of Tempulli College;
- b. Visits the premises during working hours, and observes their regularity;
- c. Detects, prevents and presents phenomena and actions that may cause damage to the premises and
- d. other property of Tempulli College, or which may endanger the lives of employees and other persons
- e. located at Tempulli College, thereby ensure the unhindered work of workers and parties;
- f. In the event of the discovery of criminal offenses, secures and preserves the traces and other evidence
- g. which have been made in the course of the commission of those offenses;
- h. controls entry and exit, records and maintains records of time spent on the premises of Tempulli
- i. College;
- j. Controls the extraction and introduction of material means;
- k. Performs preventive measures of fire protection, and in case of fire occurrence is obliged to perform localization, respectively urgently notifies the competent Fire Service and the competent body of Tempulli College;
- l. Participate in the rescue of property and people in the event of a major disaster;

- m. Keep records of employees and parties who fail to comply with Tempulli College's property insurance rules;
- n. Performs other duties in accordance with the provisions of the normative acts of Tempulli College, as well as other duties as directed by the Department Coordinator, and the direction of the Dean.

Warden

- a. Receives the parties, directs and informs the parties in which office they may obtain information;
- b. each party requests the identification document and then notifies the College official whether he can accept the respective party;
- c. The parties shall receive and inform them fairly and shall act in a fair manner with all;
- d. keep records of departures during working hours for administration employees;
- e. The most detailed instructions are obtained from the Dean's leadership.

The worker in coffee

- a) a) receives the goods for the buffet, performs the service with various drinks, keeps accurate records of the expenditures of drinks, juices, coffee, tea, mineral water and milk and in special cases also alcoholic beverages and foodstuffs;
- b) b) do the cleaning of the buffet, and do the cleaning of the premises in the Dean's Office.

The worker for maintaining the hygiene

- a) Performs all work on cleaning the premises where the students of Tempulli College are teaching, administration premises (cleans all types of floors of premises, windows, walls, doors, radiators, glazers, boards, curtains, etc.);
- b) Maintains cleanliness of corridors, entrances, stairs;
- c) leaves the sanitary equipment and disinfect them;
- d) Ventilates of classrooms and offices-cabinets;
- e) Takes care of and presents breakdowns in, or breaking down, Tempulli College inventory;
- f) Performs other duties as directed by the Department Coordinator and the Dean's leadership.

Article 16

On the basis of the Dean's proposal, changes and additions can be made to the systematization of jobs, in the service of quality performance, without stress and work pressure.

Article 17

The increase or decrease in the number of jobs is done on the basis of the Dean's proposal, at the request of the students, and on the basis of the process of re-evaluating the study progress of Tempulli College.

Article 18

The Dean, Coordinators, and Tempulli College Secretary are responsible before the Steering Council.

All administrative-technical staff of Tempulli College are responsible before the Secretary.

All employees shall conclude employment contracts in accordance with the provisions of the Law on Labor Relations in Kosovo 03 / L-212 and the Statute of Tempulli College.

Article 19

Upon the entry into force of these Rules, each administration employee is required to submit a monthly report on the work he has done within that time, as well as interim reports on the cases necessary for the quality work of the College.

The report is submitted to the Department Coordinator or the General Secretary of Tempulli College.

Pursuant to Articles 8, 11 and article 17 of the law of “*High Education in Republic of Kosovo*”, and article 12 College Tempulli Status, on _____ issued this:

4. REGULATION ON MANAGING COUNCILACTIVITY

Article 1

General Provisions

Hereby is regulated the activity of Managing Council of Technical Applied Sciences College “Tempulli” (here after College Tempulli) in Pristine, as common Body (here after Managing Board).

Article 2

The provisions of this Regulation shall apply in relation to the organization of meetings, the chairmanship and place of taking, the enforcement of decisions and other matters relating to the work of the Steering Council, the Financial Regulation is an integral part of the Regulation. The work of the Steering Council in sessions as well as the maintenance of order apply to all persons attending the session.

Article 3

The Steering Council performs its duties within its competence and scope in sessions. Members of the Steering Council may, according to their authority, perform certain duties related to their duties outside the sessions as required.

Article 4.

The Steering Council is composed of five members, who are appointed and dismissed by the Tempulli College Academic Council holding their posts for a term of four years. Extended Steering Council as required, in addition to Councilmembers, is also comprised of department heads.

Article 5

The Steering Council shield according to the requirements and needs presented at the level of Tempulli College. The annual meeting of the Steering Council is held in September of each year. In principle, the Steering Council convenes meetings one to three times within the year, unless otherwise decided at the next meeting or when the Chairperson or any member requests an extraordinary meeting.

Article 6

Persons who are not employees of the Steering Council may attend sessions only with the invitation and permission of the board, provided that they keep their work secret.

Article 7

The Steering Councils represented by the Chairman of the Steering Council of Tempulli College.

II. RIGHTS AND OBLIGATIONS OF COUNCILMEMBERS

Article 8

Members of the Steering Council have the right to request from the professional services explanations, information and materials related to the work of the Board.

Council members have the right to ask questions to the Chairman of the Steering Council and other employees with special authorization.

Article 9

Members of the Steering Council have the right to discuss questions in the agenda at the session. Council members also have the right to participate actively in the discussion and propose measures from the powers of the board.

Article 10

The Councilmember is obliged to attend the session. The member may be absent only for reasonable reasons.

The Chairman of the Council decides on the justification for the absence of a member.

Article 11

No information obtained as a result of the Council meeting may be misused.

The Steering Council exercises these functions:

- a. Guarantees the financial sustainability of Tempulli College, and fulfill its mission by monitoring the implementation of the financial plan.
- b. Provides opinion on Tempulli College regulations; Determines the regulation and destination for the distribution of income provided by the institution from the exercise of its activities, on the proposal of the Secretary, as well as the use of funding sources.
- c. Approves the statute of the Tempulli College before it is forwarded to the Academic Council.
- d. Approves the detailed annual report of the Tempulli College's activity, prepared by the Dean's Office.
- e. Evaluates in advance:
 - i. Opening, reorganizing, or closing down its constituent academic units, on the basis of proposals from the core units.
 - ii. Closure and reorganization of the Tempulli College, as well as separation or merger with another HEI;
 - iii. Strategic Development Plan of the Tempulli College prepared by the Dean's Office after receiving the proposal of the Academic Council. The Strategic Development Plan is then approved by the Chairman of the Tempulli College.
- a) Upon proposal to the Academic Council:
 - i. approves the strategic development plan of the institution and oversees its implementation;
 - ii. approves the institution's annual and mid-term budget and oversees their implementation;
 - iii. approves the number of staff at all levels.
- b) Adopts regulatory acts on the criteria and procedures for hiring administrative staff.

Steering Council meeting

The meeting of the Steering Council is considered valid when more than half of the members are present. When this is not possible, decisions are made by a simple majority (over 50%) of the members of the Steering Council.

The agenda shall be proposed by the Chairperson and approved in any case by the Steering Council.

For decision making, understanding and open voting is a common procedure.

Article 12

Voting

Members of the Steering Council are required to take part in the voting.

- Voting at Council meetings is secret, unless otherwise specified in the applicable legislation.
- For decision making, understanding and open voting is a common procedure. The manner of secret balloting is mandatory in the case of nominal voting and in cases where such voting is required by the chairman or the Council itself.

The decisions of the Council shall be voted on by all members present without the right to vote. Decisions that contain evaluations of an individual's behavior or qualities are made by secret ballot. In the case of secret balloting, the chairman shall be assisted by two members of the board, nominated by him and approved by the board, who ascertain the results of the voting. Council members, who are present at the meeting and who have no legal impediment to vote, must necessarily express their "pro" or "against" position. The chairman votes last.

Members of the Steering Council, in addition to participating in their physical presence, may also participate in the activities of the Steering Council in other online ways previously approved by the Council for specific matters.

The meetings of the Steering Council are not public and its decisions are binding on all instances of Tempulli College.

Article 13

Decisions

Decision-making is done by simple majority of votes unless an absolute or qualified requirement is required by law. Members of the Steering Council may not abstain. If in an open voting process there is a tie, the voting result is determined by the vote of the chairman.

The decision to adopt the Statute of Tempulli College is taken by qualified majority in accordance with the applicable legal provisions.

Decisions of the Steering Council are valid when signed by the Chairman or his delegate.

Decisions approved by the Steering Council shall be binding on any other instance of the institution within the time limits and procedures specified in the decision.

Any avoidance, delay, negligence or mismanagement of decisions is analyzed on a case-by-case basis at Council meetings, also deciding on concrete measures to be taken instead of the rule and discipline in the Tempulli College.

Article 14

Publication of decisions

The Steering Council decides whether or not to publish its decisions.

Council meeting sessions are not public, but outsiders may be invited to attend: Deans, department heads, and administrators may be invited to attend Council meetings with the right to vote. The Head of Tempulli College is mandated by the Steering Council to sign official documents on behalf of the Steering Council.

Dismissal of Council Members

- Dismissal of Council members is effected by recommendation of founders, Council members for compelling reasons, and based on:

Conviction for a serious criminal offense punishable by imprisonment of more than six months;

- Inability to perform his or her post due to physical or mental incapacity, documented by a report from a consortium of independent physicians designated under applicable legislation or conduct, which represents failure, rejection, disregard, disability continuing to perform the duties of the post he holds, or to act in accordance with the principles set forth in this statute or law.

III. PREPARATION OF THE MANAGEMENT COUNCILSESSION

Article 15.

The proposal of the agenda of the Council session is set by the Chairman of the Board.

Article 16.

The material for the Council meeting is prepared by the chairman of the Council through professional services. Session material is sent along with calls.

Article 17.

In addition to the members, other persons may also be summoned at the Council meeting.

IV. HEAD COUNCILSESSION

Article 18

The Council session is represented by the Chairman of the Council and in his absence the person authorized by the Chairman himself.

V. PROCEEDINGS OF THE MINUTES

Article 19

Before starting the agenda of the session, the Council approves the order as well as the minutes from the previous session. At each meeting of the Steering Council the relevant minutes shall be kept.

The contents of the minutes include:

- a. time, date, meeting date;
- b. list of attendees at the meeting;
- c. the agenda;
- d. proposals, issues discussed by the Council members;
- e. the form and outcome of voting;
- f. any information or documents, subject to discussion and consultation.

Minutes shall be submitted to the members of the Steering Council for review and approval at the end of the meeting or at the beginning of the following meeting.

After approval, the minutes shall be signed by the Chairman, a member and the secretary of the meeting.

In cases where the proposed issues last more than one meeting, the minutes shall be approved by the members of the Steering Council at the conclusion of the matter;

Every member of the Steering Council has the right to request verification of the content of the minutes and to request its completion and correction.

Article 20

Discussions at the Council meeting only take place on issues approved by the agenda. In special cases the agenda can be supplemented.

Article 21

The Steering Council shall take measures and decide on all matters which are of general interest to the welfare, the most efficient performance of the duties within its competence at Tempulli College.

Article 22

The Steering Council may set up committees or professional working groups for specific areas. These committees, working groups will submit reports on their work to the Steering Council.

Article 20

Confidentiality

The conduct of the meeting, any discussion or debate made by members of the Steering Council and anyone else attending the meeting during its development shall be considered confidential.

Article 21

Archive storage

Minutes, decisions and any documentation reviewed at the meetings of the Steering Council shall be filed and archived in accordance with the provisions of the Law on Archives.

Article 22

Decisions and measures approved by the Steering Council are binding on all Tempulli College employees.

VI. FINAL PROVISIONS

Article 23.

This Regulation shall enter into force on the day of its approval.

5. REGULATION “ON THE ORGANIZATION AND FUNCTIONING OF THE ACADEMIC COUNCIL”

Article 1 Legal basis

The activity of Tempulli College Council (hereinafter Tempulli College) is based on Article 11 of Law no. On Higher Education in the Republic of Kosovo”, and the Statute of Tempulli College.

Article 2

The Academic Council is a collegial decision-making body at the College level

The Academic Council is the highest body of the Tempulli College that determines the institution's development policies, schedules, coordinates, directs and controls teaching and research activities and evaluates their efCEctiveness.

The Academic Council applies in its activity the principles of autonomy and academic freedom, as well as respect for students' rights.

Article 3

The main functions of the Academic Council in implementing the Statute of the CC are:

- guarantees respect for the principles of autonomy and equal opportunities for academic and research
- freedom, as well as the rights of students;
- endorses the academic development directions of the College proposed by all degrees of academic hierarchy;
- approves mid-term and long-term development plans of the institution and the annual program of its activities;
- approves the draft statute and draft regulations of the College with 2/3 of the votes of its members;
- approve new programs of study, research, development or part thereof as well as the opening, changing
- or closing of teaching or research units proposed by the relevant Institutions;
- approves the establishment of special centers or courses, as well as other service projects offered by the College`s, based on the proposal of the relevant College council;
- assesses, guarantees and bears responsibility for the internal quality assurance of the College, in
- accordance with state standards through the institution's quality assurance office;
- assesses the teaching-research activity of the academic staff;
- drafts and approves the list of criteria for the appointment of all levels of academic staff;
- ratify the agreements signed by the Dean on behalf of the College for membership in national and international higher education organizations, for cooperation with higher education institutions, public
- and private, domestic and foreign, as well as for cooperation agreements with non-governmental organizations;

- for problems it deems important it may establish permanent or temporary committees, with Council members and guests;
- when it deems it necessary, establishes special criteria in the selection of candidates for admission to the first, second and third cycle of studies as per the proposals of the College councils;
- abrogates the acts of the councils of the College's, when they are in conflict with the relevant statute and regulations;
- Ensures that all examinations are conducted and assessed in accordance with the standards of the Institution, which guarantee the appropriate quality and transparency;
- approves the annual report of the teaching-research activity as well as the financial one, in an open meeting for all academic and administrative staff and students.
- review the draft budget proposed by the Dean and submit it to the Steering Council for approval.

Article 4

The Academic Council is chaired by the Dean and consists of the Deans, the Heads of the Basic Units, other academic staff with academic degrees and titles as well as student body representatives.

Article 5

The AC Academic Council functions and has decision-making power within the timeframe for which its members are elected for a five-year term with the right of re-election.

Article 6

The Academic Council convenes periodically and decides by simple or qualified majority of all its members. By the decision of the Dean or $\frac{1}{4}$ of all members of the Academic Council, invites who are related to the issues under consideration may also be invited to the meeting.

Article 7

The meeting of the Council is convened by decision of the Dean. Dean in coordination with Pro-Deans; formulates and decides on the agenda and key issues to be discussed. The members of the Council together with the student's members of the Council have the right to get acquainted with the content of the agenda before the meeting.

Article 8

The Dean's decision to call the meeting and the agenda are published in the College's premises and electronically. In special cases, the decision is also published on the official website of all other interested parties.

Article 9

The Council meeting is opened by the Dean presenting the agenda and issues to be discussed or voted on. The meeting then goes through the procedures of verifying the presence of members and guests, as well as their legitimacy on a case-by-case basis. The meeting of the Council precedes with the presentation of issues by representatives of the proposed academic structures, with discussions, the opinions of other members, and then the voting of the proposals.

Article 10

The Council meeting is documented in a mandatory verbal process, maintained by the Dean's administrative staff.

Article 11

The Dean has the obligation, within 3 days of the meeting, to formalize in a formal document the Council's decision by signing it and accompanying its submission to the suCouncilinate academic and administrative structures with concrete implementation orders.

Article 12

The Dean has the right to delegate the power of directing the meeting of the Academic Council to one of the Pro-Dean (if any), only when his presence is impossible for work or health reasons, and when the Council meeting has a character urgent.

Article 13

Decisions adopted by the Academic Council are binding for implementation by any other academic and administrative body within the prescribed time limits and procedures. Any deviation, delay, negligence or maladministration of the decisions of the Council shall be analyzed on a case-by-case basis at its meetings, deciding also to take concrete measures to restore order and discipline in the College.

Article 14

The Academic Council meets in regular sessions 3 (three) times a semester. Academic Council meetings are held at the College's headquarters.

Article 15

The Academic Council, in pursuance of the Statute, shall consider any proposal submitted by the lower levels of the academic structures regarding curricula and research, their opening, modification or closure. The Academic Council guarantees the internal quality of the College by evaluating the teaching-research activity of the academic staff and providing the conditions for their improvement.

Article 16

The Academic Council has the right to set special criteria for the admission of students to study programs, for the recruitment of academic staff, and for the election of members of the Ethics Committee. All the above issues are passed by the Academic Council for a simple majority vote in the presence of all its members.

Article 17

The Academic Council approves by a two-thirds majority vote of all members present the draft statute and draft regulations of the College. The Academic Council ratifies the agreements signed by the Dean on behalf of the College for membership in national and international higher education organizations, for cooperation with higher education institutions, public and private, domestic and foreign, and with non-governmental organizations. The Academic Council also makes decisions on changes or repeals of the acts of the College Councils, which contravene the relevant statute and regulations.

Article 18

The term of the Council member in the College is 4 years and is renewable.

1. The term of office of a member of the Council shall expire when the term for his election expires;
2. resigns;
3. dies, unable physically or mentally to perform the function;
4. in case of serious violation of the law on higher education in the Republic of Kosovo, of the statute

- and regulations of the Institution;
5. is convicted by a final decision for committing a criminal offense
 6. fails to meet, without justification, the contractual obligations for at least a three-month period.

Article 19

This Regulation shall enter into force after approval by the Academic Council and signed by its Chairman.

Head of College Tempulli
Prof. Dr. Muhamet Krasniqi

Prishtinë,

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Pursuant to Article 13 of the Law on Higher Education in Kosovo, Article 17 of the Statute of the College of Applied Technical Sciences "Tempulli (hereinafter Tempulli College), the Academic Council in its meeting held on _____ issued this:

6. REGULATION ON THE WORK OF THE TEACHING AND SCIENTIFIC COMMITTEE

I. GENERAL PROVISIONS

Article 1

This Regulation defines the manner of work of the Scientific and Scientific Committee (hereinafter referred to as the Council), convening the meeting, chairing, holding, the manner in which it is decided, the procedure of its selection and the implementation of decisions and other relevant matters.

The Tempulli College has been institutionalized by the Teaching and Scientific Committee.

The teaching and scientific committee is made up of all full-time academic staff members who are absent and part-time College members who hold the title "Professor as well as Lecturer".

If the number of College members is less than seven, to reach that number in the Tempulli College, additional members are appointed, who may be professors of adjacent fields, from other College's within the College, guest professors or professors with College contracts or even College teachers who hold the academic title "Lecturer."

II. VERIFICATION OF THE MEMBERSHIP OF THE COUNCIL

Procedure for appointing members:

Not later than one week before the beginning of each academic year, the Dean of the College draws up a list of full-time as well as full-time academic staff, if absent from the College, holding the title of "Professor" and verifying that the minimum number is met. needed. If the minimum number is met, then the Dean announces the composition of the Scientific and Scientific Committee. In cases where the minimum number is not met, then the Dean of the College immediately calls a special meeting of the Academic Council, which meeting should take place no later than two days from the date of the call. The convocation of the meeting is also communicated in writing to the Dean and the College's as well as announced in the College's premises.

Article 2.

The decision of the College Council is immediately transmitted to the Dean of Tempulli College, who, within two working days, after considering the proposal and observing that it is in accordance with the legislation in force, this regulation or other applicable acts, approves the appointment of the member or members of the Council of Professors and immediately announces the composition of the Scientific Teaching Council.

The mandate of the additional members of the PCM is one year.

In cases where during the academic year, full-time persons holding a "Professor" academic title or full-time academic staff members acquire a "Professor" academic title, this will not afCECt the composition of the Scientific Teaching Council. which continues to work with designated members at the beginning of the academic year. The constitutive meeting of the Committee is chaired by the Dean of Tempulli College, or with his authorization one of the oldest Deans of Temple College.

Article 3

At its first meeting, the Committee shall verify the mandates of the members of the Committee on the basis of the Report of the Committee on the Verification of the Regularity of Members' Election. The report shall be voted in its entirety if no mandate has been contested. If a mandate is contested, it is first voted on for all uncontested mandates, and then for each contested mandate it is voted on separately.

If the Committee finds that the election has been irregular, the Committee shall request that the election be repeated.

The member of the Committee, who has been challenged or deferred the decision on the verification of the mandate, has the right to continue attending the meeting, but without the right to vote.

III. MEETINGS

Article 4

The meetings of the Committee are convened and chaired by the Dean of Tempulli College (hereinafter: the Chair). In the absence of the Dean, one of the Deans prepares and presides over the meeting, in the prescribed order, and in exceptional cases, in the absence of the Dean, the oldest member of the Committee presides over the meeting. The Chair convenes meetings as needed, usually once a month.

Extraordinary meetings may be held at any time according to the procedures laid down. The agenda for this meeting should be limited to one main point. Mbledhjet e Këshillit janë të hapura për publikun, pos në raste kur The committee decides otherwise. The members of the Committee shall be notified at least three days before the meeting by written notice which shall be placed on the notice board.

The Chairperson has the right at any time to invite an expert, or to invite other persons to the meeting.

The Chair is obliged to convene the Committee meeting if at least 1/3 of the members of the Council so request and if the intention is reasoned in writing. If the Chairperson does not respond within three days of receipt of the request, the oldest member of the Committee shall be convened by the Council.

IV. MEETING PARTICIPATION

Article 5.

All members of the Committee have the right and are obliged to attend Committee meetings. During the meeting of the Council, members must vote in person. Voting is not allowed.

Before the meeting of the Council begins, members will be signed on the attendance list which is an integral part of the pre-minutes. A member of the Council may be absent from the meeting for reasonable reasons, and shall notify the Chair in good time of the absence.

V. INITIATING THE MEETING AND APPROVING THE AGENDA

Article 6.

The Chairperson shall open, chair, interrupt and end the meeting.

In preparing the materials for the meeting of the Council, the Dean is responsible for coordinating with the Deans and the Secretariat of the College with the relevant services.

The Chair is obliged to include on the agenda written submissions submitted 72 hours prior to the meeting. Written proposals may be sent in person, by fax, by e-mail and signed by the Applicant.

At the beginning of the meeting, the Chairperson ascertains whether there is a quorum, proposes the agenda, opens the discussion on the agenda, and ascertains the approval of the agenda.

The Chairperson gives the floor to the discussant, concludes the consideration of the particular topic, puts the matter to the vote, ascertains the approval or rejection of the proposal, takes

measures to ensure the smooth running of the meeting, ascertains the completion of the meeting, and takes other necessary actions to conducting and directing the meeting in accordance with this Regulation.

The members of the committee have the right to propose changes and additions to the agenda. The materials or requests attached to the meeting may be approved by an absolute majority of the votes.

VI. COLLECTION COMPETENCE AND PERFORMANCE

Article7

The College-teaching council performs the following tasks:

- a. Examines and evaluates applications for the title of "Professor";
- b. Reviews and evaluates applications for the title of "Assistant Professor".
- c. Performs the evaluation and unification of academic degrees obtained abroad, equivalent to the academic title "Professor."
- d. Performs the evaluation and unification of academic degrees obtained abroad, equivalent to the academic title "Assistant Professor".
- e. Performs the evaluation and unification of academic degrees obtained abroad, equivalent to the academic title "Assistant."
- f. Performs the evaluation and unification of academic degrees obtained abroad, equivalent to the academic title "Lecturer".
- g. Performs evaluation and unification of academic degrees obtained abroad, equivalent to the academic title "Professor Emeritus".
- h. Approves invited academic staff, who will cover the realization of the theoretical disciplines of the Master's studies, as well as the leadership of the dissertations, by title or scientific degree, and the respective number of students for each leader.
- i. Establishes ad-hoc committees for the running of open competition for the selection of teaching or research group leaders.
- j. Other tasks for the PCC may be assigned in accordance with the legislation in force and the Statute of Tempulli College.

Meeting progress:

Once the agenda has been approved, the minutes of the previous meeting are reviewed and decided on issues that are within the approved agenda items.

The report and the reasoning for each item on the agenda are presented by the Dean, in his absence the Vice-Dean for Academic Affairs.

All members of the Committee present may participate in the discussion and present their views and proposals on matters to be decided at the meeting.

The Chair gives the floor in the order of presentation for discussion. At the meetings of the Committee no one can discuss without taking the floor from the Chair of the meeting.

The Chairperson is responsible for adhering to the Rules of Procedure, for the actions and conduct of the members in turn.

Participants can discuss each item on the agenda.

The Chairperson has the right to ask the speakers to adhere to the topic-matter under consideration. The debater who considers that any fact concerning his speech has been distorted shall, with the permission of the chair, have the right to appear for a reply immediately after the discussion is over. Replies to the same issue allow participants only twice and, as a rule, can take up to two minutes at most.

The Chairperson shall be obliged to suspend the meeting if he or she is not able to lead the meeting in a fair manner.

The Council may, on the proposal of the Chairperson or any member of the Committee, decide that the consideration of certain matters shall be suspended and shall be prepared in greater detail for the next meeting.

Article 8.

Inquiries and complaints

Any member of the Committee shall have the right to lodge a complaint on the particular subject. The Chairperson has the right to request that the request - complaint be filed in writing.

Requirements - Complaints about procedural rules must be reasoned in writing.

Requirements - Complaints about the Rules of Procedure can be filed for two reasons:

- a) The request to close the list of registered speakers, if the request is approved by a simple majority, only the speakers registered in the list during the submission of the request shall be entitled to receive the floor.
- b) The request for termination of review, if the request is approved by a qualified 2/3 majority of the members, the discussion ends and the other requests are voted on.

VII.DECISION - VOTING AND ELECTIONS

Article 9.

The Council shall only take effect when the meeting is attended by at least 2/3 of the total number of members.

Before voting, the Chairperson shall formulate a proposal for a decision or request regarding that item of the agenda.

After deliberation and conclusion of the discussions, according to the agenda, the Council makes a decision or conclusion.

The Council takes decisions by a majority vote of the total number of members.

If there are more proposals for decisions or conclusions, first those materials or proposals are voted on by the College bodies, then other proposals.

Voting shall be open or by secret ballot. The Council decides on the voting of the relevant meeting.

Voting is done "for", "against" or "abstaining".

Article 10.

The Council shall only take effect when the meeting is attended by at least 2/3 of the total number of members.

Before voting, the Chairperson shall formulate a proposal for a decision or request regarding that item of the agenda.

After deliberation and conclusion of discussions, according to the agenda, the Council makes a decision or conclusion.

The Council shall decide by a majority vote of the total number of members.

If there are more proposals for decisions or conclusions, first those materials or proposals are voted on by the College bodies, then other proposals.

Voting shall be open or by secret ballot. The Council decides on the voting of the relevant meeting.

Voting is done "for", "against" or "abstaining".

Article 11.

Voting by secret ballot is done for:

- a) nomination of candidates for Dean and Vice-Deans,
- b) the election of a member to the Committee;
- c) the election of a temporary member holding the position of dean of the Committee;
- d) matters relating to the privacy of any of the members of the Committee,
- e) issues when the chairperson requests a secret ballot.

VIII. MAINTAINING ORDER AT A MEETING

Article 12.

The chairperson of the meeting is responsible for keeping order at the meeting.

The Chairperson and the participant in the Committee meeting are obliged to abide by this Regulation.

The following measures may be imposed for violating the order at the meeting:

- a) Remarks
- b) Getting the word out and
- c) Departure from the meeting.

Article 13.

i. Oral reprimands may be imposed on those present if their conduct and discussion disturbs and disrupts

the normal work of the meeting.

ii. Speech is given to a member of the Committee, who by his conduct and statements disturbs and

disrupts the normal work of the Committee to which remarks have previously been made. This

measure is pronounced by the Chairperson.

iii. Departure from the meeting is pronounced to the participant if even after the word is interrupted, the

conduct of the meeting is hindered. This measure shall be adopted by a majority vote of the

Committee.

iv. The participant to whom this measure is imposed is obliged to immediately leave the meeting, which

measure is taken only for that meeting.

VIII. PROCEEDINGS FROM THE COMMITTEE MEETING

Article 14.

Minutes shall be taken at each meeting of the Committee. The minutes shall be signed by the Chairperson and the Recorder.

The minutes shall contain the following elements:

- a) the place, date and time of beginning and ending of the meeting,
- b) agenda,
- c) list of participants and those missing;
- d) all proposals and results of the respective voting
- e) essential notes on the course of the meeting.

Additional documents must be attached to the record.

The minutes shall be adopted at the next meeting of the Committee

The minutes are stored with the materials reviewed according to the agenda items as long-term documents.

Article 15.

The Registrar shall prepare the decisions, conclusions and recommendations of the Committee meeting.

Article 16.

The provisions of the Statute and the Law on Higher Education shall apply to all matters not covered by this Regulation.

Head of College Tempulli
Prof. Dr. Muhamed Krasniqi

Prishtinë,

Pursuant to Article 21.2 of the Law “On Higher Education of the Republic of Kosovo”, Articles 5, 10, 20, 55, 56 of the Labor Law no. 03 / L-212, in article 66 of the Statute of Tempulli College, the Steering Council after reviewing the draft regulation, in its meeting dated 19.03.2018, issued the following:

**7. R E G U L A T I O N O N T H E D I V I S I O N O F P E R S O N A L I N C O M E
T O O L S A N D O T H E R C O M P E N S A T I O N S O F T H E A P P L I E D
T E C H N I C A L S C I E N C E C O L L E G E " T E M P U L L I " (N O W E I T H E R
T H E C O L L E G E T E M P U L L I) I N P R I S H T I N A .**

Further, the description of the terms contained in this regulation:

Rate - the amount of hours set in the regulation for the personal income of academic staff. This class is set per week and means the number of hours that academic staff members spend with students during their work. Academic staff are paid on a regular basis for this fund of hours.

Overnight - hours held outside the norm setting. Certain amounts are paid for each hour above the set rate in the personal income regulation.

Full-time academic staff - Staff employed for more than 1 year on a full-time basis.

External associate - a person hired on a fixed-term contract.

Article 1

This regulation defines the bases and criteria for the distribution of personal income and other compensation to Tempulli College employees.

Article 2

To carry out the activity, Tempulli College realizes financial means from:

- the means the students participate in to secure the job of higher education,
- donations,
- funds realized on the basis of specific contracts entered into between the College and other institutions.
- Funds realized in the form of contributions from College employees and on the basis of contracts for complementary work with other institutions and employers.
- Proceeds from the awarded projects,
- The proceeds from intellectual and artistic creativity.

Article 3

The bases for regulating labor relations and the allocation of funds for personal income are the tasks and duties defined by the Regulation on the internal organization and systematization of jobs that they must perform during their 40-hour work hours. work.

Article 4

The tasks and tasks on the basis of which the remuneration is personal income are:

- Research work.
- Direct preparation for teaching development, lectures, seminars, colloquiums, exercises and practical work.
- Consultations on the design of diploma workshops and seminars.
- Checks and other obligations before exams.
- Exams.

- Drafting of scientific and professional references, reports and other materials for the needs of Tempulli College.
- Lead the work in the diploma work and participate in its evaluation and protection.
- Evaluation of scientific papers and drafting of reports for election respectively re-election of teachers and associates.
- Teaching-scientific activity with students without interruption from work.
- Ancillary laboratory work.
- Implemented projects.

Article 5

Teacher rate is 4 hours. The teacher who has more than 4 hours of lectures per week is compensated for each

hour above the norm.

Associate rate is 8 hours per week. A partner who has more than 8 hours of exercise per week is compensated for each hour above the norm.

Article 6

The teacher may have at least two hours of lectures per week when there is no free or new subject covered by the same or close field.

The teacher who has less than four hours a week will, if possible, be offered a lecture from any other subject in the same or related field. In a special case, if available, he will be offered to compensate for the lack of a two-hour course rate for the subject for which he was selected for one hour of lecture.

A teacher who has less than four hours of lectures per week and refuses to meet the norm in the manner provided for in al.2 of this Article shall be deducted the hourly subscription fee as well as the over-the-counter allowance.

Article 7

The affiliate may have at least 6 hours of exercise per week when there is no free or new material to cover from the same or nearby field.

An associate who has less than 8 hours per week will likely be offered exercise from any other subject in the same or related field.

A subscriber who has less than 8 hours of exercise per week and refuses to comply with the norm as provided in al.2 of this Article shall be deducted the hourly subscription fee as well as over-the-counter compensation.

Article 8

On the basis of job duties, complexity, scope, degree of responsibility, working conditions, coefficient set for each job, each College worker is entitled to this number of points:

1. Professor	500 points
2. Professor Assistant	455 points
3. Lecturer	400 points
4. Lecturer	300 points
5. Assistant	270 points

Article 9

Teachers of Tempulli College who hold more than 4 hours of lectures and associates who hold more than 8 hours of training are entitled to compensation for classes held as follows:

For an hour lecture of a professor	10 points
For an hour lecture of a professor assistant	8 points
For an hour lecture of a lecturer	8 points
For an hour lecture of a lector	7 points
For an hour lecture of an assistant	5 points

Article 10

Tempulli College teachers who take over 50 exams then receive a 5-point refund for any candidate who exceeds the 50 candidates.

Article 11

The payment for the guidance and protection of the diploma thesis is assessed as follows:

To guide the work of the diploma thesis	80 points
For members of the commission	30 points

Article 12

Teachers and other associates who are not in regular employment at Tempulli College and are giving lectures on exercises at this College shall be entitled to compensation for the following hours:

For an hour lecture of a professor	20 points
For an hour lecture of a professor assistant	18 points
For an hour lecture of a docent	16 points
For an hour lecture of a lecturer	15 points
For an hour lecture of an assistant	10 points

Article 13

Teachers and associates who are outside the territory of the Republic of Kosovo and give lectures on exercises in this College are entitled to the following compensation:

For an hour lecture	25points
For an hour exercise	12 points
For every coming	30 points

These teachers and co-workers are also entitled to reimbursement for travel expenses.

Article 14

The employee of Tempulli College who performs the specific tasks and duties belongs to the respective number of points:

Dean	140 points
Vice dean	100 points
Laboratory chief	50 points

Article 15

The following are deducted from employee's personal income:

- 1) The teacher or associate who fails to take the exam in the relevant subject according to the previously

announced schedule, for which there is no reason, the personal income will be reduced by 20% of the net income.

- 2) If the teacher or co-worker misses the lecture hours for the exercises, and for no reason at all, then the personal income will be reduced by 10% for each lecture lost exercise.
- 3) For non-attendance at the meeting of the Scientific-Scientific Council, personal income shall be deducted for a mediation for any non-attendance at the meeting. This applies only to members of the Council.

Article 16

An employee of Tempulli College may, with the Dean's consent, enter into employment contracts with other institutions or employers.

Article 17

Payment of personal income and other compensation based on all bases of this Regulation for the previous month shall be made at the beginning of the following month.

Article 18

The value of points is determined based on the results of the work of the College as a whole and the engagement of the employees and their contribution to the work. The value of points is determined by the Dean of Temple College.

Article 19

An employee of Tempulli College who is dissatisfied with the calculation of personal income on any basis whatsoever under this Regulation may file a written objection to the Dean of the College.

Upon receipt of the objection, the Dean will order the accounting service to verify the calculation within three days. Regarding verification, the Dean will respond in writing to the employee.

Head of College Tempulli

Prof. Dr. Muhamet Krasniqi

Pristine,

COLLEGE OF APPLIED TECHNICAL SCIENCES "TEMPULLI" IN PRISHTINA

In accordance with the Law on Higher Education in Kosovo, No. 04 / L-037, dated _____ and the Statute of the College, dated _____, issued the following:

DECISION

1. Approval of the Rules of Procedure of the Ethical Committee of the Tempulli College.
2. Implementation of this decision shall be charged by the Ethics Council and Tempulli College staff.
3. This Decision shall enter into force immediately.

PREAMBLE

Aware of the educational, research, professional and social function of a higher education institution, Tempulli College (hereinafter TC) recognizes the fundamental principles and ethical values accepted by the international scientific community in relation to teaching, research and research. all other university activities.

The TK guarantees and implements the institutional and individual responsibility and commitment of the academic community. He regards ethics and responsible behavior as fundamental values for pursuing institutional goals, promoting merit and excellence, for exchanges with the national and international scientific community, in creating a professional environment that is open to dialogue, interpersonal relationships and protection of individual values.

Through this document, the TC urges academic staff, academic, administrative and student supporters, each within the institutional role and function, to fulfill and promote:

- a. Basic principles recognized by the Convention and the Charter of Human Rights;
- b. Ethical principles of Magna Charta Universitāt;
- c. Principles of the European Code of Conduct for Integrity in Research and the European Charter of Student Rights;

- d. Constitutional laws and normative provisions regarding the transparency and dissemination of information by the public administration; preventing and combating corruption and lawlessness.

CODE OF ETHICS

Article 1

Legal basis

This Code has been drafted and promulgated in accordance with the Law on Higher Education of the Republic of Kosovo, Nr. 04 / L-037; In law no. 04/2015 on the Code of Conduct becomes the Civil Service of the Republic of Kosovo and in Articles 21, 67 of the Tempulli College Statute and the Ethics Regulation in the Tempulli College Research Activity as well as applicable legal and suCouncilinate legal acts covering the field of action. this Code, as well as applicable laws and bylaws related to the scope of this Code.

Article 2

Objectives

This Code sets out the moral and ethical principles that must be adhered to: professors, collaborators, scientists and researchers (hereinafter referred to as professors) who carry out teaching-scientific or teaching-artistic and scientific-research activities at Tempulli College, as well as Students in joint and independent research work.

Article 3

Honesty, justice, humanity and decency, mutual support as the basis of moral philosophy, represent the importance of teaching ethics. Ethical principles The professor should not accept them as passive, but as a set of principles that they follow in scientific, educational and artistic work, as well as in private life. It is his duty to adapt his work to these principles.

Article 4

The professor is obliged to carry out the duties for which he is assigned, in the best way, with dignity and responsibility. His conduct in public and private life is bound to preserve the prestige and dignity of the College and the profession he pursues.

Article 5

The professor is obliged to participate in social life and to use his knowledge for the benefit of society. In relation to colleagues, coworkers and students, he must be polite, correct and tolerant, adhering to the principles of criticism and scientific truth. When organizing the work should be impartial and correct. Professional prestige and vocation must be promoted and validated by the results of his scientific-research, professional, or artistic work.

Article 6

The professor should perCECt the profession by publishing professional results, sharing knowledge, data and experiences with co-workers and students, as well as through scientific, professional work and artistic associations.

The professor is obliged to reinforce the influence of the profession and to always show its true meaning.

The professor is obliged to show unprofessional claims and unsubstantiated findings concerning his profession, not overly praising his work and avoiding actions that would belittle, undermine prestige and dignity of others.

He will publicly present his opinion on professional views if they are based on substantive facts pertaining to the matter under consideration, that is, if his conviction is based on scientific and critical truth. Will behave equally as a witness in court or while working in professional and other committees. The allegations relating to certain matters, which have been pointed out or paid in the interest of somebody, will only be shown by the note on which he submits them.

Article 7

The professor is obliged to pay special attention to his teaching obligations. I will accept these obligations only after realistic assessment of my qualifications and abilities in a qualitative manner, in full.

The teaching obligations are obliged to perform in accordance with scientific knowledge and technological achievements. The educational process should be developed in such a way as to enable the student to solve the problems encountered, so that on the basis of the knowledge gained through understanding, he / she will accept scientific, technological and social achievements. The lesson should be taught regularly within the set time and duration.

Article 7

Students should be enabled to acquire relevant knowledge and sufficient preparation for the exam.

The professor should be available to the students for clarification and consideration regarding the acquisition of the syllabus. The teacher in the educational process, in dialogue with students and outside of the teaching process must respect the principles of non-violent communication. The professor is obliged to recommend the books, manuals, scripts and literature necessary for the acquisition of the syllabus. Students should not cut information that is important to successful study.

Article 8

The exam professor should evaluate the students on the basis of the knowledge, facts presented and knowledge of the material, the skills acquired and the way these skills are presented and apply them in real terms. It must base its requirements on the achievement of all necessary means when demonstrating the curriculum.

Article 9

The professor must not allow any interest in any other work to hinder the fulfillment of his scientific and scientific obligations. Jobs for which he has been elected at no time shall be subject to other obligations outside the College. The Professor must not promote, accept or perform tasks that are contrary to the humanitarian intentions of the Professor's personality and which may adversely affect his / her prestige and position as well as the prestige and dignity of the College.

Article 10

The professor has a duty and obligation to convey the confidence given in educational work to those who deserve it in its entirety. It is obliged to ensure the possibility of scientific and professional development and advancement of all persons with whom it cooperates impartially.

Article 11

An active creative atmosphere and objective and professional rapport with the work, associates and students should reign among the professors. The relationship between professors should be based on collegiality, mutual respect, respect for knowledge, professionalism and personal dignity, on providing creative help and cooperation, then on professional and human solidarity.

The professor should take care not to directly or indirectly disrupt the professional prestige, progress or work of the other professor. If he / she thinks that the appointed professor is guilty of immoral, illegal or incorrect work, he / she will notify the person responsible.

It should be contained in the public criticism of the other professor and his / her work, given that the professor's advice, professional and scientific associations, then professional newspapers are adequate places for professional and critical debate.

Article 12

Accepting the principles of this Code, professors are obliged to apply them at all times in an exclusive manner and solely in the interest of the College's prestige, its prestige and dignity, the prestige and dignity of the students and all other persons with whom it cooperates, then for the benefit of the profession and the duties it performs.

Article 13

Failure to comply with the principles of this Code, that is, consciously violating these principles, constitutes an infringement of the honor and duties of the professor for which he may be held responsible.

Article 14

Ethics Committee

The Ethics Committee is a collegial body that promotes and discusses ethics-related issues in the exercise of teaching and research activities, as well as professions and other related activities.

Article 15

Composition and establishment of the Ethics Committee

The Ethics Committee is composed of three members, who are self-nominated or nominated by the College's Collegiate bodies and are elected by the Academic Council for a two-year term, with the right of re-election. The first meeting of the Ethics Committee is convened by the chairman of the Academic Council. At the first meeting, the elected members of the Council elect their chairman. One of the members performs the function collegially and makes decisions by simple majority. Meetings of the Council shall be convened by its Chairman, who shall, as a rule, preside over the Senate, determine and chair the hearing on the issues discussed. Council meetings are held when at least 2/3 of its members are present.

The Ethics Committee meets at least once every three months, but when there are reports or denunciations by it, or by other superior bodies, it may meet more often.

Article 16

Functions and objectives

The Ethics Committee enjoys the following functions:

- Advisory, research, investigation and control for the implementation and adherence to the norms of the Code of Ethics.
- Aims, and prioritizes, to make consensual resolution of potential disputes;
- It is competent to propose to the Dean disciplinary action against violators of the provisions of the Code of Ethics.

Article 17

Compliance and Violation of the Ethics Regulation

In accordance with the provisions of the Code of Ethics, it is the duty of academic staff, administrative staff, students and any other member of the College:

- a) be familiar with the contents of the Code of Ethics;
- b) become familiar with the standards of conduct set forth in the Code;
- c) Refer to the Ethics Committee for advice on the implementation of the Code of Ethics and related regulations.
- c) Initiate claims immediately with the Ethics Committee on violations and propose measures if their basis is substantiated.

Article 18

Employee and student obligations

Employees of Tempulli College should:

- a) Respect the work schedule set by the employer Maintain a serious presence in front of students and other persons,
- b) during working hours, which includes serious and dignified clothing, the use of a vocabulary of choice and within the norms of civic ethics and conduct.
- c) To correctly execute the duties and orders of the superior in accordance with the laws and bylaws.
- d) To exhibit good behavior, within the norms of civic and professional ethics towards students, and to avoid cases where there is a conflict of interest under applicable law, declaring them to the superior as soon as they have appeared.
- e) Do not allow personal relationships to touch and do not give the impression that they affect professional relationships. He should not
- f) to seek and not to accept in any form privileges, benefits, interventions, favoritism, payments or endowments, from students or other persons, for the purpose of obtaining high results, or other favors which the teacher may perform because of duty.
- g) Not to distinguish between students, subordinates or colleagues because of personal recognition or preferences.
- h) Not to make and not be subjected to provocation, harassment of any kind by students or other persons for work purposes for purposes that are inconsistent with this Code, applicable laws and regulations, and norms moral.
- j) Take care of the property of the institution and not use it for personal gain. When undertaking private consulting
- k) work, the teacher should not use his / her authority and act on behalf of the College, as well as not use his / her public resources in private activity.
- l) To treat subordinates, colleagues and students equally, avoiding any harm to their dignity, personality and professional opinions.
- m) Not to consume alcoholic beverages or tobacco in the premises of the institution.

Student obligations:

Students are required to abide by the provisions of this Code as long as they enjoy the status of a student, and to comply with ethical-moral standards of good citizenship. So students in the CT facilities should:

- a) Implement the lesson schedule and adhere to the rules enshrined in the Statute and Regulation of the CC.
- b) To appear in a serious and dignified manner in the premises of the institution, which implies appropriate, non-extravagant attire and the use of appropriate vocabulary in accordance with ethical, moral and ethical standards.
- c) To respect teachers, peers and rules of instruction.
- d) Not to engage in provocative or harassing actions or gestures against other teachers or students in the institution's premises.
 - c) Not to offer in any form, privileges, benefits, interventions, favors, payments or endowments, on their own or
 - d) through other persons, for the purpose of obtaining high results, or other favors, which the teacher may not perform because of duty.
 - e) They all copy, do not cheat and do not cheat during the learning process, and do not shy away from paying tuition.

- f) Not to consume alcoholic beverages or tobacco in the premises of the institution. Not to use the cellphone in the classroom, and the hassle of the ticket.

Article 19

Spread of knowledge and academic freedom

Academic staff enjoys academic freedom in research, research, and teaching methodology. Teachers must abide by the responsible use of academic freedom, subject to an approved curriculum.

They must perform research, teaching, and practice with high performance through objective reading, study, experiment, observation, exchange, and self-evaluation by choosing efficient, useful, understandable, and fruitful methods and ways for students.

Every teacher should recognize and respect the scientific contributions of peers and students. In lectures, publications or presentations, Teachers should use acceptable professional practices for borrowed materials.

Teachers need to continually improve the methodology in order to be effective in teaching, encourage students to act freely and independently, and explain to them assessment methods.

Each teacher should explain to the students the objectives of the course in advance by doing so through lectures, demonstrations, practice and exams.

Teachers should be transparent in assessing and testing student knowledge, the methodology used, and their results.

Article 20

Violations subject to punitive measures

Violations that are subject to sanctions are:

- Dishonest acts, including fraud, forgery and other related acts;
- Threats, physical injuries, or other forms associated with them that pose a risk to the lives of members of the student community or others;
- The identity of the person, as well as the failure to provide the College staff with the information required for their function;
- Creating acts that cause or give rise to false declarations related to hazard warnings, threats or fires, explosive ordnance explosions or other emergencies;
- Breach of office by using official seals that do not belong to the statute-defined hierarchy;
- Tē Misconduct in the CT environment.
- Beach of any form;
- Forgery, unauthorized modification, or abusive use of documents and materials protected by copyright law;
- Unauthorized misappropriation, theft, embezzlement, destruction, damage or unauthorized use of the College's property, related facilities;
- Violation of the CB Rules & College's regarding the use of tobacco and alcoholic beverages; their possession, kosumi unauthorized distribution or sale
- The possession, use, distribution, or sale of illicit drug substances that are in violation of the law.

Article 21

Procedure for dealing with violations

In the event of a breach of the Code of Ethics, such as those expressly or otherwise provided for, however, a violation of ethical and moral standards, the Ethics Committee shall act on its members to investigate, mediate and establish a Hearing Group.

The council acts ex officio, or even upon individual request in the form of a complaint. It shall keep a record of all the violations it treats.

The treatment of violations will be based on the nature of the violation, the circumstances and the facts that emerge during the review.

When the Ethics Committee receives notice of a breach of the Ethics Regulations, the Chairman appoints one of the members who will conduct an administrative investigation, setting out the facts as well as the deadlines.

If necessary the work of the hearing group is also available. The decision of the Council shall be taken by a majority of the members present and shall be based on clear procedural, clear and convincing principles.

The decision must contain a summary of the facts and circumstances of the case, the outcome of the decision, the proposed punitive measure and be signed by all members who participated in the vote. The content also reflects the opposite opinion.

Punitive measures are, as a rule, of a progressive character, except in serious cases.

The decision must contain a measure based on the breach, intensity, repetition and consequence.

Article 22

Functions and objectives

For the purposes of this Regulation, the following terms shall have the following meanings: Conflict of interest is the state of conflict between a person's interests and professional responsibilities in which he has direct or indirect interests that afCECt, or may even afCECt, at first glance, unfairly and objectively. his or her responsibilities.

Beaching represents the acquisition, use or use of ideas, intellectual property, or the work of others, in writing or in other ways, without the author's consent or approval.

In support of independent research and material source review, the College has installed a beach program.

The student and researcher is also required to submit research data sources as well as to write and sign a statement on the authenticity and authenticity of the information source on the front page of the book, research paper, thesis, and Master's thesis. .

Counterfeiting represents the intentional alteration or even improper selection of data, images and / or the consent of co-authors or co-authors.

PART I

ON DISCIPLINARY PROCEDURE, ACADEMIC AND ADMINISTRATIVE PERSONNEL

Pursuant to Article 85, 86 of the Labor Law, no. 03 / L-212, as well as pursuant to Articles 50 and 57 of the Statute of the College of Applied Technical Sciences “Tempulli”

Article 1.

This regulation sets out the conditions for ensuring a climate in which all stakeholders must respect in particular the promotion of the preservation and appreciation of human integrity, the institution and, in particular, the student.

Based on this spirit, this regulation defines the responsibilities of the administrative staff of Tempulli College in fulfilling the duties assigned by law, statute, regulation and instructions within the Tempulli College as well as to determine how to apply the principles, norms and requirements in practice. the field of discipline, in view of respect for human rights and the implementation of legal provisions.

This regulation provides for disciplinary violations, punitive measures, disciplinary investigations, appeals, and methods and procedures of animation.

Article 2.

1. Reporting and identifying a disciplinary offense

Any suspected or alleged infringement must be reported to the Secretary General of Tempulli College or the Dean of the College concerned (hereinafter: the Head of the relevant body).

Article 3.

The Disciplinary Committee shall, upon receipt of the report verbally or in writing, for alleged disciplinary violations, must:

- investigate the case;
- interview the alleged offender and the person reporting it;
- analyze the details given in the statement, and will, according to his assessment, decide on the nature of the mild or gross violation.
- The chairman of the committee appoints one of the members as rapporteur. The reporting member reviews the file and completes it within three days and then submits the prepared report to the chairman of the Disciplinary Committee.

In taking its decision, the Ethics Committee shall rely on the provisions of this Regulation.

Article 4.

2. Disciplinary violations

A mild disciplinary violation is considered:

- a) Unreasonable absence from work,
- b) minor careless mistakes or
- c) Repeated errors that will not be subject to disciplinary proceedings will be taken as a minor disciplinary offense.

The relevant ethics committee will collect and review: any documents or evidence relevant to the case; will interrogate the alleged offender; his statement; the person who presented the alleged case and anyone with information about the case.

The interview should be held as soon as possible in order to determine the nature of the offender.

1. is a minor offense and is the first time,
2. a verbal warning is appropriate,
3. and a written warning is appropriate for repeated violations.

Article 5.

If the relevant Ethics Committee finds that:

The verbal and written warning record should be placed in the person's personal file.

Article 6.

Determination of serious disciplinary violation

If the Ethics Committee finds that a serious violation has been committed, it will refer the matter to the Disciplinary Committee of the relevant body of Tempulli College.

The Ethics Committee will interview the alleged offender within 5 days of being referred to the Disciplinary Committee and will clarify:

1. the nature of the alleged violation,
2. That the alleged violation be treated as serious and referred to the Disciplinary Committee,
3. when and where the disciplinary committee hearing will be held.

Article 7.

Where there is evidence of violence against other people or a risk to property, the relevant Ethics Committee may propose to the Dean to suspend the alleged offender from work and pay for the time while investigations and disciplinary proceedings are ongoing.

Article 8.

The following are considered as serious - disciplinary violations:

- Unreasonable opposition to the performance of the duties specified in the employment contract;
- Unauthorized theft, fraud, forgery, damage or misappropriation of College property.
- Breaking the Code of Conduct in College,
- Unreasonable absence from work for more than 5 consecutive days without any reason and without notice of absence;
- Repeated errors which, with their frequency and weight, disrupt the normal course of work;
- Direct or indirect discrimination or ill-treatment against another person of Tempulli College on the basis of gender, race, color, language, religion, residence, political opinions, social origin, and other cases protected by law;
- Abuse of any physical or verbal behavior of a sexual nature, violation of the dignity of the person at work that is undesirable or offensive which creates hostility, threatening or intimidating that person;
- Misconduct outside the workplace that does not match the status of staff or students at Temple College, and which may bring the College into disrepute, will bring Temple College a bad name.
- Willful property damage.
- Disclosure of business secrets.
- Severe work-related disability caused by alcohol or drugs.
- Making a false statement about the conflict of interest.
- Aggressive, threatening or offensive conduct in the workplace, and similar violations provided for by Law and other College acts.

Article 9.

2. Disciplinary Committee

- The Ethics Committee will establish a Disciplinary Committee which will decide on cases involving alleged serious violations. The commission will consist of three permanent members from among the members of Tempulli College.
- The term of office of the members of the disciplinary commission shall be as long as the term of office of the body which has appointed the committee.
- In cases of conflict of interest where the objectivity of the member is questioned, the member of the commission shall be replaced and a deputy shall be appointed for that special session and in the following cases:
 - where the commission member is in the position of leader over the alleged offender and is related to the offender by the family.
 - where the commission member has been the victim of the alleged offender or is related to the victim by the family.

Article 10.

2. Support of the disciplinary committee

The professional service of Tempulli College, and other organizational units, will provide the Disciplinary Committee with:

- providing advice and guidance to committee members,
- the collection of documentary evidence,
- preparation of the session schedule,
- notifying the persons required to be present of the details of the venue, the date and time of the hearing,
- keeping records of the disciplinary hearing and placing it in the candidate's file, and other matters required for the conduct of the proceedings.

Article 11.

5.Measures for gross disciplinary offenses

The Disciplinary Committee, after thorough examination of the case, proposes to the relevant Authority to apply the following measures:

Remark

- (Addresses academic or administrative staff in writing or verbally and is required to perform his / her duties due to his or her unethical conduct).
- written remarks (addressed to the academic or administrative staff in writing and asked to be more careful in carrying out their duties and work and to correct their behavior). Or
- the last remark.

For serious violations:

- Keeping a part of monthly salary: (Keeping from 1/8 to 1/3 of full monthly salary).
- Suspension: (Notification of academic or administrative staff that has been suspended from the function of Dean, Head, Councilor and Head of Department or the relevant academic or administrative function in which he or she is located).
- Exemption from the College for a fixed time, and
- Permanent exemption from Tempulli College (Notification of academic or administrative staff in writing that it has been proposed to resign from office to no longer be admitted to Tempulli College).

Article 12

Repeat of disciplinary violations

If the action or conditions for which a disciplinary measure is imposed are repeated during the period of deletion of a sentence in the disciplinary register then a more severe degree is given.

Article13

Assessment of positive status

If academic or administrative staff has performed positive services over the past period and is rated "good" or "very good" in the register then a lighter degree may be given.

Article 14

Collection and voting procedure

To the Commission: after hearing the rapporteur, it is moved to the consideration of the case. Once the matter has been clarified and when the reasoning and negotiations are sufficient, the vote shall be taken and the result of the vote shall be declared by the Head of the Commission. Each member of the Disciplinary Committee is obliged to cast his / her vote in favor or against. Abstention is not allowed. The decisions of the Disciplinary Committee are taken by simple majority of those present at the meeting. The mayor votes last. If we have equal votes, the vote

of the Head of the Disciplinary Committee is decisive. The voting result is reflected in a record and signed by those present.

Article 15

Deadline for the decision of the Disciplinary Committee

For measures of "warning" and "written warning", he is obliged to make a decision within seven days of the end of the interrogation.

For the measures “withholding part of monthly salary” and “suspension from management” the file is immediately submitted to the Disciplinary Committee.

The Disciplinary Committee is required to make a maximum decision within one month of receiving the file from the Disciplinary Committee members.

Article 16

The manner of giving the decision by the Disciplinary Committee and Publication of decisions

The Disciplinary Committee examines the personal data file of the personnel concerned, collects information from the relevant institutions or evidence about the personnel concerned, listens to witnesses or may consult with an expert if necessary.

Decisions starting from the date they are made shall be reasoned within 5 days by the reporters by means of a record. A quorum of their receipt is also determined. They are signed by the Chairman and other members. Members who share the opposite opinion state the reasons for their opinions and sign the minutes. Notification of the decision to the staff concerned The disciplinary measure taken is communicated to the staff concerned after being signed by all members of the Disciplinary Committee. Along with the communication of the decision by letter, the staff and the timing of the appeal shall be disclosed to the staff concerned.

Article 24

Prescription

Actions and conduct that are considered disciplinary violations in this Regulation within one month of being taught by the Disciplinary Committee should commence a disciplinary investigation, unless the competence to take disciplinary action for the staff concerned is terminated.

For acts and conduct that constitute disciplinary offenses if no more than six months have elapsed since the time they were committed and no disciplinary action has been taken, then no further disciplinary action can be taken on the staff concerned.

During the process of inspection of economic and financial activities of the CC if violations occur during the exercise of the duty disciplinary measures for these violations should be taken within 1 year after the violations in question.

Article 25

The procedure for initiating a disciplinary investigation and the terms of the disciplinary investigation

Disciplinary investigation of administrative personnel begins with a complaint request to the Secretary General, who sends this complaint request to the Steering Council. Disciplinary inquiry for academic staff begins with a complaint filed with the Head of the relevant Department who sends this complaint to the Disciplinary Committee.

Disciplinary investigation begins immediately on the day of notification of actions that are in violation of this Regulation. The disciplinary investigation must be completed within one month of the day the investigation is initiated.

If the disciplinary process cannot be completed then the Disciplinary Committee may, if it deems it reasonable, extend the period of disciplinary investigation, but not more than 15 days above the prescribed time limit.

Article 26

The way the Disciplinary Committee investigates the witnesses, may conduct a study or consult an expert if necessary. Each investigation and proceeding is verified by a record.

The record describes: The place where the report is held, the time, the purpose, who participates, the questions and answers, and in the end it is signed by the person conducting the investigation, the person being questioned and each person present. The record also identifies witnesses, addresses and similar information. Tempulli College staff is required to submit any documents, files or evidence to the Steering Council without delay and to provide them with any assistance they may require.

Article 27

The right to protection

No disciplinary action can be taken without the protection of the personnel concerned. The Disciplinary Committee shall determine the day of the defense, the personnel concerned shall be notified in writing at least three days before the start of the proceedings. This letter reflects the disciplinary violation allegedly committed by him, the day, time and place where the proceedings will take place and time left in order to prepare his defense. Personnel who, on the day designated to file a defense without reasonable cause during the proceedings, shall be deemed to have waived their right to defense.

Article 28

Investigation report

A report is drawn up at the conclusion of the investigation.

The report reflects: preliminary approval of the investigation, date of initiation of the investigation, identity of the person investigated, infringement, stages of investigation and protection.

Each violation is analyzed separately, the guilt is discussed and a disciplinary measure that is considered reasonable to propose is proposed. If there are any documents related to the case they are attached to the report and sent to the Disciplinary Committee.

Article 29

If the Disciplinary Committee does not specify another date for the disciplinary measure to enter into force, it shall enter into force on the day of its issuance.

The disciplinary measure "withholding a portion of the monthly salary" shall apply at the beginning of the following month following the date of the decision of the Disciplinary Committee.

Disciplinary measures given are reported to the relevant superiors.

Article 30.

Complaints

For disciplinary measures: written warning, academic staff may appeal to the Council while administrative staff may appeal to the Secretary General of Tempulli College. The decision to be made by the Academic Council or the General Secretary is final.

These decisions can be appealed administratively.

Article 31.

Complaint deadlines

Against the measures given by the Disciplinary Committee the deadline for appeal is 7 days after the personnel concerned have been notified. Disciplinary measures that are not appealed within this time limit are final.

In cases of complaint, the Academic Council analyzes the decisions made by the Disciplinary Committee and may take a lighter, more severe measure or may accept it as it stands.

The Academic Council shall render its decision within 7 days of the date on which the request for appeal is received, together with the decisions and appendices to the decisions.
The disciplinary measures that are annulled are deleted by the relevant Registry.

Article 32

Repeal of disciplinary measures

Disciplinary measures shall be recorded in the register.

Personnel in question two years after the disciplinary measure has been applied may request the disciplinary action to be dismissed with a request to the competent appointing officer.

If the personnel in question during this period have not committed any other disciplinary offense and their conduct has been regular, then the disciplinary action is dismissed.

Article 33

Data retention and file submission.

The disciplinary proceeding file, appendices and page numbers are kept in a register approved by the Deanery. This register records all stages of disciplinary proceedings.

Disciplinary proceedings file is delivered to the responsible person against the signature on the basis of confidentiality. Disciplinary proceedings file is delivered to the responsible person against the signature on the basis of confidentiality.

PART THREE

ON DISCIPLINARY PROCEEDINGS FOR STUDENTS

Pursuant to Article 85 of the Labor Law, no. 03 / L-212, as well as pursuant to Articles 61 and 57 of the Statute of the College of Applied Technical Sciences “Tempulli”.

Disciplinary procedure for students of this institution, filing - identification of disciplinary violations, disciplinary violations, appointment of disciplinary commission, support of disciplinary commission, measures related to disciplinary violations and other issues.

Determining the disciplinary responsibility of Tempulli College students and the grievance procedure, eligibility to appeal, and the appointment of a grievance committee.

II. DEFINITION OF STUDENTS 'DISCIPLINARY RESPONSIBILITY

Article 2.

Disciplinary measures remark:

- Disciplinary action "reprimand" is given if the following actions and conditions are established:
- In cases when the student does not respond in a timely manner to the questions addressed by the competent authorities of the College,
- To post notices outside the places authorized by the College's competent authorities The removal, deletion, contamination, alteration or usurpation of notices, programs or materials set forth with the College's permission,
- Behave badly and unjustly towards the competent bodies of the College or against the competent bodies of the suCouncilinate institutions of the College,
- Distributing without notice, posters and posters on College premises without authorization.

Article 3.

Disciplinary measure written warning The disciplinary measure “written warning” is given if the following actions and conditions are proven:

- a. To conceal information, provide false or incomplete information if requested by the competent authorities
of the High College,*

Students are required to abide by the obligations arising from the general acts of Tempulli College and this Regulation. Students should carefully and fairly utilize the resources entrusted to them during their studies, to protect them from destruction.

For violating the legal obligations and rules of Tempulli College, the student may be liable for disciplinary violations.

Article 4.

1. Mild disciplinary violation

- misconduct in the work premises of the Temple - College College where lectures, exercises and exams are held;
- disrupting order and quiet during lectures that disrupt the normal work of teachers and students;
- destruction of teaching equipment, laboratories, computers, library funds in libraries, and other property in the College;
- In cases when the student does not respond in a timely manner to the questions addressed by the competent authorities of Tempulli College;
- Post notices outside the places authorized by the competent bodies of Tempulli College;
- participation in political gatherings at Tempulli College premises for which there is no permit;
- performing other activities that cause harm and violate the authority of Tempulli College, teachers, associates, other employees and students of Tempulli College.

Article 5.

2. Serious disciplinary violation

The following are considered serious and disciplinary violations:

- Forgery, improvement of Index data, Certificate, Certification, SEMS and other documents issued by Tempulli College; falsification of teacher's mark or signature;
- Removal, deletion, contamination, alteration or removal of notices, programs or materials set forth by the CC permit;
- Hide information, provide false or incomplete information when required by the competent authorities of the TC;
- Behaviors that limit the freedom of learning and teaching;
- providing incorrect records to Tempulli College bodies for the purpose of acquiring certain student rights;
- false presentation for the purpose of taking the exam or performing other duties on behalf of the other student;
- inciting a serious incident in the work premises of Tempulli College where instruction (lectures, exercises and exams) is greatly hampered or hindered;
- major destruction of Temple Temple property;
- inciting hatred, beatings, gross insults on teachers, workers, students;
- Alcohol and drug use in Tempulli College facilities and other cases provided by Law, Statute and this Regulation;
- Direct or indirect threat to the staff or students of the College;
- Sexual harassment verbally within the premises of the College;
- Abuse by plagiarizing the topic and publications issued on behalf of our institution;
- To have been convicted of a criminal offense of any kind by a final court decision.

Article 6. Prescription of the case

The commencement of the disciplinary procedure for minor offenses for students is obsolete after the expiration of 6 months from the day when the offense was committed,
The commencement of disciplinary proceedings for gross misconduct for students is obsolete after the expiration of 12 months from the day the offense was committed.

Article 7.

3. Taking of disciplinary action

The Disciplinary Committee, after thorough examination of the case, proposes that the following measures to be taken:

- written remarks,
- Tempulli College exemption for 6 months,
- exemption from Tempulli College for one year,
- exemption from Tempulli College for two years,
- permanently excluded from Tempulli College.

III. DISCIPLINARY INVESTIGATION

Article 8

The Disciplinary Committee and Disciplinary Inquiry Procedure, as well as the Disciplinary Committee Members are elected by the Academic Council of Tempulli College for a two-year term. Disciplinary inquiry is done by members selected by the Disciplinary Committee.

Article 9

The procedure for initiating a disciplinary investigation and the terms of the disciplinary investigation

The disciplinary inquiry begins with a COMPLAINT REQUEST addressed to the Secretary of the College concerned. The College Secretariat sends this request to the Dean of the relevant College. The Dean of the College transmits the event to the Disciplinary Committee. Disciplinary investigation begins immediately on the day of notification of actions that are in violation of this Regulation.

The disciplinary investigation must be completed within fifteen days of the day the investigation is initiated. If the disciplinary process cannot be completed then the Disciplinary Committee may, if it considers it reasonable, extend the period of disciplinary inquiry but not more than 15 days above the prescribed time limit.

Article 10

The manner of conducting the investigation by the Disciplinary Committee Hears witnesses first, may conduct a study or consult an expert if necessary. Each investigation and proceeding is verified by a record. The record describes: The place where the report is held, the time, the purpose, who participates, the questions and answers, and in the end it is signed by the person conducting the investigation, the person being questioned and each person present. The record also identifies witnesses, addresses and similar information. Tempulli College staff are required to submit to the Disciplinary Commission any documents, files or evidence without delay and to provide them with any assistance they may require.

Article 11

The right to protection

- The student against whom a disciplinary procedure will be initiated must be notified in writing at least three days prior to the commencement of the procedure.
- This letter reflects the day, time and place where the procedure will take place and leaves time to prepare its defense.

- In the notice sent to the student, it should be clearly stated that if he / she does not appear without due cause during the proceeding he / she will be called as if he / she has waived his / her right of defense and in the case of no reasonable cause or force majeure. may be presented with an additional time to file his defense.
- Investigation, the student is given the opportunity to defend himself / herself.
- But the defense cannot be used as a reason to extend the investigation timeframe.

Article 12

Investigation report

At the conclusion of the investigation, a report is drawn up that reflects:

- prior approval of the investigation,
- the start date of the investigation,
- the identity of the person investigated,
- infringement, investigation stages and defense.

Each violation is discussed separately with the student and the disciplinary action is announced. If there are any documents related to the case they are attached to the report.

Article 13

Measures during the Disciplinary Investigation The Disciplinary Commission shall, if it deems necessary, take precautionary measures whereby the student subject to the investigation may waive the right to enter the Tempulli College facility. In this case the decision of the Disciplinary Committee shall apply. If, after committing a disciplinary offense, the student changes the department within Tempulli College or leaves the College for any reason he / she will continue to be subject to disciplinary proceedings until a final decision is made.

Article 14

Completion of the investigation

The investigation report and file, after regular review and evaluation, shall be submitted immediately to the Disciplinary Committee. The Disciplinary Committee examines the case no later than three days. If after considering the file the Disciplinary Committee finds it reasonable to obtain further information it may request the completion of the investigation by another member of the Disciplinary Committee.

Article 15

Meeting and preparation of the Disciplinary Committee work

The Disciplinary Committee meets upon the request of its chairman, at the place, day and time designated by him.

The meeting plan, notifications, and the work of the Disciplinary Committee are in the authority of its chairman.

Article 16

Quorum in Meeting and Reporting

The meeting of the council is valuable when more than half of its members are present. The Chairman of the Disciplinary Committee appoints one of the members as reporter. The reporting member examines and completes the file within two days and then submits the prepared report to the Head of the Disciplinary Committee.

Article 17

The meeting and voting procedure

In committee: after hearing the reporters goes to the consideration of the case. Once the matter has been clarified and when the reasoning and negotiation are sufficient, the vote shall be passed and the result of the vote shall be declared by the Head of the Disciplinary Committee. Every member of the Disciplinary Committee is obliged to cast his / her vote in favor or against. Abstention is not allowed. The decisions of the Disciplinary Committee are taken by simple majority of those present at the meeting. If we have equal votes, the vote of the Head of the Disciplinary Committee is decisive. The voting result is reflected in a record and signed by those present.

Article 18

Deadline and Decision of the Disciplinary Committee

Deadline for the Disciplinary Commission's decision on disciplinary measures warning, written warning, suspension of the right to continue studying at the Disciplinary Committee for a period of one week to one month is obliged to make a decision within five days of the termination of the decision. questioned.

Where other disciplinary measures are necessary, the file shall be immediately served on the Disciplinary Committee. The Disciplinary Committee is obliged to make a decision within ten days of receiving the file from the Disciplinary Committee members.

The Disciplinary Committee has the right to grant or not the proposed measure in the investigation report, by applying the rules, conditions and submitting the reasons it may issue a different disciplinary measure.

Article 19

Criteria to be considered when giving disciplinary action

- a- The Disciplinary Committee, When determining and evaluating a disciplinary measure, must take into account the gravity of the offense, the intentions and motives of the accused person, whether it be repetitive, conduct, attitude to the act committed and remorse.
- b- If he has committed an offense to the detriment of Tempulli College, in co-operation with a student of another institution, a disciplinary measure of a degree greater than that provided for the offense in question shall be granted.
- c- For disciplinary offenses committed in co-operation, where the culprit does not settle the crime, every person shall be given a measure considered reasonable by the Disciplinary Committee.

Article 20.

Notification and enforcement of disciplinary action

The measure given at the end of the disciplinary procedure is announced by the Disciplinary Committee:

- a- Student against whom a disciplinary measure has been taken,
- b- Parents (Mother or father), and in the absence of the latter any related person,
- c- Disciplinary measures; may be sent to the institution or its affiliates if necessary.

If the Disciplinary Committee does not specify another date for the disciplinary measure to take efCEct, it shall enter into force on the day of its issuance.

II. PROCEDURE OF COMPLAINTS

Article 21.

The grievance procedure is intended to protect the person and the student from unfair decisions. The person dissatisfied with the decision to impose a disciplinary measure has the right to appeal. The appeal is addressed to the second instance body.

1.Appointment of the Appeals Commission

Article 22.

The Disciplinary Committee will appoint a grievance committee consisting of: Secretary General, Dean and Student Representative.

The term of office of the members of the Appeals Commission shall be as long as (2 years) the term of office of the body which appointed the Appeals Commission. The members of the Appeals Commission may not be members of the second instance disciplinary commission.

Article 23.

In the event of a conflict of interest, the member of the Appeals Commission shall be withdrawn and replaced for that special session if:

- is in a management relationship with the complainant or is related to the family.
- is implicated in the incident (event) which is the subject of the complaint.

Article 24.

The professional service of the relevant body will provide the Appeals Commission with:

- advice and guidance, gathering documentary evidence and distributing appropriate documents to all parties;
- preparation of the schedule of the review sessions;
- keeping the minutes of the hearings and posting them in the personal disciplinary file.

Article 25.

The complainant must present new facts, arguments and evidence summarizing the reasons for the complaint.

- The appeal hearing shall be held as soon as possible and in any event not later than 30 days from the date on which the appeal is addressed to the appeal commission.
- The Appeals Commission will: review the testimony,
- determine on the basis of the evidence whether the complaint should be admitted,
- describes the disciplinary measure of improvement to be implemented. The commission may request the presence of witnesses to testify in the case.

The purpose of the appeals committee is to consider the evidence in the appeal, while obtaining additional evidence in the fact-finding.

Article 26.

The hearing must be completed as soon as possible and the commission must decide within 60 days of the day the case is referred to the commission.

The Commission decides by a majority vote of the members.

On the basis of a proposal from the Commission, the concerned authority shall adopt a decision which shall be notified to the complainant within 5 days of receipt.

The minutes of the appeal committee should be posted in the appeal file.

III. FINAL PROVISIONS

Article 27.

The Steering Council of Tempulli College is responsible for the implementation of this Regulation.

The interpretation of this Regulation is given by the Steering Council, on the basis of general principles of interpretation, always giving priority to constructive and positive selection.

Article 28.

The Regulation shall enter into force immediately upon signature by the Chairman of the Steering Council.

Amendments to this Regulation may be made by the same approval procedure.

Chairman of the Heads Council

Pristine,

Pursuant to the provisions of the Labor Law, the Law on Higher Education in Kosova and Article 66 of the Statute of Tempulli College: the content of the duties and tasks, the responsibilities for taking measures, the level of pay, the exercise of entitlement to annual leave and the shortage of staff, through the basis of an individual contract with the governing body of the Higher Education Institution in Kosovo, relates to:

8. **PRE-CONTRACT FOR EMPLOYMENT**

_____ between
College of Applied Science “Tempulli” (hereinafter College) located in Prishtina, Eduard Lir 158, Arberia represented by Dr.Sc. Muhamed Krasniqi, Head of Tempulli College, hereinafter the employer and
_____ by _____, hereinafter referred to as the employee, under the following conditions:

Article 1.

Working

position:

–
Depending on the needs presented to the College, the College retains the right to engage the employee even in cases that respond to the title held by the lecturer.

MAIN DUTIES:

Lecturing the appropriate learning subject, development of practical learning, consulting - counseling and meetings with staff and students, taking exams and engaging in research activity for the academic year – _____.

HE/SHE IS RESPONSIBLE FOR:

Performance of duties and tasks in time deriving from the Law on Higher Education in Kosova, Labor Law, Tempulli College Statute, regulations on the exercise of the profession and duties and responsibilities arising from EU regulations and best practices in the function of practicing the profession with quality and integrity.

Article 2.

The working hours for the main duties referred to in section 1 shall be in accordance with the approval of the schedule by the Steering Council.

Article 3.

The level of payment of _____ € per month is set in consultation with the governing body of the higher education institution for the work described under Article 1.

Article 4.

The employee is entitled to annual leave in accordance with the provisions of the Labor Law in force.

Article 5.

The employee has the right to be absent from paid work in the following cases:

- a) For official and religious holidays;
- b) Family leave and
- c) Maternity leave (parent)

Article 6.

Employee has disciplinary responsibility in cases of serious misconduct and failure to perform work duties (Code of Ethics)

Article 7.

The termination of the employment contract shall be in accordance with the provisions of Article 11 item 11.1 letters (a, b, c, d and dh) of the Basic Labor Law.

Article 8.

According to this pre-contract the employee will start work on _____

Article 9.

The Contracting Parties agree that any disputes regarding the terms of this pre-contract shall be resolved in good faith.

Article 10.

This pre-contract is drawn up in 2 (two) duplicates, one for the employer and one for the employee.

9. CONTRACT PARTIES

EMPLOYEE: _____ **EMPLOYER:** _____

Statement on the status of teachers, which will be included in the teacher lists for the _____ academic year at the Tempulli College of Applied Technical Sciences located in Pristina.

Pursuant to the provisions of the Law on Higher Education in Kosovo, the Statute of the Tempulli College of Applied Science and other laws and regulations governing the employment relationship of the academic staff, it is issued this

STATEMENT

I _____ from _____ street “_____” no. _____,
titled _____, in case of accreditation of Tempulli College of Applied Technical Sciences by the KosoAo Accreditation Agency for programs in which I can be a teacher

I declare that I will establish an employment contract with the Tempulli College of Applied Sciences for teaching relevant subject matter, developing practical lessons, consulting and consulting with staff and students, taking exams and engaging in research activity scientific for the academic year, project development, as well as for any didactic, research, and copyright responsibility for the _____ period

In Pristina, on _____;

Teacher: _____;

Name and seal: College of Applied Technical Sciences “Tempulli”

Pursuant to Article 9. Section 3.7 of the Law on Higher Assistance in Kosovo, Article 64 of the Statute of the College of Applied Science "Tempulli" (hereinafter Tempulli College), dated. _____, The Steering Council of Tempulli College, at its meeting on _____ approved:

10. R E G U L A T I O N A B O U T D E F I N I T I O N O F T E M P U L L I C O L L E G E O B J E C T I V E S F O R T H E P R O G R A M, W O R K - S T U D Y

I. G E N E R A L P R O V I S I O N S

Article 1

This Regulation sets out the conditions for students to benefit from a work-study program in accordance with Tempulli College's financial policies.

II. W O R K – S T U D Y

Article 2

2.1. As part of the financial aid package Tempulli College offers students employment opportunities in the work-study program as well as encourages them to offer volunteer opportunities for employment under the following conditions:

A student's salary may not exceed the cost of tuition.

2.1.3 Students engaged in this program are allowed to work a maximum of 15 hours per week.

2.1.4 Student selection is based on skills and success.

2.2 All students are eligible to apply for the work-study program, but priority will be given to students who

prove that they are in financial difficulty.

2.3 Students are excluded from working for two years in this program.

2.4 Students who are awarded a scholarship or financial aid are not allowed to work in the same academic year.

2.5 Students wishing to avail themselves of this opportunity should apply to the Career Center. This office is

responsible for notifying job vacancies as well as for processing and reviewing applications.

2.6 However, for students who express a desire for volunteer work, only the submission of a Request to the

Career Center at Tempulli College is required. The Career Center, based on its program objectives, will see

the possibility of engaging them in work that suits the student's profile.

2.7 Requests, after being processed and reviewed, will be sent to the owner for further consideration which will mean the final word on hiring.

III. T R A N S I T I O N A L A N D F I N A L P R O V I S I O N S

Entry into force

Article 3

This regulation shall enter into force on the day of its approval by the Steering Council of Tempulli College.

Pursuant to Article 26 of the Law on Higher Education in Kosovo and Article 65 of the Statute of the College of Applied Technical Sciences “Tempulli” (hereinafter Tempulli College) dated. 19.06.2007, The Steering Council at its meeting held on _____ approved:

11. R E G U L A T I O N A B O U T E L E C T I O N P R O C E D U R E F O R TEACHING TITLE IN TEMPULLI COLLEGE

I. GENERAL PROVISIONS

Article 1

The following steps are followed for hiring new full-time academic staff from Tempulli College:

- The Head of the relevant department proposes the criteria for the vacancies that must be met by candidates for full-time academic staff and submits the application for new full-time academic staff for approval to the relevant College Council;
- The College Council evaluates the submitted applications for the recruitment of new full-time academic staff and the approved application is sent to the Evaluation Council;
- Upon approval by the Academic Council, the request is sent for approval to the Steering Council.
- Upon approval of the request by the Steering Council, it is forwarded for further follow-up of the procedures for the announcement of vacancies, the Human Resources Office and the Legal Office.

The latter publishes open positions on the Tempulli College web site and at the Law Office;

The selection of candidates, through the evaluation of the application files, is done by a committee composed of the Dean of the respective College, the Head of Department and the Secretary General.

The Human Resources Officer follows the procedure of selecting candidates without the right to vote and in case of irregularities in the procedure, compiles the relevant report to the Dean and the Academic Council.

The evaluation criteria to be followed are set out in a separate regulation;

The Commission analyzes the applicability of the vacancy and submits the decision to the Academic Council for approval by a simple majority;

The decision made by the Academic Council is sent to the Steering Council for final approval.

For the recruitment of new part-time academic staff by the CT, the CV of the staff and documentation required by the Human Resources and Legal Offices, the relevant Departments or the Dean of Tempulli College are evaluated.

This regulation sets out the unique criteria and procedures for selection for teaching positions at Tempulli College.

The teaching and research activity in the College's is done by the persons selected in the teaching title.

Higher education activity can be carried out by the person selected in the scientific teaching title, i.e teaching title, for the time for which he / she has been selected.

Article 2

Conflict of interest

College Tempulli staff should avoid situations that create conflicts between the institution and their interests, as well as other institutions. Otherwise, the disciplinary measures provided for in this Regulation shall be taken.

Article 3

Performance evaluation

Evaluation of staff performance is performed based on the following criteria:

1. Activities in which Tempulli College academic staff are engaged are: teaching
 - a) scientific research
 - b) the use of technology in teaching;
 - c) engaging in projects;
 - d) support for the institution.
2. Assessment of academic staff performance is based on the activity of each member of the academic staff reflected in the planning of academic staff activities, the students' evaluation of the lecturer at the end of a discipline, and the self-assessment done by Tempulli College from the Office for providing Quality.

Evaluation of academic staff performance is done twice at the conclusion of semesters within each academic year, according to the respective evaluation form.
3. The Academic Council is the body that evaluates the annual performance of the academic staff.

Article 4

Criteria and Procedures for the Promotion of Academic Staff

College Tempulli uses a multi-stage process to promote academic staff. Each year, academic units (College's) determine which College members should be considered for promotion. For each individual recommended for promotion, the Dean should prepare supporting documentation explaining the recommendation and submit it for decision to the Academic Council.

Departments should be very selective in their recommendations, carefully evaluating any criteria and documentation presented.

Article 5

Promoting the careers of academic staff

Academic staff have the right to seek or obtain a career promotion by meeting the academic criteria set by Tempulli College.

Opportunities for promoting academic careers include leadership positions: Head of department; Dean, Vice Dean and Head.

Given a high academic performance and based on the institution's regulations, members of the academic staff have the right to be selected for academic promotion within the core and core academic units.

The proposal for this assignment is made by the individual concerned or each staff member within the respective unit as the approval passes to the approval of the institutional hierarchy up to the Steering Council.

Entitles

Article 6

Eligibility Criteria for resolving teaching title Professor

This title is permanent and in order to achieve this title the candidate must have the following qualifications:

- To have the degree - Doctor of Science;
- Demonstrate a high level of academic competence and scientific experience in a subject that is proven

by:

- A significant number of monographs, textbooks, publications in international scientific or artistic journals with at least 3 major papers published in international scientific or artistic journals, as first author or correspondent;
- Active participation in national and international conferences;
- Recognized creations or works in certain fields offered by Tempulli College or beyond;
- In particular he/she must have contributed to the development of culture and art;
- Long-term experience in basic and applicable research projects;
- Higher educational and teaching skills through reasonable practice;
- Academic leadership skills;
- Master's and PhD thesis guidance.

Eligibility Criteria for resolving teaching title Assistant Professor

For the title of Assistant Professor, the candidate must meet the following requirements:

- To have a doctorate degree or at least to be candidate;
- To provide a report from the Review Committee on this title. The commission consists of three teachers with doctoral degrees and proven teaching experience.
- To have a presentation at two or more international conferences or at least one major paper published and reviewed in international journals as first author or correspondent;
- To demonstrate teaching skills;
- To have at least three years of experience in the teaching process in Higher Education;
- All titles appointments and duration of employment is for 4 years;
- To have long-term experience in basic and applicable research projects;
- To possess high educational and teaching skills through reasonable practice;
- To demonstrate academic leadership skills;
- To conduct master's and doctoral thesis leadership.

Eligibility Criteria for resolving teaching title Lecturer

The person who has completed postgraduate studies in the field of science in which he / she is selected and demonstrates teaching skills, high professional skills, as well as the person who has completed relevant higher education, manages problems in discipline and has experience in practical learning

Article 7

Eligibility Criteria for resolving teaching title Assistant

The person who has completed relevant higher education with an average grade of at least 8.00, is competent in one of the world's languages and has the ability to teach - scientific, teaching - professional and special interest in the field, respectively the subject for which he is selected.

The person who has completed postgraduate studies, masters in the relevant scientific field, is competent in one of the world languages and has demonstrated ability for scientific teaching activity can be selected as an assistant.

Selection in teaching-scientific title is made periodically

Article 8

Periods for which the selection is done

The Lecturer is elected for a period of 5 years.

The new assistant is elected for a term of 3 years, with the right to be re-elected for a term of 2 years.

The assistant is elected for a term of 3 years, with the right to be re-elected for another term.

Article 9

Selection procedure Competition for election

The decision to open the procedure for calling elections, if the election is made for the first time, is made by the Scientific Committee.

The Dean's decision to announce the competition for the election of elected persons is made six months before the expiration of the period in which they were elected.

The Dean's announcement is announced.

Selection for teaching positions is made through the public announcement in the media and on the Tempulli College website.

The competition lasts 15 days from the day of the announcement.

The competition must contain the field related to the relevant scientific teaching activity for which the candidate is selected, the deadline and the general and special conditions for election.

The procedure for the vacancy announcement at the College's lasts 3 months. One day after the end of the competition the above procedure starts.

Article 10

Prematurely selection of a higher title

A candidate in a teaching post may be elected to a higher post in the same teaching-scientific field even before the expiration of the term for which he / she has been elected, if he / she fulfills the eligibility requirements provided by this regulation: if he / she has spent at least half the time. in his / her call, he / she shows particular success in the teaching process, scientific work in the respective field, respectively academic professional work and if he / she has contributed in particular to the application and implementation of the scientific activity in the field for which he / she has been selected.

Initiative for early promotion of the candidate shall receive at least the College from the same scientific teaching activity for which the selection is made, with a reasoned written proposal specifying in particular the good results of the candidate.

If there is no organizational unit within the College of that scientific teaching activity, the initiative for early advancement may be taken by the organizational unit from another higher education organization within the College.

Following the reasoned initiative to initiate the procedure for early advancement, the Tempulli College Council will decide.

The selection of the candidate in teaching and vocational calls is made by the Teaching and Scientific Committee of Tempulli College, based on the evaluation of the review committee's review.

Article 11

Review Committee

The Review Committee is formed by Tempulli College Council no later than 30 days after the deadline for submitting the candidate's application.

The Dean waits within 8 days to notify the members of the Review Committee on the formation and composition of the Review Committee.

The Review Committee shall consist of not less than three members. The members of the Review Committee may be from the College's where the selection is made and from other Universities or Colleges at home and abroad.

The members of the Review Committee may not be lower than the call for which the candidate is running and being selected.

The members of the Review Committee may also be retired persons with scientific teaching qualifications, regular professors who meet the requirements of this Regulation.

More than half of the members of the Review Committee are persons with academic and teaching backgrounds in the same field, while other members may be of similar scientific teaching background.

The proximity is determined by the Tempulli College Board, based on the scientific activity and disciplines designated by the Tempulli College.

The Review Committee shall provide a summary of all the candidates nominated and shall propose one of the candidates who meets the requirements for election to the call and proposes the calls in which he or she may be selected.

The Review Committee is obliged to submit a report within 60 days of the receipt of the decisions on the election of its members and the documentation.

If the review committee does not submit a report within the set deadline, a new review committee is formed.

The new proposal for the establishment of the Review Committee is offered by the Dean.

The Review Committee approves the candidate's election proposal by a majority vote of the total number of members.

If the review committee has no proposal, a new review committee is formed.

The reviews of the Review Committee contain:

- Biographical data of the candidate, evaluation of the scientific, professional, teaching and other achievements of the candidate which are important for determining the conditions for election to the call;
- data for the publication of scientific and professional papers from the evaluations of those papers, as well as a proposal for the selection of the candidate in the specific call.

The report, respectively the report is published in Albanian and English.

If there are separate opinions of the members of the Review Committee from the candidate's proposal, the opinions, together with the references, are announced in the Tempulli College bulletin.

Tempulli College is obliged to publish the review committee report in the Tempulli College bulletin not less than 15 days after the election.

If there are candidates who do not meet the criteria for an adequate call, the Review Council shall determine that the conditions have not been met and shall notify the Tempulli College Council thereof.

Within 15 days from the date of publication of the report by the Review Committee in the bulletin of Tempulli College, interested persons (participants in the procedure, teaching-scientific staff, teachers and associates from the College's and the relevant scientific teaching areas of higher education institutions) may submit objections to advertisements advertised for election in scientific, teaching, and associate summons.

The objection is submitted to the Review Committee through the Dean.

The Review Panel shall respond to the opposition within 7 days. The objection and response to the objection are announced in the Temple College bulletin and submitted to the Temple College Council 7 days before deciding on the referral for election in the appropriate call.

Article 12

Deciding on elections

The Tempulli College Teaching and Scientific Committee processes and votes the selection of candidates for teaching-scientific degrees if two-thirds of the members of the Council are eligible to vote.

The College member is elected if he / she wins the majority of the votes of the members of the Educational and Scientific Committee with the right to vote.

If, during the election, the scientific-researcher and associate for the higher calling fails to win the necessary majority of votes, then the same remains in the call he has.

Article 13

Persons not selected

The non-elected candidate has the right to appeal within 8 days from the day of notification of non-election. The complaint is addressed to the Committee established by the Council.

The committee established by the Council, within 30 days from the receipt of the candidate's complaint, forms a three-member commission with ordinary professor titles, two of which will be from the same or similar scientific teaching field.

The Commission shall, within 30 days, submit a report to the Council with an evaluation of the selection and justification of the election.

The Commission may propose that the candidate be selected in the call where he or she has previously been elected, propose to be elected in the call for which the candidate has applied, or propose to support the decision of the Council.

The Commission's decision is final.

Article 14

Early termination of election

Candidates selected for teaching positions may also be terminated prior to the expiration of the term for which they have been selected, under the conditions and procedure laid down in the Statute of Tempulli College.

The initiative for early termination of election is taken by the Dean of the College, the body of the internal organizational unit, or at least 5 scientific-teaching staff.

This initiative is being considered by Tempulli College Council.

If Tempulli College Council accepts the initiative, it will form a committee consisting of three full-time professors, two of whom are from the relevant teaching-scientific field where the candidate is selected, with the task of preparing a report on the basis of which a decision will be made for termination. snap of choice.

The decision of the Committee for early termination of election is published in the bulletin of Tempulli College.

The provisions of this Regulation on the procedure for calling elections shall also adequately apply to the procedure for early termination of elections.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 15

Amendments and supplements to this Regulation are made according to the approval procedure and the initiative for amendments to the Regulation may be submitted by 1/3 of the members of the Educational and Scientific Committee, the Dean and the Steering Council of Tempulli College.

This Regulation shall enter into force on the day of its approval by the Steering Council.

STEERING COUNCIL

12. REGULATORY FRAMEWORK FOR QUALITY ASSURANCE AND MANAGEMENT

Preamble

Raising, engaging and promoting quality is at attention of all Tempulli College activities, but focuses in particular on raising standards, recognizing the achievements and promoting a positive, transparent, accountable, collaborative and collaborative culture.

The quality regulatory framework ensures coverage of all organizations and bodies, staff, students and stakeholders within the institution as well as outsourced subcontracting activities.

The objectives are to:

- promote a culture in which every College, department and person sees quality improvement as a personal and collective responsibility;
- protect academic integrity and freedom and to be vigilant against academic fraud;
- develop strategies, policies, procedures, processes and initiatives that support an efCEctive cycle of planning, implementation, monitoring and improvement - and which take account of the external context;
- design, develop, accredit and regularly review, in and out, all study programs in accordance with legal standards and best practices in this field;
- our goal is also to ensure that learning outcomes and assessment practice are appropriate to our goals;
- support efCEctive teaching and learning that combines the research-led approach with student-centered;
- use data, other analytical materials and good practice guidance to ensure that evaluations and decisions are open, transparent and clearly supported, with relevant information;
- ensure that important reports and evaluations, including this framework, are published;
- make better use of national and international standards and best practices, in particular those related to trends in the European Higher Education Area, Bologna Standards and Guidelines (see ESG 15, standard, section 1.1.1);
- share and disseminate information and decision-making to all stakeholders in order to ensure that everyone is involved, that achievements are recognized and rewarded, and that there will be efCEctive performance management, including sub-performance.
- promote a culture in which every College, department and person sees quality improvement as a personal and collective responsibility;
- protect academic integrity and freedom and to be vigilant against academic fraud;
- develop strategies, policies, procedures, processes and initiatives that support an efCEctive cycle of planning, implementation, monitoring and improvement - and which take account of the external context;
- design, develop, accredit and regularly review, in and out, all study programs in accordance with legal standards and best practices in this field;
- our goal is also to ensure that learning outcomes and assessment practice are appropriate to our goals;
- support efCEctive teaching and learning that combines the research-led approach with student-centered;
- use data, other analytical materials and good practice guidance to ensure that evaluations and decisions are open, transparent and clearly supported, with relevant information;
- ensure that important reports and evaluations, including this framework, are published;

- make better use of national and international standards and best practices, in particular those related to trends in the European Higher Education Area, Bologna Standards and Guidelines (see ESG 15, standard, section 1.1.1);
- share and disseminate information and decision-making to all stakeholders in order to ensure that everyone is involved, that achievements are recognized and rewarded, and that there will be efCEctive performance management, including sub-performance.

When designing, developing, implementing, monitoring the quality and when evaluating quality policies, procedures, structures and initiatives, the College will have an integrated approach including the quality assurance and management defined as follows:

Quality assurance focuses on academic issues such as:

- *curriculum development,*
- *accreditation of programs,*
- *internal and external review,*
- *academic and ethical standards.*

These also include teaching and learning and are closely related to those services that directly support students, such as the library, the Student Services and the Career Center;

Quality management aims at the efCEctive development, implementation and monitoring of objectives and procedures and the quality of administrative and service sections.

Internal Quality Assurance Structure and Roles The College regularly maintains and reviews the internal quality assurance structure to ensure it is fit for purpose.

This includes the following units and roles:

- The College Council adopts a five-year strategic plan in which quality assurance and management are an important part. He has the ultimate responsibility for governance. It also endorses the three-year self-assessment report.
- The Secretary General and the Dean lead quality assurance issues through the Office of Quality Assurance and Management (SSC) and he / she is responsible to the Board.
- The Commission consists of the Dean, the Secretary General, the Vice Dean for Academic Affairs, and the two-year rotating coordinators from the quality assurance office.
- Technical support is provided by the quality assurance officer.
- The committee meets at least twice during the academic year to have a look and to provide a general direction.
- Academic Council - appoints the Self-Assessment Committee and approves the three-year report and annual progress report.
- Also, the Academic Council has decision-making authority and therefore oversees quality over a number of other academic issues, such as the adoption of academic study regulations, student registration competition, accreditation of study programs, and promotion of specific academic-scientific title.
- The Self-Assessment Commission, which is appointed by the Academic Council, is responsible for the preparation of the Tempulli College's three-year extensive self-assessment report in accordance with the criteria and process required.
- This committee also uses College / center self-assessment reports and provides annual progress updates.
- The team includes Tempulli College staff, students and external stakeholders, external experts.

They analyze relevant data, discuss quality issues, programs to be accredited, and provide advice, proposals, and recommendations to College, the Academic Council, or other College bodies as needed for improvement. They provide reflective analysis, to support the unit's Annual Work Plan, and for the three-year Institutional Report.

Self-evaluation report.

Scientific Teaching Council - is a professional College body and advisor to the Dean, academic and quality assurance issues;

The Collegium consists of Heads / heads of administrative services.

This body discusses important quality issues on a regular basis, under the direction of the Secretary General.

The Quality Assurance Office coordinates the operation of quality assurance activities and processes, student evaluation surveys, and central training activities.

Supports quality teams / public cooperation and trust boards and central committees, leads specific quality initiatives, ensures that information is disseminated and promotes positive quality culture through a variety of communication mechanisms.

The Quality Assurance and Management Team is appointed by the Secretary General. Works for the creation and maintenance of the College's Quality Management System.

Student Contribution to Quality Improvement - Student representatives participate in the Academic Council, Ethics Committee, Advisory Board, Self-Assessment Team, Student Council, Qualified Teams are regularly invited to provide input and monitoring of College activities and training sessions.

All programs are designed and (re) accredited in accordance with the Law on Higher Education, the National Education Framework and the process managed by the National Accreditation and Assessment Board.

Institutionally, this process is overseen by the Pro-Dean for Academic Affairs.

The Dean of the College is responsible for coordinating the design or re-accreditation of programs.

This process also includes the College Boards for Cooperation and Public Trust, which consist of external stakeholders, students and staff.

This is intended to provide an objective assessment of the goals and objectives of the programs in relation to the labor market and social benefits. The College guarantees academic freedom for College members on both levels - research and teaching.

In order to support the general standards of grading / assessment quality, the College has created an examination archive which is monitored for compliance and quality.

College's are encouraged to practice peer-to-peer monitoring and evaluation. College members are also encouraged to use exam rubrics.

Regulations on study cycles, plagiarism reporting form, and discipline regulations provide clear guidelines for maintaining academic integrity.

The Scientific Research Regulation, the Regulation for the promotion of the scientific title and the implementation of the research database, in combination with the aforementioned regulations, provide the same guidance to staff.

An annual analysis of the assessment / assessment data is carried out as part of the quality monitoring.

Institutional Quality Assurance In order to develop a positive quality culture, respond to change and the need for improvement, the College uses a range of internal evaluation mechanisms, including, but not limited to, the following:

- *The quality of teaching and learning is maintained and developed through a teaching observation scheme, annual student evaluations, individual staff evaluation and professional development opportunities.*
- *The annual staff appraisal procedure is an important tool for evaluating individual performance as a basis for contract renewal, promotion and promotion.*
- *This is supported by regulations and procedures for jurisdiction, grievance, working hours and disciplinary measures.*
- *The College operates a performance management contract for academic staff regarding research results.*
- *There is also an annual scheme to reward contributions made to learning and teaching.*
- *The Office of Quality Assurance and Management (CSMC) team standards for policies and procedures are overseen by trained internal audit teams on an annual basis and approved by external agencies for ISO evaluation.*
- *The College's finances are monitored by internal audit and by an external audit office which is accredited.*
- *Compliance level of staff members and students is reviewed through student evaluation and surveys of staff compliance rates.*
- *The college operates a student grievance procedure and supports the student elected representative in its work.*
- *At the institutional and unit level, academic and administrative units prioritize and articulate strengths, weaknesses and priorities in action plans that are widely guided, actively disseminated and used.*
- *The College provides regular staff training, general and special, and supports staff with requirements for qualification, research publication and mobility.*
- *External Quality Assurance In order to develop a quality culture, the College adapts to relevant legal requirements and uses a range of external evaluation mechanisms to develop excellent practice, including but not limited to points in following:*
- *In accordance with the Law on Higher Education, the National Qualifications Framework. and other relevant laws.*

- *This includes co-operation with the Ministry of Education and the agencies concerned with this activity and with Quality Assurance, with particular emphasis on their use, with a view to expanding good practice;*
- *External evaluation through external experts, who provides objective external evaluation for an initial and subsequent evaluation cycle (the initial and subsequent evaluation are now completed);*
- *External evaluators of study programs review programs for a 4-6 year cycle in order to provide College / academic units with analysis and recommendations to support their development;*
- *External ISO standards are applied with annual revaluation in order to verify the effectiveness of policies and procedures;*
- *Participation in TEMPUS and ERASMUS projects, conferences and other forums and active and regular review of internationally promoted trends and best practices.*
- *Informing staff, students and stakeholders The College ensures that the information published in relation to its provisions is relevant to its purpose, is accessible, reliable and is available in all languages used at the College level. This process is overseen by the Information Office. Relevant data is regularly reviewed for the purpose of improvement.*
- *Impact of the Statement of Equality This regulation is implemented in accordance with the College's principles of commitment to equality and diversity summarized in the Mission Statement.*
- *This includes fair and equitable treatment for all staff and users of the College's services, respect for diversity, and implementation of the College's policy on flexible use of languages.*
- *The Equal Opportunities Regulation and the Discipline Regulation for staff and students support the College in dealing with discrimination, ensuring respect, equal opportunities and academic freedom.*

PART II

- Fully compliant with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, September 2017; part V of the KAA Manual on the Accreditation Process in HEIs, part of the Code of Ethics for Quality Assurance; Article 7 and Article 15, dated 29 August 2011 of the Law “On Higher Education in Kosovo, as well as Articles 10 and 11 of Tempulli College of Applied Technical Sciences (hereinafter Tempulli College), Tempulli College Steering Council) with provisions on quality control and evaluation at Tempulli College

Objective

Article 1

Tempulli College develops its own system of evaluation, reassessment and improvement, objective, independent and professional quality assurance, in order to maintain and stimulate quality and achieve the objectives of higher education activity and research. scientific.

Tempulli College guarantees that quality assurance is achieved through collaborative work, in which a central and active role is played by the student, academic, administrative, management staff in conjunction with industry-driven market demands. This provides a learning environment, presented in curricula, competencies and necessary infrastructure.

Article 2

Quality assurance and evaluation

The assessment covers the entire spectrum of Temple and its services. The assessments analyze the efficiency and efCEctiveness of Tempulli College's operation in all areas of education and scientific research.

Tempulli College has established its own internal quality assurance unit which continuously monitors and evaluates periodically the results of teaching and research activities.

Article 3

Evaluations are conducted according to international standards of evaluation.

Article 4

Evaluations have the following efCEcts:

- Public Motivation and evaluation in case of positive results;
- Implement appropriate measures to improve performance in the event of adverse outcomes

Article 5

The results and efCEcts of the evaluation will be considered by the Steering Council, results that will have an impact on the budget allocation.

Article 6

Assessments are made in the following directions:

1.Evaluation management measures at all organizational levels regarding:

- Establishing and adapting study programs;
- Replacement of study programs;
Organizational measures such as establishing, adapting and merging organizational units,
- Achieving social goals.
-

1. Evaluation of study programs and study organization;

2. Assessment of teacher quality;

3. Evaluation of research, research and scientific activities.

Assessments are made to achieve the objectives, adapt the work and economize the measures taken.

Article 7

Evaluation of teachers' work, scientific research

The evaluation of teachers' work and scientific research is done in the following way:

1. Internal evaluation is carried out through self evaluation:

- a. Questionnaires and self-assessment by academic staff;
- b. Anonymous Student Assessment Questionnaires;
- c. Parameter analysis based on work report and fulfillment of obligations.

1. External evaluations by MEST experts (KAA):

a. Presence in lessons

b. Expert Reports

Tempulli College regularly conducts internal assessments in accordance with the provisions of the Statute of Tempulli College and this Regulation.

Article 8

Student assessment of teaching quality is done twice a year, at the end of the semester, for each subject or module, before exams through anonymous questionnaires coordinated by the KSO, which creates an online platform for the implementation of the questionnaires.

The questionnaires are compiled in detail by the KSO based on the standard structure of the questionnaires provided by the Steering Council and will be stored and used in a database and physically.

The Career Center also conducts research studies on a semester basis on the performance of student employment and the efficiency of study programs.

Article 9

All external and internal evaluations will be performed by standard procedure, including the following actions:

1. The managing authorities responsible for the evaluation shall, prior to the evaluation, inform the

Tempulli College unit affected by this evaluation of: fields

- a) **Objectives**
- b) **Procedures and schedules,**
- c) **instruments.**

1. Prepare the written report version upon completion of the evaluation for:

- a) Evaluation procedure,
- b) Results,
- c) Proposed measures.
- d)

1. The assessed units are given a reasonable period of time to respond to the report version. These comments will become an integral part of the evaluation report.

1. The final evaluation report will be given to:

- a) **All responsible persons of the units evaluated,**
- b) **As well as the Management responsible for implementing these measures;**
- c) **As well as be used as a basic source for external evaluation and continuous quality improvement.**

Article 10

External evaluation

External evaluation is done:

- 1. **At the initiative of the Steering Council and the Dean;**
- 2. **At the initiative of KAA and after consulting with the Head of Tempulli College, the Steering Council and the Dean of Tempulli College.**

Article 11

External quality assurance in higher education is developed through the process of external accreditation, analytical and comparative assessments, and related measures with the sole and sole purpose of quality assurance.

Study programs at Tempulli College are subject to first, periodic and comparative assessment.

The first institutional evaluation and evaluation of programs are carried out prior to the issuance of the first diplomas by a higher education institution.

Institutional evaluation precedes that of study programs.

Periodic evaluation is carried out for educational institutions and study programs that have obtained the first accreditation, within the time limit of its validity.

Tempulli College units and their governing bodies are required to provide the necessary data and information for evaluation, as well as to cooperate closely, objectively and professionally based on the principle of transparency and accountability during the evaluation.

Periodic review of the study program:

The College organizes at the end of each academic year a periodic review of its study program and curriculum. The dean of the College activates the commission to review the study programs and their regulation, which is responsible for this process.

During this review attention is paid to:

- a. review of credit allocation for module or group - relevant modules;
- b) reviewing curricula of specific modules;
- c) reviewing the constituent elements of the modules and allocating credits among them (lectures, seminars, assignments, projects, laboratories, etc.);
- d) revision of the study program regulation;
- e) reviewing the necessary didactic basis for the realization of the study program, identifying the shortcomings and taking measures for the following year;
- f) review of the literature used, shortcomings noted and measures to improve the situation;
- g) reviewing the implementation of the study program in the relevant academic year;
- h) review of knowledge / exam control procedures and analysis of audit results;
- i) review of feedback received from the student;
- j) Successful implementation of the review process requires gathering the necessary data throughout the academic year. The College Dean organizes the process of attracting students' opinions about the development of the teaching process in all modules.
- k) Teachers at the end of the academic year provide a written report on all aspects of the organization of teaching for the relevant module, identifying problems and suggesting solutions, as well as about knowledge control procedures and the results obtained.
- l) The secretary-general and the vice-dean constantly check the progress of the teaching process, recording any deficiencies in the development of the lesson, which become the subject of the review

process.

- n) The administration of the College shall draw up a written report concerning the provision of the material basis and records of any deficiencies noted.

All data collected is stored in a separate study program file in the College archive. This file is made available to the review team at the time of the study program review.

The review report sets out the changes to be made to the study program and its curriculum, to the implementation process, to the material and didactic basis, to the academic staff, to the procedures of students' knowledge control and evaluation, to the process of obtaining a degree. Feedback from students.

The study report review report is analyzed by the Academic Council, which approves it.

The Deanery takes measures to implement the action plan according to the deadlines.

PART THREE

Office for Quality Assurance

Article 1

Objective

This regulation provides for the functioning of the Quality Assurance Office, and aims to regulate the process of evaluation of education, teaching, research, professional programs and any services at Tempulli College such as: quality development, establishment, improvement and development of control system. internal, its application, development and evaluation, the adoption of quality indicators within the “external evaluation” period, as well as the performance of all necessary preparations during this process.

Article 2

Scope of application

This regulation regulates the organization and administration of work, within the framework of academic evaluation and quality development, institutional evaluation, periodic control and improvement period at Tempulli College.

Article 3

Legal basis

Fully compliant with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, September 2017; part V of the KAA Manual on the Accreditation Process in HEIs, part of the Code of Ethics for Quality Assurance; Article 7 and Article 15, dated 29 August 2011 of the Law “On Higher Education in Kosovo, as well as Articles 42, 68 and 69 of the Statute of the College of Applied Technical Sciences“ Tempulli ”(hereinafter Tempulli College), Steering Council of Tempulli College), issued:

DECISION

ON THE ESTABLISHMENT OF THE QUALITY ASSURANCE OFFICE

Article 4

In order to develop mechanisms for self-assessment and internal evaluation, the launch of external evaluation and the efficiency of quality assurance in higher education at Tempulli College, the Steering Council approved the decision to establish this office.

The Office for Quality Assurance of Education will work to maintain and accomplish all tasks and tasks at Tempulli College, strictly adhering to all applicable provisions and criteria.

Article 5

The Quality Assurance Office is composed of three members, including external experts.

The Quality Assurance Office at Tempulli College is headed by the Quality Assurance Officer, who is appointed by the Academic Council.

Tempulli College management, such as Dean, Head and Secretary General may not be members of the ZSC.

Every two years the Academic Council of Tempulli College appoints the members of the SSC.

Article 6

Decision-making in the Council The meeting of the KSO is considered valid if it is attended by more than half of all members.

Decisions are taken by two-thirds of all members attending the meeting. In the event of a tie, the chairman's vote is decisive.

Article 7

Meeting deadlines the KSO meets in ordinary meetings at least once a month. In case of need, the chairperson may call an extraordinary meeting. But while also ensuring the attendance of interested people, it calls for an extended meeting.

Article 8

The duties of the KSC council are:

- *As a part of the strategic planning coordination process at Tempulli College, the council monitors the teaching evaluation process, as well as any academic, professional and administrative actions, quality development and adoption of quality standards; all in accordance with the strategic plan and mission of Tempulli College.*
- *Researching different models, in the context of quality improvement, that can be taken as an example, as well as disseminating them to other academic and administrative units. Koordinimin e zbatimit të standardeve të kontrollit të brendshëm, në përputhje me kuadrin rregullator të Kolegjit Tempulli preparation of the internal control action plan as well as, where appropriate, the setting of new standards in the institution.*
- *Defining the short, medium- and long-term strategic objectives in accordance with the mission, vision and situation of Tempulli College.*
- *Identify the situation and monitor the performance indicators of strategic indicators.*
- *Recommending institutional goals and strategies.*
- *Proposals on the implementation of the institution's strategic plan and action plan.*
- *Proposing periodic improvement and monitoring activities throughout the institution.*
- *Preparation of additional recommendations in the KSO guidelines on quality improvement and strategic planning of academic and administrative units.*
- *Prepares and manages the strategic planning of Tempulli College and the deadlines for its implementation.*
- *Performs resource planning for each activity and project within the strategic action of the academic, professional and administrative unit of the institution.*
- *Estimates the actual funding and investment costs needed for strategic planning and its implementation by academic, professional and administrative units in the short, medium and long term.*
- *Evaluates and publishes all activities prepared in the unit on the evaluation of academic and administrative services, quality development and the adoption of quality standards, in the context of Tempulli College's strategic plan and goals.*
- *Ensures coordination of the unit's strategic planning process and compliance with the law on financial management and control, as well as other bylaws.*
- *Performs the evaluation of administrative services, develops quality, approves quality standards, and performs any other task in this framework and publishes results within the strategic plan and goals.*

- *On Notifies the units of the decisions taken, supervises the implementation of the work process in the context of quality assurance and monitors the results of this work.*
- *Follows the process of internal evaluation of the institution, as well as preparing or supervising the preparation of the self-assessment report.*
- *Jek Follows the preparation of the ground for the "external evaluation" of Tempulli College and makes available to the external evaluation institution or organization any information needed.*
- *Follow closely the internal and institutional evaluation work and coordinate with the measures taken in the framework of strategic planning, improvement and periodic monitoring.*
- *Provides suggestions based on the problems identified by the “SWOT” analysis.*
- *Ton Review and submit for approval by the Council its reports, after receiving the opinion of the KSO, on the form and content of the annual reports on academic evaluation and the quality development of the academic and administrative units submitted to the KSO.*

Article 9

Ad-Hoc Committees

The formation of the commission and the chairman of the KSO, where necessary and in areas where special expertise is needed, shall establish ad hoc committees. Each committee consists of a maximum of three members. The chairman of the commission is elected from among its members. The Commission may, if it deems it appropriate, seek the opinion of third parties, according to their field of expertise, or may designate them as members of the Commission. The ad-hoc committees have a two-year mandate and, with the cooperation and assistance of the KSO and the strategic planning commission, make recommendations and contributions in areas requiring specific technical knowledge, establishing relationships with academic and administrative units, during the process of academic and professional evaluation and quality development, strategic planning, institutional evaluation, external evaluation, periodic improvement and auditing of education, research, human resources, finance, infrastructure, public relations, international relations, social and cultural activities.

Article 10

Internal evaluation and improvement

Duties on the internal control system, the calendar and the Standards are defined in accordance with international and European Union standards and their implementation is reflected in the Tempulli College action plans and all units. Activities to be implemented in the framework of the application of internal control standards will be prepared periodically and foreseen in the internal control action plan. Action plans for the following year are prepared in December of the previous year. Implementation of the internal control system, as well as monitoring and evaluation, are reflected in the internal control reports. The deadline for submission of reports is determined by the KSO decision.

Article 11

Internal evaluation and improvement action plan

The internal evaluation period and calendar accomplish all the internal evaluation work in all units, based on the internal evaluation model and rules set out in the quality assessment and development guide. The internal unit evaluation reports and the internal evaluation report of Tempulli College are prepared annually within the legal deadlines.

Article 12

Period and calendar of plan action improvement

In order to improve the problems identified during internal and external evaluation, the units prepare improvement action plans. These plans specify the improvements that need to be made,

the responsibilities for their implementation, the deadlines and resources for their implementation. Improvement action plans are managed by the unit manager. Improvement action plans are executed after the recommendations of the unit quality assessment and development committee have been reviewed. The units submit to the SSC the improvement action plans, which reflect the evaluation results, within the deadlines set by the SSC.

Article13

Publication of evaluation results, pricing and costs

The publication of the results of the internal and external evaluation of Tempulli College is mandatory. Tempulli College's annual internal and external evaluation reports and the report of the evaluation and quality development committee on higher education are published on the website.

For good implementation of the SSC in order to increase motivation, it proposes to the Dean of Tempulli College the awarding of academic and administrative units for the tasks performed under this regulation.

Article 14

Costs for quality work

The Dean of Tempulli College, paying from the Dean's budget, in the context of the duties assigned by this regulation, may request the purchase of services from third parties.

Article 15

Entry into force

This quality regulatory framework enters into force after approval by the Academic Council and approved by the Steering council of Tempulli College

Implementation

Implementation of this Regulation is provided by the Secretary and the Dean of Tempulli College.

Decision is sent to:
1x Head of the office
1x Archive

Head of the Academic Council

REGULATION ABOUT SURVEYS AND EVALUATIONS

Article 1 Objective

This regulation provides for the receipt of information from completed surveys by academic, administrative staff and students.

This information is analyzed in order to regulate the process of evaluation of education, teaching, research and any services provided by Tempulli College.

The objective of Tempulli College is to fulfill its mission through quality teaching and research.

Tempulli College aims to create the right conditions for the development and improvement of the quality and efficiency of its staff and to guarantee their support for more productive work.

Tempulli College provides and supports academic, administrative, and student staff through the following survey and evaluation processes:

1. Self-Assessment Survey of Academic Staff;
2. Academic staff survey;
3. Administrative Staff Survey;
4. Student survey;
5. Student Assessment Survey for Academic Staff.

Article 2

Purpose of the Survey for Academic Staff and its Completion Procedure:

1. The academic staff survey aims to:

- a) Recognize the progress the academic staff has made over the past year;
- b) Identify ways in which their performance can be improved and developed to serve both the individual and the institution;
- c) Support and develop goals for the coming year;
- d) To review career development;
- e) Define training and development areas in a manner that fulfills the mission and goals;
- f) Define indicators of quality in teaching, research and publications.

Such a process should lead to continuous improvement and development in the performance of the individual and the effectiveness of the institution. Academic staff must meet the expectations of its work and fulfill its goals to the best of the interests of the institution.

3. The Tempulli College Self-Assessment Program contains the following elements:

- a) To achieve the annual goals;
- b) To record activities during the past year;
- c) Assess individual self-esteem;
- d) Determine the quality of teaching, scientific research, and publications.

4. The self-assessment process should follow the following steps:

- a) The appraiser and the appraiser set their objectives for the coming year.
- b) Goals must be specific, reasonable and achievable.
- c) The assessed completes the form and submits it to the Head of Department / assessor within the month of December. The assessor fills out the form and assesses the individual within January.
- d) The assessor, after receiving the form and defining potential areas for discussion, taking into account the departmental level and Tempulli College as well as the evaluator's career aspirations.
- e) The assessor and the assessor shall sign at the beginning of the assessment form.
- f) The Respondent completes Section A where he / she gives a report of all activities that are relevant to his / her research, publications, teaching, and contribution to school life, public services, school and professional activities.
- g) The Department Assessor / Supervisor completes Section B where he / she provides comments on all important activities of the assessed. At the end of his comments the evaluator signs.
- h) At the end of section B the assessed gives his comment on the assessor's assessments and then the signature.
- i) The assessor and the assessed complete section C and D of the form by providing a summary of the meeting that includes:
 - j) Statement of objectives for next year;
 - k) Training and development needs.
- i. The form is addressed to the Dean, who signs up to confirm the completion of the process and submits the

completed form to the Human Resources and Legal Office which records the evaluator's participation in the survey and stores the information necessary for further development and training of the individual. also of the institution.
- j. Evaluation data is kept confidential in the evaluator's personal file at the Human Resources and Legal Office.

This document will be made available to the assessed and assessor in the next survey. This form is stored in the personal file for 2 years.

Article 3

Results of the Survey

The results of the objective, qualitative and unbiased process is done properly then we must have:

1. A clearer definition of the department's expectations and Tempulli College for each individual
 - academic staff;
2. Higher job satisfaction for the individual;
3. Achieve more credible objectives for each department, and through them, of the institution's strategic goals;
4. Improving career development;
5. Clearer definitions of training and development programs and opportunities.

Article 4

Teaching

The way of teaching:

1. Lectures, seminars, fieldwork, supervision of bachelor students, supervision of students in master.
2. Course development: Course evaluation, preparation of lecture materials and extracurricular studies.
 1. Teaching Preparation: Preparing materials; preparation of the content of the material; preparation of audiovisual materials; simulations; training; written material.
 2. Preparation of assessment tools: Design of appropriate tools for students to receive information on teaching, teaching materials efficiency, teaching modes.
3. Student Consulting: Teaching, Assessments of Course Assignments.
4. Exams: Supervising exams within department but outside normal teaching hours. Preparation of exams, participation in assessor teacher meetings, improvement of exam sheets.
5. Administering the Teaching Process: Assisting the Head of Department with regard to the lesson schedule, setting classes, solving various problems.
6. General Administrative Tasks: Personal Planning.

Article 5

Scientific Research and Publications

Problem Determination, Literature Summary, Project Formulation, Fundraising, Data Collection, Technical Support Determination, Teamwork, Institutional Collaboration, Experimental and Theoretical Work, Analysis, Summary and Summary, environmental, and commercial development.

Presentations, seminars and conferences. Administration / management of the research process. Promotion of individual or collaborative academic work to the general public.

Article 6

Academic activities

Reporting on academic activities includes participation in courses, conferences, seminars and presentations, organizing, promoting and running seminars and conferences, reviewing academic and scientific papers, membership on editing boards, and academic organizations.

Article 7

Contribution in Academic Life

Includes any significant contributions to Tempulli College whether at the department or institution level, including consulting hours, membership in organizations, and outdoor activities.

Article 8

Professional activities

Reporting on all professional activities includes contributing to the professional development of organizations through membership and participation in professional bodies, contributing to the professional development of scientific journals, providing technical support and advice, advising in the context of local Templar College policies, and international, local and international examinations.

Article 9

Social Responsibility

Reporting on any political, social or cultural contribution of the institution that has had an impact on the community life where Tempulli College has served.

Article 10

Academic Staff Survey

This survey aims to obtain evaluation information about the services that this institution provides to academic staff.

The survey consists of 30 questions and there are 5 choices for each question.

The data from this survey are important for future academic policies by Tempulli College. This survey is conducted 2 times in each academic year, the timing of the survey being determined by the Academic Council of Tempulli College.

Article 11

Administrative staff survey

The purpose of this survey is to obtain information about the services that this institution provides to administrative staff.

The survey consists of 15 questions and each question has 5 choices.

The data from this survey are important for future academic policies by Tempulli College.

This survey is conducted 2 times each academic year, the timing of the survey being determined by Tempulli College.

Article 12

Students survey

The purpose of this survey is to obtain information about the services that this institution provides to students.

The survey consists of 20 questions and there are 5 choices for each question.

The data from this survey are important for future academic policies by Tempulli College.

This survey is conducted 2 times in each academic year, the timing of the survey being determined by the Academic Council of Tempulli College.

Article 13

Student Assessment Survey for Academic Staff

The purpose of this survey is to obtain information about the teaching staff of academic staff at this institution.

The survey consists of 15 questions and each question has 5 choices.

The data from this survey are important for future academic and teaching policies from Tempulli College.

This survey is conducted 2 times each academic year, the timing of the survey being determined by Tempulli College.

III. TRANSITIONAL AND FINAL PROVISIONS

Article 14

Amendments and supplements to this Regulation are made according to the approval procedure and the initiative for amendments to the Regulation may be submitted by 1/3 of the members of the Tempulli College Board, Dean and Steering Council.

This Regulation shall enter into force on the day of its adoption by the Steering Council.

STEERING COUNCIL

PERFORMANCE ASSESSMENT REGULATION

The Senate of Tempulli College, in full compliance with the *Law on Higher Education in Kosovo*, the Statute of Tempulli College, the AKA expert report and good practices, with the aim of creating a prosperous climate and quality assurance, issued:

COLLEGE OF TEMPULLI PERFORMANCE ASSESSMENT REGULATION

Article 1. Object

The purpose of the regulation is to regulate the evaluation of academic staff performance based on the planning of staff activities, the evaluation of students for the professor at the end of a discipline, as well as the internal self-assessment conducted by the Quality Assurance Office, at the College of Tempulli.

Article 2. Subjects

1. College Staff of All Degrees (Professor, Assistant, Lecturer, Trainer, Instructor). All members of the staff are required to submit an annual report on their activities.
2. The Head of Department is required to evaluate the department, College members on an annual basis, and submit to the Dean an evaluation report of the College and then to the The Head of the College..
3. Staff is required to maintain the College Performance Assessment Form, approved by the Senate when demonstrating all achievements of the College member during each academic year.

Article 2. Criteria for annual performance evaluation

The criteria for the annual performance evaluation of the College's are based on the Tempulli College Mission as well as the responsibilities of the College members serving three of the following pillars:

- *Teaching and mentoring students.*
- *Research, Scientific Research and Publishing.*
- *College service in the community.*

Taking into consideration that students are the main focus of Tempulli College's academic and professional process, and in the service of transparency, student evaluation of the College's work is essential as an element of the evaluation process.

Conducting research and engaging in studies is one of the key functions of a College member. Thus the research activities of the College members are valued as an important component of the annual evaluation.

In addition, College staffing services for the College and the community are equally important, taking into consideration that College Members determine that the College should participate in the activities of committees and councils, and provide scholarly contributions within and outside the College..

Furthermore, the annual College Evaluation is regarded as one of the key mechanisms that can stimulate College members to work steadily in order to advance in the academic ranks from the beginning of their work at the College of Tempulli. The College simulates and evaluates their efforts and activities towards promotion in a way that would further serve both the College of Tempulli and its College members.

The College's annual performance appraisal includes points that enable them to review their annual performance and degree of development in research, college, and community service publications. Their review is conducted annually in those areas that allow College members to achieve equilibrium building their portfolio in areas that require more attention.

This annual review enables them to measure their progress in seeking promotion, and also to help them overcome the potential challenges that will arise in the future. Therefore, linking the College's annual performance appraisal with academic promotion serves both of these processes well.

Article 3. Performance Evaluation Process

This evaluation process includes aspects that manage and guide College members, as well as the degree of commitment to their assigned responsibilities. The following are the essential aspects:

- Evaluation of the Head of Department, College Member in accordance with the form approved in the Academic Promotion Regulation.
- Student assessment of the College member who is supervised by the Quality Assurance Office.
- College member research results and scientific activities, including published research, books, patents, and supporting research activities.
- Community Services of College Members.

According to this policy, the College member's evaluation process must be consistent and systematic, and should include:

- First, the planning phase from the beginning of the academic year, based on the overall priorities of the College with the goals of the College.
- Second, the implementation phase during the academic year reaches the stage of evaluating students for the performance of College's in teaching their subjects during the semester.
- Third, the use of the conclusions reached will contribute to the improvement of the College's performance development plan, which will result in the improvement and sustainability of their performance and at the same time accelerate the development of the College's performance.

This regulation will also facilitate the process of obtaining data to assist the administration of the College as well as in measuring the level of performance of the departments and the College.

Therefore, the College in the forms of performance evaluation will include:

1. Personal information of the College member.
2. Courses taught by a College member during the academic year.
3. Research activities (works in scientific journals, books, arbitration, supervisory thesis) conducted during the academic year.
4. Scientific activities (conferences, seminars, workshops, training courses) in which he / she has participated.
5. Service in the College (committees and organizational, scientific and professional activities and activities)
6. Community services (eg membership of technical committees or specialized provision of consultancy and media activities).
7. Student Assessment for the College Member in the Second Semester of the preceding Academic Year, and the First Semester of the Academic Assessment Year, and a Summary of the Assessments of the Last Four Semesters which will be used to draw a comparison of the completion of prior performance.
8. The department head (or whoever is in his place).

The attached form must be used with any document giving evidence of the areas covered in the form which must be verified by the Department.

Kriteret e përdorura për vlerësimin e performancës së Fakultetit

The general score gives the College member a collective score of 100, which is divided into the following sections:

1. Evaluation of research and scientific activities (30 points):
 - a) Research activities (20 points);
 - b) If the number of papers published, which is more than one research per year, either individually or collectively (15 points);
 - c) If the number of published researches is one publication, either individually or collectively (10 points).
 - d) If any research is not published during the year, and there is no research activity (0 points).
 - e) The College member's request for academic promotion and his / her appointment for a special award or recognition are consolidated if he / she has published research in the peer-reviewed international peer-reviewed journal.

The following terms have also been added:

- f) If the College member has participated in other non-published research activities (5 points).
- g) If College members have not participated in any other research activity (0 points)

Scientific activities (10 points):

- a) If the number of attendances exceeds three (3) in one year (10 points).
- b) If the number of participations in scientific activities is two (2) (7 points).
- c) If the number of participations in scientific activities is one (1) (5 points)

The general scores of these two articles will be 30 points for those who choose to focus on research in degrees from full professor to associate professors, or 20 points for those who choose the path of focus on teaching for degrees from full professor to assistant professor $\{(grade / 30) \times 20\}$, while points are recalculated by 10 points only for gradient steps from instructor to senior teacher $\{(grade / 30) \times 10\}$.

2. College Service Assessment (10 points):

- Nga pjesëmarrjet në aktivitetet e shërbimit në Kolegj janë tre (10 pikë).
- If attendance at college service activities is two (7 points).
- If attendance at college service activities is one (5 points).
- If College member has no participation (0 points).

3. Community Service Rating (10 points):

- If their participation in community service is three (10 points).
- If their participation in community service is two (7 points).
- If their participation in community service is one (5 points).
- If College member has no participation (0 points).

4. College Member Student Rating (20 points or 30 points):

The concerned department receives the data required for this point from the Measurement and Evaluation Center, and provides a weight of 20% of the total score for the degrees from full professor to assistant professor who have chosen the path of concentration in scientific research (ie. 20 points), and 30% for degrees ranging from professor to assistant professor who have chosen the path of concentration in teaching or for degrees depending on instructor, trainer (30 points).

5. Department Leader Rating (30 points or 40 points):

This section gives the weight of 30% of the total score in degrees ranging from professor to assistant professor {30 points = (grade / 60) x30}, and 40% to degrees ranging from instructor or trainer {40 degrees = (grade / 60) x40}, based on that of the department Head.

Evaluation of the College member, according to the performance approved by the College in the evaluation form. In the absence of the head of department, the direct supervisor such as the coordinator of this evaluation process.

Note: Please use the College Performance Appraisal form in Appendix A

Operating Procedures

1. Scientific teaching counseling sets minimum priorities and goals in key areas such as scientific publication, teaching, and community service at the beginning of the academic year (end of September).
2. At the beginning of the academic year, a member of the College and in coordination with his / her direct supervisor specifies his or her goals that he / she will seek to achieve in the coming year, in addition to choosing the right course, whether teaching or research Scientific (September).
3. The College member completes the College Performance Evaluation Form, together with all supporting documents, and submits it to the Head of Department at the end of April.
4. College Student Assessment Result issued by the Quality Assurance Office, attached for the purpose of calculating the final grade for the College Member (end of April).
5. The head of the academic department (or direct supervisor, such as the coordinator) reviews and checks the evaluations of College members, and fills out this form itself (the first week of May).
6. The department leader (or immediate superior, such as the coordinator) discusses the evaluation results with the College member in order to detect performance deficiencies and try to overcome them in the future (first week of May).
7. The relevant Dean of the College reviews and checks the sections in relation to the College member and the academic department and then signs its special section (mid-May).
8. The Dean of the College prepares a report on the work of all College members in his / her college, and then submits the report, which also includes the academic achievement of the year, to the Head of the College in the first week of June of each year.
9. Copies of this form are documented at the following authorities: Office of the Dean, Department of Human Resources.
10. The annual evaluation can be used as a feedback to improve the performance of the academic and vocational program and the results of the annual academic evaluation can be used as a comprehensive evaluation performance, especially in the following cases:
 - i. when completing the departmental report when applying for an academic promotion.
 - ii when determining annual incentives and awards at the College.
 - iii In case of renewal of contracts on retirement.
 - iv In other administrative cases, as appropriate.

PERFORMANCE ASSESSMENT FORM
Personal data:
College/ Center / Deanery:
Academic Department/professional:
Name:
ID number:
Date of birth:
Academic rank:
Nationality:
General specialization :
Specific area of specializations:
Employment date in Tempulli College:
Ultimate scientific grade:
Date of getting it:
Issuing institution:
Years of experience in tertiary education:
Focus of study for the current academic year:
Focus of Scientific Research:
Recognized acknowledgments and certificates (attach supporting documents):
Name of the award / recognition / certificate:
Field for which the certificate was awarded::
Grant Organization:
Date of receipt:

Academic year	Course Code	Course title	ECTS	Students number
I-semester				
II-semester				
III-semester				
IV-semester				

Research activities:

Publications / research / translations / studies that are published or are in the process of preparation / research or financially sponsored theses / research projects or contract research (please attach supporting documents)

Title	Type Accepted for publication, authorship, research contract	Publisher	Nature of participation (author or co- author)	Date of publication

Research activity rating (score = 20%)

If the number of papers published is more than one research per year, either individually or collectively (15 points).

If the number of published researches is one publication, either individually or collectively (10 points).

If any research is not published during the year, and there is no research activity (0 points).

The following terms have also been added:

Whether the College staff were able to obtain financial support to conduct a technical study or to provide consultancy, or to participate in other research activities that were either published or not (5 pens).

If the College Staff has not participated in any other research activity (0 points).

Note:

If the sponsorship gained by companies or institutions initiated as a College member exceeds 5,000 E, he / she receives 10 points. If it is higher than 5,000 Euro, then he / she gets 15 points; if more than 10,000 are obtained, then he / she receives 20 points and 2.5 points are awarded for each research in academic journals classified as Category A.

Scientific activities:

Title	Type Conference / seminar / work shop / training	Date Place	Type of participation Session / Moderator / Coordinator	Organizing Committee

Conferences, seminars and training courses that College staff have attended:

Evaluation of scientific activities (score = 10 points):

If the number of attendances exceeds three (3) in one year (10 points).

If the number of participations in scientific activities is two (2) (7 points).

If the number of participations in scientific activities is one (1) (5 points).

If the College member does not have any participation in scientific activities (0 points).

Note: The overall score for this article is from 30 points for degrees ranging from professor to assistant professor (for research trail), and from 10 points for ranks ranging from senior lecturer to instructor.

Service in College:

Kindly fill in the table with the committees and tasks performed in the service of the College

Duty	Authority	Quality of participation	From (date)	Till (Date)

College Service Assessment (score = 10 points)

- There are three (10 points) from participating in college service activities.
- There are two (7 points) from participating in college service activities.
- Of the participants in college service activities are one (5 points).
- There is no participation from the College member (0 points).

Community Service:

Carefully fill in the table on committee services and community service tasks and provide supporting documents.

Title	Type Conference / seminar / work shop / training	Date Place	Type of participation Session / Moderator / Coordinator	Organizing Committee

Student evaluation

The differential rate of student evaluation of staff for the last two years in semesters is calculated as:

Academic year	Semester	Purpose of evaluation	Members involved in the evaluation, broken down by department			College Evaluation Rate
			evaluation	Share	Quality	

Table for comparison in years

Academic year	Semester	Purpose of evaluation	Members involved in the evaluation, broken down by department			College Evaluation Rate
			Evaluation	Share	Quality	

Regarding the differential degree, 20 points are calculated for the research trail for degrees ranging from professor to assistant professor $\{(\text{degree} / 60) \times 20\}$, and 30 points for teaching grade for degrees ranging from assistant to instructor or coach $\{(\text{scale} / 60) \times 30\}$.

Head of Department Evaluation:

Appraisal of Head of Department Member College Form

Name of applicant:
Specific specialisation:
Current Academic Order:
Date of getting it:
Department:
College:

The Head of Department fills out this College Performance Evaluation Form for the academic year. Promotion to the Department, referring to the details documented on the forms for previous years. The applicant must include documents for the items to be documented and marked with (*) below.

Field	Issue nr.	Issue	Evaluation					Points
			always	often	sometimes	seldom	never	
Professionalism	1	Observes traditions, customs and values of the College in his / her behaviors, general appearance and relationships with others.	4	3	2	1	0	
	2	Regulates College laws, bylaws, regulations and decisions.						
	3	He/she performs all the tasks entrusted to it (perform tasks appointed by the Secretary-General, the Dean, the The Head of the College and other officials in a dignified manner.						
	4	He/she respects the deadlines for accomplishing the tasks in time.						
	5	He/she deals with problems, and suggests appropriate measures for solutions to the general interest of work).						
	6	He/she participates in the development of						

		College through worthwhile and positive initiatives.						
	7	He/she establishes integrated teaching plans and course evaluation (maintains) portfolios including description of lesson plans, expected objectives and results, approved student evaluation scheme, and references). *						
	8	He/she adheres to the curriculum plan as follows to achieve the expected objectives and results. *						
	9	Develops his / her courses regularly. (Example: development and teaching e-courses) * EfCEctive guidance and communication Works a variety of lessons methods including lectures, seminars, discussion groups, research						

These items must be backed up with verification documents

The score is calculated from 30 in the evaluation of degrees ranging from professor to assistant professor $\{(scale / 60) \times 30\}$

The score is calculated from 40 in the rating of grades ranging from seniors

Lecturer, Trainer and Instructor $\{(scale / 60) \times 40\}$

Note: If the Chair of the Department is subject to evaluation, then the Dean of the College fills out the form.

Overall result: _____

Acknowledgment of the Head of Department:

Name: _____

Date: _____

Other comments the Head of Department wishes to express:

College Performance Evaluation Total Evaluation:

Field	professor, Assistant Professor lecturer assistant Research Trail		professor, Assistant Professor lecturer assistant The Lecture Trail		Trainer, Instructor	
	Percentage	Points	Percentage	Points	Percentage	Points
Research activities	30		20		10	
Community service	20		20		20	
Student evaluation	20		30		30	
Head of Department	30		30		40	
Final Result	100		100		100	

Additional comments:

Objectives set for the next academic year:

Signature of Head of Department:

Date:

Dean of Tempulli College_____

Signature:

Date:

Communication is the first step towards the realization of activity in the College, and for this Tempulli College, based on *the Law on Higher Education in Kosovo, the Statute and the internal regulations of the College, issued the following:*

13. COMMUNICATION REGULATION IN TEMPULLI COLLEGE

Article 1.

The object of regulation

Among this communication regulation are the goals for all communication at Tempulli College, as well as the roles and responsibilities associated with communication activities.

The legal effect of the regulation covers all College staff and applies to both internal and external communication.

Article 2.

Purpose

The main purpose of regulating this regulation is to maintain and deliver positive, quality and accessible communication to all entities involved in communication. **Especially for communicating with the student and making the information easy and usable for exercising his / her rights, which provides the status of being a student in the College.**

Communication is the most important part of pretending to work for Tempulli College and is the pillar of important priorities in interacting with the community.

Tempulli College is committed to basic academic values as well as academic autonomy and freedom. Integrity and equity should characterize College Operations in both research and education, as well as in the exercise of authority and administrative activity.

Knowledge, enlightenment and the search for truth are the ideals that have characterized Tempulli College.

Article 3. Areas of operation

- General communication (internal and external)
- Phone calls
- E-mail
- Written communication
- Meetings
- Complaints

Article 4.

Parties involved

Stakeholders involved in the College's activities are: Students, staff, business and other external interest groups.

Article 5.

Responsible entities

All staff of the College who have regular and part time relationships at Tempulli College are responsible for implementing the policy.

Article 6. Service standards

Communication activities at Tempulli College will contribute to raising awareness of the College's activities and help foster quality, sustainable and long-term relationships *within the College, in the community of Higher Education providers in Kosovo, at home and abroad.*

As a result, communication will contribute to creating an open climate and realization of work, as well as encouraging new solutions with active dialogue between different levels of internal communication.

External communication will contribute to raising awareness and expanding the work and study programs at Tempulli College.

The principle of public access to official documents is a fundamental principle of course respected and based on it is worked at Tempulli College.

General communication

We:

- We will communicate with respect, courtesy, integrity and professionalism at all times;
- We will make sure we treat all colleagues and students equally and fairly at all times;
- We will provide clear, helpful explanations and advice at all times.
- We will offer to find out anything that is not known and respond within the agreed deadline;
- We will maintain appropriate confidentiality in accordance with College law and policies at all times;
- We will respond in one of three languages used at the College level, as required at any time;
- we will provide information that is accurate, authorized and accessible to all the right people at the right time and / or according to published deadlines;
- we will respond promptly in full, accurately, verified, up-to-date and relevant information within one business day for the essential requirements, two business days for the most complex requirements, or within the agreed deadline according to the work required;
- we will meet all assigned and agreed deadlines 95% of the time;
- we will report and explain by phone / email immediately any delay and agree to a revised deadline.

Phone calls

We:

- we will answer the call within three rings in 95% of the cases;
- we will identify ourselves, the department, and the service in order to confirm that the caller has reached the correct number for each call;
- we will refer the caller to the correct output, as required;
- we will provide all relevant information or receive a message and follow this at any time;
- we will respond to issued calls / orders within one business day.

E-mail

We:

- we will ensure that the emails are concise and factual, with the actions required / deadlines clearly stated for each email;
- we will confirm receipt of all emails within one business day;
- we will respond to basic email communication that requires simple information within one business day;
- we will respond to more complex requests within two business days, or confirm an acceptable deadline with the sender and meet that deadline;
- forward the email immediately to a third party to facilitate efficient response and notify the original sender within one business day;
- we will activate the automatic email response before the break begins and provide a return date.

Written communication

We:

- we will ensure that the content is accurate, relevant and adequate at all times with clear action as required;
- we will write clearly, concisely, always understandably and readily accessible to the reader;
- we will provide all corporate documents and official documents in corporate style;
- we will respond to the client in writing within three business days or as requested;
- we will ensure that all documents that are authorized, signed, dated and posted with the College seal, as required.

Meetings

We:

- we will be punctual for all other meetings and events;
- we will provide notice of all details of the formal meeting, agenda and materials at least three days before the meeting or in accordance with the relevant regulations;
- we will keep records of all meetings and circulate the draft minutes in standard format and language accessible within three business days;
- we will meet with you within five minutes of the appointment time;
- we will advise within ten minutes or as soon as possible for an appointment if you have arrived, without prior agreement;
- we will provide immediate assistance and advice to callers seeking redirection;
- we will arrive at the agreed time for each meeting;
- we will call you at least 15 minutes before the appointment time and inform you of any unavoidable delays and we will agree to a revised appointment time;

Problems and complaints

We:

- we will listen to the complaint carefully and respectfully and will appreciate it objectively at all times;
- we will provide assistance and assistance in resolving any issues within our authorized capacity;
- we will respond to written complaints within our authority and capacity within 24 hours on basic issues or within 3 business days on more complex issues;
- we will record the details and inform the complainant of what can be done immediately and what should be passed on to the third party;
- We will always specify who will respond to the complainant and provide a reasonable deadline;
- We will ensure that feedback on the complaint is always provided in a timely manner and without delay, with relevant clarifications.

Monitoring and feedback

- Annual customer survey
- Student evaluation

Article 7

External communication

Speaking on behalf of Tempulli College:

With regard to speaking for the College, on behalf of the College or representing the College in the media, the following shall apply:

The right to speak on behalf of the College is dictated by the function of the staff member and the responsibility of the College.

In matters relating to research conducted at the College, the matter will be referred to the researcher or researchers who have expertise in the topics.

For other matters, unless otherwise agreed, the following communication hierarchy applies:

- The mayor of the College is the Spokesman for the College
- The Dean is the spokesperson for each subject area
- Whereas on issues related to operational support, field leaders are also spokesmen on matters related to their respective areas of responsibility.
- The Communications Officer acts as the spokesperson for matters assigned by the College.

Article 9

Tempulli College intends to prioritize data digitization and digital communication, for this and other regulations this regulation and other regulations will be amended, refined and improved in accordance with the requirements for different and applicable time in the field of communication.

The present regulation shall enter into force at the time of its signature by the Head of Steering Board of the Temple College.

Based on the mission of Tempulli College, to provide quality programs and in collaboration with other Higher Education providers in Kosovo and abroad, especially with a view to enhancing performance and ensuring comparability as an important element of the College, The Law on Higher Education in Kosovo, Statute and Strategy, Senate, issued:

14. MOBILITY REGULATION FOR STUDENTS AND STAFF

Article 1.

Mobility procedure for students and staff

Tempulli College has, over the years, seen the importance and fruits of student and staff mobility for learning and career development. It also promotes the importance of mobility internationally as one of the pillars for the development of the knowledge society and for the economic development of the country.

Finding, providing and simulating mobility opportunities is an integral part of Tempulli College's Strategic Plan. Through this regulation, Tempulli College aims to actively finance and provide partnership opportunities that include exchange.

Article 2.

Purpose

The purposes of this regulation include:

- maximize exchange opportunities and utilize potential funding flows identified with local and international partners;
- provide information to students and staff interested in mobility;
- to ensure that the integrity and academic progress of exchange-rate students is recognized and respected;
- provide administrative advice and support to students who come and go from mobility;
- continually develop the service and opportunities with due consideration and evaluation.

Article 3.

Organization

Office of International Relations (ZMN=OIR) circulates information on mobility opportunities. This office has the power to communicate with the College about the procedure and to provide administrative support to students prior to, during, and upon return from residence abroad.

The College Dean is responsible for promoting mobility within the department, selecting and appointing students; confirm the arrangements for the Study Agreement, including the granting of ECTS credits and the adjustment of curricula for students coming for the mobility program.

The College Student Advisor provides information and advice to students at the individual level about mobility, refers them to the appropriate staff members or department, and arranges documentation.

The Student Mobility College Coordinator is a member of the College's academic staff who is responsible for positive promotion and support of the process and problem solving within the framework of the position. The coordinators provide individual active support to students who come and go for a mobility program.

Student service deals with documentation and transcripts of student grades that have been

abroad for a semester or a whole academic year and also with legal issues for students coming to UEJL for a mobility program, based on information from the Office Dean.

The Office of Human Resources (HRD) deals with staff mobility. It ensures that any staff member who goes abroad for a teaching or training engagement is enrolled, including keeping track of staff members coming in for a mobility program.

Article 4.

Mobility process for College students

The Office of International Relations opens a call for student target groups according to the deadline for submitting applications to the washers, partners for the mobility program. The call shall specify the criteria and weight required to fulfill the conditions and selection process. These criteria are:

- 50% academic merit,
- 30% knowledge of teaching language and
- 20% motivation.

The OIR sends the call with all necessary documents by e-mail to the students, a copy goes to the student advisor and coordinator for the respective mobility, as well as to other interested parties. Students send their application and the necessary documentation to the College student advisor and copies of documents to the OIR.

The respective College carries out the selection process. This process involves the use of selection criteria and relevance ensuring equal opportunities for all, without conflict of interest. The results and reasonableness are included in the College Authorization Form - Students from the University Mobility Program (Appendix 1), which is sent to the OIR within the deadline.

1. The College provides a copy of the decision on the student authorization form. OIR informs partner universities about the names of the students named.
2. Prior to joining a mobility program, each student signs the Study Agreement (Learning Agreement (LA)). The study agreement is signed by the Dean of the College or the College Coordinator. With their signatures, they confirm that the list of student elective courses going into the mobility program, as well as the ECTS credits obtained from the exchange or additional courses needed later, will be known when the student returns.
3. A copy of the Study Agreement signed by the representatives of the host institution and the host institution representatives is sent to the Student Records Registry Office. Changes to the Study Agreement may be made with the agreement and mutual consent of all parties.
4. Students who go into mobility through the Erasmus + program sign the Study Agreement with the College. This is archived at the College and a copy is given to the student.
5. Students who go on a mobility program pay the tuition fee at Tempulli College, not at the host higher education institution.
6. If the student attending a mobility program has a Tempulli College merit scholarship. The scholarship is awarded to the student subject to the conditions set out in the Award Letter. The grades received while on the exchange program do not affect the allocation of the stock exchange.
7. For students going into a mobility program through the Erasmus / Erasmus + program, the OIR sends their names and the monthly payment amount to the Finance Office in order to transfer the payment to the student account.
8. Each student submits relevant documents, grades and a report of assessment to the dean of the College within 30 days of return and sends a copy to the Office of International Relations.

9. College Academic-Scientific Council confirms successful completion of courses and recognition of ECTS credits obtained overseas, where the Dean sends a copy of confirmation to the Registrar's Office so that credits can be recorded in the student's transcript.

Article 5.

Process for staff members going into mobility program

Academic staff wishing to benefit from staff teaching assignment (STA) and administrative staff seeking an off-site training opportunity must complete the ongoing process:

1. Regularly check calls and information sent by the OIR or other sources for relevant mobility opportunities.
2. Apply to the specific teaching or training call published by a partner university.
3. Send the applications to the appropriate College / center / department and an electronic copy to OIR
4. Successful applicants receive an invitation from the host university with the specified dates, duration and activities or results.
5. Collaborate with the manager, or the OIR and HRD to complete the documentation and authorization form (Appendix 2).
6. Ensure that all contracting work and responsibilities for the period of residence in the mobility program are covered.
7. Upon return, staff members submit an evaluation report, including an evaluation form from the partner institution, to their departments and the OIR.

Academic staff can also apply for mobility leave using the Sabbatical Regulation for Academic Staff Development available on the College website or can be obtained at the Office of Human Resources.

** Initial selection of academic staff, from the application submitted to the College, is made by the dean / Head of the respective academic unit in accordance with the College / center plans as well as the individual professional development needs of the staff member. The administration manager acts the same as the administrative staff. Based on the proposal of the dean / Head or manager of the respective unit, the final decision on the academic staff is taken by the College Council and the administrative staff by the Collegium. These decisions must be made in accordance with the time limits specified in the phone call. These bodies may consider the merits of individual proposals, how these can benefit the university and what may be sustainable within limited budgetary and human resources.*

Article 6.

The process of enrolling students in a TC mobility program

The College considers all the mobility opportunities it can offer. It agrees to send / receive the specified number of students going to and coming to a mobility program when signing an agreement with partner universities or colleges.

Partner College or University chooses the most suitable students for mobility.

The host College agrees on appropriate courses for the Study Agreement awarded to incoming students and may only refuse or request modifications to the study agreement if there are no suitable courses during the exchange period.

College Tembulli international relations office accepts names of named students to come to mobility program.

Student service ensures that incoming students receive all information and support on accommodation, visa issues and residence permits.

The Office of International Relations of Tembulli College sends these names to the appropriate academic units of Tempulli College.

Office of International Relations of College Tempulli contacts students and sends them all documents and requests regarding their enrollment, study programs and list of subjects related to Tempulli College.

The Office of International Relations of Tempulli College sends students information on residence in Prishtina and other important matters.

College Tempulli International Relations Office communicates with the coordinator / advisor responsible for the final enrollment of incoming students.

Student service ensures that all students are enrolled in the respective study programs they have selected under the Study Agreement.

The College provides the program / language of study, curriculum adaptation / assessments required and the full range of academic support offered to full-time students as provided by the Study Agreement.

At the end of the exchange period, the host College and the incoming student prepare an evaluation report.

After completing the exchange period and the exam session, the student service issues the grade transcript.

After completing the exchange period, the OIR provides to each student a Letter of Completion of the Mobility Program at Tempulli College.

Article 7.

Staff coming into the mobility program at Tempulli College

Mobility of staff coming into the mobility program is defined in the Erasmus + manual and other exchange programs and projects as a method of supporting the exchange of knowledge and expertise and to provide opportunities for professional development. As usual this type of mobility is a short teaching or training engagement that lasts from one to seven days for the academic staff and up to three months for the administrative staff. Funding is provided by the native higher education provider or exchange project or program. Other types of in-house academic staff mobility include visiting experts or visiting professors invited to teach or deliver training and are compensated through the Compensation Regulation.

The number of staff members coming into the mobility program is specified in the agreement signed between the partner institutions.

In case of staff entry into the mobility program, the following procedures apply:

1. The native Higher Education Provider issues mobility calls and selects appropriate staff members.
2. The home college sends the names, CVs and other relevant documents of the staff selected to the Office of International Relations. The Office of International Relations transmits this information to the respective College's / departments.
3. Within 5 working days the College / department shall confirm in writing that staff coming into the mobility program are accepted and provide details of the duties / responsibilities for staff admitted during the exchange or training program.
4. The OIR confirms these details with the mobility staff and communicates with them on logistical and organizational issues.
5. After the mobility period, the College / department with a letter confirms the successful completion of the mobility for that staff member.
6. The OIR requires evaluation from a staff member and College / department.

Article 8.

Complaints

If students or staff members believe that the selection process has been unfair, or there have been other procedural inconsistencies, they have the right to appeal the decision. They must appeal in

writing to the Secretary-General and a copy to the Academic Council that made the selection. The Vice-Rector investigates the case and makes a written decision on the appeal.

Article 9.
Documents

- CV in sample form sent.
- Application form (students).

- College Authorization Form - for students attending a mobility program and staff attending a mobility program (appendixes 1, 2).
- Student study agreement.
- Student mobility agreement.
- Individual learning plan for mentorship offer.

College /department		
Name	Surname	ID number
Institution where mobility takes place	State	
Please comment on the academic and broader educational merits of this exchange program?		
Please comment on the applicant's eligibility for the mobility program		
Academic Eligibility (50% of Selection Criteria)		
Language skills in the language of instruction (30% of selection criteria)		
Applicant motivation (20% of selection criteria)		
ECTS credits / academic recognition		
Please list ECTS courses and credits recognized by the College		
Please list ECTS courses and credits that are not recognized by the College and briefly explain why		
For non-recognized courses / credits, please indicate which courses the student should take when returning and covering these		
Signature of Dean:		Date:
Signature of the College coordinator for mobility:		Date:
Signature of the OIR Head:		Date:

Article 10.

Monitoring and review

- Daily journal for scholarship promotion and distribution of requirements;
- The annual report is sent to the Secretary-General on the volume of work and the efficiency of the service;
- Service evaluation, monitored by service providers;
- Evaluation form by College, students, clients and partners.

Appendix 1
College authorization form
For students attending a mobility program

Please complete all sections of the form, sign and provide a copy for the student and the OIR, and keep a copy of the College records. The OIR informs the Student Services of selected students, courses and credits.

Appendix 2
Authorization form from College/ department
For staff members who attend a mobility program

College/ department	
Name	Surname
Institution where mobility takes place	State
Please comment on the merits of this exchange program Professional development needs College / department plans Language skills Motivation	
Working hours and responsibilities during the exchange program	
Signature of Dean / Head: _____ Date: _____	
Signature of the OIR Head: _____ Date: _____	
College/ Department	
Name	Surname
Institution where mobility takes place	State
Please comment on the merits of this exchange program Professional development needs College / department plans Language skills Motivation	
Working hours and responsibilities during the exchange program	
Signature of Dean / Head: _____ Date: _____	
Signature of the OIR Head: _____ Date: _____	

Please complete all sections of the form, sign and provide a copy for staff member and OIR, and keep a copy of the College records. College Council informs academic staff member and collegiums for administrative staff members about the decision.

Pursuant to Article 9, 28, 39, 49, and point 53 of the Statute of the College of Applied Technical Sciences-Tempulli in Pristina, the Managing Council in its meeting held on 09.09.2014 issued the following:

15. REGULATION ON BACHELOR BASIC STUDIES

1. General Provisions

Article 1.

Hereby the following issues are foreseen to be regulated;

- Types of studies,
- Conditions for enrollment in studies,
- Duration of studies,
- Student Statute
- The rights and obligations of students,
- Registration condition of the year,
- Deadlines for submitting and taking exams,
- Completion of studies and diploma work,
- Transitional provisions.
-

1. Types of studies

Article 2.

For the purpose of preparing the research and professional staff for the Tempulli College of Applied Science and Technology (hereinafter: College) Based on accredited programs, the College units (College's, institutes, centers) can organize two types of studies:

- Diploma Graduate academic studies;
- Professional graduate studies.

The level of qualification is determined on the basis of the National Qualifications Framework of the Republic of Kosovo.

Graduate academic studies in the first cycle of studies last three or four years and upon completion the student accumulates 180 or 240 ECTS credits, depending on the study program enrolled at the beginning of the studies.

The title to be earned is a Bachelor's degree in the field. The level of qualification in study programs with 180 ECTS credits is VI B, while in study programs with 240 ECTS credits is VI A.

Graduate professional studies in the first cycle of studies last three years and upon completion the student accumulates 180 credits. The degree to be awarded is Specialist in the field, level of qualification VI B. Within the framework of the first cycle professional studies, the College may organize shorter studies lasting one or two years, 60 or 120 ECTS credits. Upon completion of these studies, a corresponding professional title is obtained in accordance with the Law on Higher Education.

Types of studies

Article 3.

Studies at Tempulli College are conducted in three (3) year basic studies.

Basic studies are organized in these Programs:

- Road Traffic and Transport Program.
- Professional Development Center - training center.

Article 4.

In all these departments, teaching is delivered in the form of lectures; theoretical laboratory exercises; of practical fieldwork; seminars; scientific-teaching mobility; discussion; professional consulting and through independent student work.

Article 5.

Studies can be carried out in the following ways:

- Regular studies.
- Non-stop studies and
- Distance studies.

As in any other combination of study modes, as provided by the Law on Higher Education in Kosovo and the Statute of the College.

2. STUDY REGISTRATION CONDITIONS

Article 6.

At CAST Tempulli, students are enrolled according to opportunities, needs, and program proposals.

The decision on enrollment is issued by the Academic Council, which sends a decision to the Governing Council for the announcement of a public vacancy announcement, which stipulates the total number of students as well as the conditions for enrollment and the modes of selection.

Article 7.

There will be no age restriction to enroll or obtain higher education qualification.

Article 8.

Candidates who meet the following requirements may apply for the basic studies:

- Diplom , graduated from the relevant secondary schools (Matura exam)
- Have a relevant degree in other countries for at least 12 years assessed as equivalent by MASH or
- In other cases where the Ministry decides with appropriate administrative instruction.

Article 9.

The selection of the candidates presented in the competition is done according to the qualification procedure. The student is eligible to enroll in the College on the basis of points earned in the ranking procedure.

The candidate has the right to appeal against the ranking list to the Dean of the College and has the right to see his / her work within 24 hours from the day the results are announced.

Article 10.

The student must have completed the registration procedure, which includes:

- online application;
- submission of documents by competition;
- fulfillment of all conditions for registration;
- payment of tuition fees.

Other conditions and criteria for admission and registration in the relevant year shall be determined by special regulations.

The first semester students are enrolled in the competition by the administration of the College, and the indices are signed by the Secretary of the College. Guidelines for the operation of this program and other programs.

Article 11.

For student registration you need these documents:

- Double-entry registration sheet.
- Original high school diploma (Matura test).
- High school diplomas.
- Birth certificate.

Documents submitted by a student upon enrollment remain in the service of the College administration until the completion of studies or even in the event of termination of studies.

The administration service does the registration of new students in the registry and computer and forms the student Headly with the corresponding ordinal number depending on the academic year of registration.

Article 12.

The transfer or transfer of students from one program to another within our institution or even a higher education institution in the country is made in the Tempulli College transfer policy.

3. DURATION OF STUDIES.

Article 13.

Basic Bachelor studies last at least 3 years to 3.5 years and require 180 ECTS credits.

The school year begins on October 1 and lasts until September 30 of the following year.

The winter semester starts on October 1st until January 15th, while the summer semester starts on February 16th until May 31st.

Teaching in basic studies takes 15 weeks. In one semester the student may have at least 5 teaching subjects and at most 7 subjects. The number of compulsory subjects can be up to 4, while the number of elective courses can be up to 3.

The total number of electives offered to students to choose may not exceed twice the electives to be solved.

Article 14.

The student must complete his / her basic studies at the College within a period not exceeding twice the normal period prescribed for the studies he / she has enrolled, with the exception of special cases decided by the Academic Council.

2. STUDENT STATUTE

Article 15.

Student is a person (individual) enrolled in studies at the College who fulfills his / her academic and financial obligations in accordance with the law on Higher Education, the Statute and other general acts of the College.

The student can prove his / her charter by index, registration in SEMS or other document provided by general acts.

The form and content of the document from paragraph 2 of this Article shall be determined by the MEST.

Article 16.

If a student loses the index administration (student service) based on official records and with the Dean's notice the mentioned student is given a duplicate index corresponding to the missing document. (With the institutionalization of the SEMS program, it is now operating on the basis of the SEMS guidelines).

The student also encloses with the application the certificate that the document was declared invalid, and the receipt on the payment of duplicate index issuance fees.

A student who has fulfilled all the obligations foreseen in the curriculum in accordance with the College Statute, is eligible to enroll in the following year of study.

Article 17.

Internship

During the studies, it is recommended that after completing the fourth semester, the student completes an internship, which is compulsory, according to the regulation approved by the College Career Center.

Article 18.

Student loses student status:

- When he decides to leave studies;
- When he finishes his studies;
- When he has not completed his studies in the double period of study duration;
- When it reaches the maximum number of years of re-enrollment without successfully completing studies and
- By decision of the College on disciplinary procedure, as well as other cases provided by law, statute and other normative acts.

Article 19.

The student may request temporary interruption of studies and responsibilities arising under the statute of a full-time student in cases when:

- Severe illness;
- Compulsory military service;
- Child care under the age of three;
- Maternity student pregnancy as well
- Other cases provided by law and the statute of the College.

3. STUDENTS' RIGHTS AND OBLIGATIONS

Article 20.

Students have the following rights:

- Attend lectures, seminars, theoretical exercises, practical laboratory and field exercises, mobility, research, discussions, professional consultations and other forms of instruction according to the curriculum in force;
- Utilize the College library, physical asparagus and other technical equipment such as internet, labs, computers.
- Participate in student representative elections in College and student representative bodies, and regularly attend meetings of bodies and committees where they are designated members and perform the duties entrusted to the college bodies;

- Participate in cultural and sports activities, professional seminars, conferences and student gatherings;
- Participate in the competition for a distinguished student and college scholarship award as well as related rights related to active and critical student participation.

Students have the following obligations:

- apply the rules set by the College;
- Respect the rights of staff and other students;
- To pay close attention to their studies and participate in academic activities;
- Attend lectures in accordance with the rules of the specific study program;
- To demonstrate human and academic excellence on and off the College premises in order not to discredit the College.

4. Conditions of year registration.

Article 21.

Students who have obtained at least 30 (thirty) ECT points from the total number of first year subjects respectively (five exams) may enroll in the second year of study.

Students who have completed the first year and have earned at least 24 (twenty-four) ECTS points from the total number of second year subjects may enroll in the third year of studies.

Article 22.

A student who has not successfully completed the year must re-enroll in the same year of study. The maximum number of re-enrolled years is equal to the number of regular years of study concerned.

4. Deadlines and examinations.

Article 23.

Exams for bachelor studies are held during exams.

Regular student exam deadlines are: January, June, September but students are given extra time in April and November during one academic year.

Student exam deadlines are announced at the beginning of the academic year for students to be notified early and are set so that students do not have more than one exam per day.

Examination schedules, once announced, are mandatory for both the teacher and the student.

Article 24.

Examination time will begin no earlier than 4 weeks before the end of the exam and no later than 8 days before the exam deadline.

While the exam deadline should be announced during the first week of the exam deadline.

.

Article 25.

If the student cannot take the exam due to a major reason, it is considered that the exam has been canceled for a certain period of time.

In all cases where the student is absent or withdrawn from the exam, then the exam is considered to have failed. Whereas, with the permission of the administration, the student is allowed on his / her own request to take the exam earlier if he / she participates in an international exchange program or internship abroad during the exam period.

Article 26.

Exams are held in writing, orally, with tests, colloquiums, presentations of seminar papers but also practical lab exercises and other tools as well as online. The exams consisting of the oral and written part, the student can enter the oral exam only after passing the written part of the exam.

Student success in the exam is expressed by grades of 5 (five) to 10 (ten).

The grade is marked with number and text on the application, minutes, index and SEMS.

The application forms, together with the minutes of the respective examination, are submitted to the administration for transfer in the registries and electronically no more than two days after the examination to mark the grades.

The exams are public and are posted on the College's bulletin board.

Article 27.

A student who is not satisfied with grading may submit a written request for refusal of the note to the office of the Dean of the College.

The application must be submitted within 24 hours after the relevant exam results have been announced.

The Dean, upon receipt of the complaint within one business day, shall form an examination commission giving the student the opportunity to apply.

The commission consists of three teachers but not the teacher who was rejected by the student.

If the oral or written exam is repeated, the assessment is made by the commission on the following working day after the commission is appointed.

No appeal may be lodged against the committee's assessment.

According to the regulation, the student has the right to take the exam at most three times in the same exam that he / she did not take.

Otherwise the student with a legitimate reason may be allowed by the Dean to enter the examination for the fourth time, before the relevant commission.

If the student is enrolled in the same year of study, the previous number of failed student exams is ignored.

If he fails the exam four times during the repeated year, he loses the status of full-time student for this type of studies.

5. COMPLETION OF STUDIES AND DIPLOMA WORK.

Article 28.

Regular student status is maintained for two years after completing all exams for three years of study, and during this time the student must defend the diploma thesis in order to successfully complete their studies.

A student who has exceeded the time required to successfully complete the degree may submit a written request to the Dean for the possibility of extending this period for another year. If a positive decision is made, the student must pay three times the tuition of the full-time student.

Article 29.

The bachelor's degree is individually elaborated by the student, recognizing that the theoretical skills acquired during the course of study can be successfully used to solve practical problems in the field for which the student is assigned. The procedure for drafting and elaborating the diploma thesis is regulated in detail in the Diploma Thesis Manual for the BSc and MSc programs.

A student who successfully completes a bachelor's degree earns a bachelor's degree in the relevant field.

Article 30.

Degrees for a bachelor's degree are signed by the Dean of the College.
The contents and form of the diploma are determined by MEST.

6. TRANSITIONAL AND FINAL PROVISIONS

Article 31.

Students who have not been able to complete their studies during a specified period of time are obliged to continue their studies with the new rules of study that will become effective upon the entry into force of this regulation.

Student status for non-part-time study-correspondence can be changed to regular status if student passes all previous year exams within the prescribed deadline and achieves an average grade of less than 8 (eight).

For all matters not covered by this regulation, the provisions of the Statute of the College and the Law on Higher Education in Kosovo shall apply.

Article 32.

This regulation shall enter into force on the day of approval of the Governing Board of Tempulli College.

16. REGULATION OF THE SECOND CYCLE STUDY PROGRAM MASTER

Article 1

Object of Regulation

The regulation of the second cycle study program “Master in Transport and Telecommunications” bases on 54 articles of Statute of Tempulli College, establishes the normative rules for the functioning of education and the relations that are created between the subjects participating in the activity of this College.

The regulation defines the mission of the College, the internal structure and manner of operation of the school, the rights and obligations of the governing bodies, the academic and administrative staff, the students, the associates of the College; the relationships between them; rules on student admission, teaching, research, internship, assessment, graduation, publications, income generation and administration, recruitment of staff and provide for sanctions in the event of a breach of regulation.

Article 2

Objective of Regulation

This regulation defines the specific criteria of the organization, the method of enrollment of postgraduate studies, the duration, organization and manner of completion of postgraduate studies, respectively the drafting of the master's thesis.

Article 3

Subjects

The subjects of this regulation are the governing bodies, academic and professional and administrative staff, councils and committees, students and associates of the institution.

Article 4

Legal basis

The Regulation is based on Section 4.2 of the Law on Higher Education in the Republic of Kosovo, Articles 55 and 58 of the Statute of the College of Applied Technical Sciences “Tempulli”.

Article 5

Status of program

All academic units of College Tempulli, based on the unique criteria set out in this regulation and the principle of flexibility, may set specific rules in accordance with the particulars of their fields of study.

5.1. The second cycle study program “Master in Transport and Telecommunications” is a separate unit in the academic structure of the TC.

5.2. The Dean's Office, the Department and the Academic Council are responsible for the smooth running of the Master of Transport and Telecommunications study program at Tempulli College.

5.3 At the end of this study program a diploma “Master in Transport and Telecommunications” is issued.

Article 6

Mission of program

The second cycle study program “Master in Transport and Telecommunications” has the mission of preparing specialists in Transport; Road safety and accidents as well as postal and telecommunications traffic, capable of practicing in the public and private sectors.

Article 7

Activity of study program

7.1. The main aspects of the second cycle study activity “Master in Transport and Telecommunication” are:

study of research methods, academic dialogue, publications.

7.1.1. The teaching activity is based on contemporary syllabuses and curricula based on European analogue school models.

7.1.2. The research activity is mainly oriented to the study of the issues of the above-mentioned fields and is realized through theses and research projects.

7.1.3. The school offers publications of various kinds in support of its programs, propagating the College's activities and supporting the European integration process.

7.2. The second cycle study program “Master in Transport and Telecommunications” develops its activity based on the action strategy of Tempulli College.

7.3.

Article 8

Principles

8.1. The second cycle study program "Master in Transport and Telecommunications" develops its activity based

on the principles: academic freedom, institutional autonomy, quality, efficiency, efficiency, self-financing.

8.2. Academic freedom means the lack of outside interference, censorship and barriers to the practice of academic

activity. It is seen as a prerequisite for critical, creative thinking as well as for the advancement of knowledge

and intellectual research.

8.3. Institutional autonomy refers to the degree of self-regulation and its independence, according to which

a) adopts the development strategy itself

b) approves the curriculum itself;

c) Creates advice and committees for the accomplishment of its mission.

8.4. The principle of quality implies the application of academic, research, management, infrastructure standards

both in terms of requirements and expectations that must be met to achieve the ideal of excellence.

8.5. Applying the principle of quality means carrying out internal evaluation, self-assessment, external evaluation

and accreditation aiming at improving, changing, advancing and officially recognizing the quality of the College.

8.6. EfCECtiveness implies functioning in such a way that leads to the achievement of the desired goals and

objectives. This principle requires that things be done according to a foreseen strategy.

8.7. The principle of efficiency implies that the program achieves good results at acceptable and possible costs for

Temple College, using human resources, materials and tools optimally.

Article9

Program manager of "Professional Master"

The master of the study program "Master in Transport and Telecommunications" is its managing authority. It is responsible for fulfilling the mission of the study program "Master in Transport and Telecommunications" and has direct responsibility for its overall activity.

- a) Manages the work on drafting, amending the Regulation of the study program "Master in Transport and Telecommunications" for the preparation of the development strategy; for the preparation of the College's teaching documentation: syllabus, syllabus, practice package and thesis instruction; for drafting the research plan, for administering the College's revenue.
- b) Approves the curricula.
- c) Directs the design of lessons, exams and follows their implementation.
- d) Creates exam commissions.
- e) Follow the progress of the learning process.
- f) Follows the progress of the research activity and the thesis process.
- g) Organize the graduation ceremony.
- h) Propose to the Steering Council the criteria for student admission, student admission committees, thesis committee, graduation committees.
- i) Organizes the competition for admission of new students and announces the winners.
- j) Propose to the Steering Council the admission criteria and candidacies of the academic and support staff of the College.
- k) Signs the contract with the academic and administrative staff.
- l) Organizes workshops twice a year with academic staff.
- m) Sign together with the Dean official acts and documents on behalf of the College.
- n) Track the progress of publications.
- o) It pursues cooperation with partners.
- p) Proposes to the Steering Council punitive measures for Teachers and students who violate the regulation.
- q) Represents the school in relations with third parties.
- r) Organize the internal evaluation of the College.
- s) Assesses the work of the teachers and the secretary.
- t) Submits to the Steering Council each academic year a report of the activity of the study program "Professional Master" in "Master in Transport and Telecommunications".
- u)

Article 16

Committees

The program manager of the Professional Master study program in the "Master in Transport and Telecommunications" and / or departmental leader establishes various committees that perform specific tasks related to student admission, exam development, thesis preparation and defense, with the College's development strategy.

The committees are nominated by the department head and / or the Head of the study program "Master in Transport and Telecommunications" and approved by the Steering Council.

Article 17

Academic staff

17.1. The academic staff consists of teachers who teach in the study program "Professional Master" in "Master in

Transport and Telecommunication".

The admission of these teachers is done according to the criteria approved by the Steering Council.

17.2. Foreign teachers are admitted on the basis of bilateral agreements.

Visiting teachers are approved by the College Steering Council. For each academic year, each teacher signs

a contract with the head of the department stipulating the teacher's obligations, College commitments and remuneration.

17.3. Teaching rights and responsibilities:

- a) To have at their disposal all the information necessary for the performance of their duties.
- b) Use all facilities and equipment of the College for the benefit of the CT.
- c) To participate in various committees and activities of the TC.
- d) Qualify in the context of CB projects.
- e) Implement the employment contract
- f) Implement the regulation of the "Master in Transport and Telecommunications" and TC programs.
- g) To interact in a professional, civic manner with colleagues, students and collaborators of the CT.
- h) Implement the curriculum according to predetermined requirements.
- i) To create a climate of cooperation with students and colleagues.
- j) Fulfill responsibilities for thesis leadership.
- k) To contribute to the issues of European integration of the country.
- l) To evaluate students professionally and on time.
- m) Not normally participate in a student evaluation committee when they have a family connection with any of them.
- n) Not to engage students for personal work.

Article 18

Secretary of program

The secretary of the study program "Professional Master" and "Master in Transport and Telecommunications" performs the following tasks:

1. Works under the direction of the Master of Transportation and Telecommunications study program leader and / or departmental Head and is responsible for the implementation of all instructions given by him for written and verbal communication with the Deanery, the Steering Council, and staff. academic, with students, with KT collaborators.
2. Makes the technical organization of the meetings of the Steering Council and maintains the minutes of the meetings.
3. Assists in the preparation of materials for the Master of Transportation and Telecommunications study program leader and / or the department head.
4. Hosts persons requesting a meeting with the study program leader "Master in Transport and Telecommunications". and / or the department head.
5. Receive correspondence and other materials addressed to the program leader.
6. Archives documentation of the institution, professors and students.
7. Prints and multiplies paperwork and teaching materials.
8. Performs the process of registration of new students during the admission competition process and the procedure of registration of admitted students.

9. Monitors the progress of the teaching process in terms of respecting the teaching structure, the teaching schedule, the exams; the progress of the practice, the thesis process, and the maintenance of relevant documentation of these processes.
10. Prepares teaching aids for the development of the learning process.
11. Prepares the process of evaluations verbatim with student names and submits them to the program Head for signature.
12. Displays the teaching structure, lesson schedule, exam dates, internship dates, thesis protection, and announcements of various activities.
13. Receive completed evaluation verbatims from the process.
14. Provides assessment information to students.
15. Equips all new students admitted to the “Professional Master” study program with a student card, meets student requirements for simple certifications, grading lists and other papers.
16. Perform grades in the basic register according to courses and subjects;
17. Prepare diplomas and grade certificates for graduating students.
18. Maintains links with the Dean's Office and reports the statistical data of the study program “Master in Transport and Telecommunications” to the requested instances.
19. Maintains financial documentation.
20. Performs library and internet services.
21. At the end of the academic year prepares a working report which it submits to the Dean of the College.

Conditions of admission

Article 19

Registration conditions and obligations are set in accordance with the candidate's prior education as follows:

- Postgraduate studies of the master's degree are eligible to enroll all students who have completed their first bachelor degree and have earned at least 180 credits (ECTS).
- Students who have achieved an average grade of 7.5 during the first cycle of studies will be directly admitted to the studies
- Students below the 7.5 grade point average will be subject to the qualification exam in all academic units in which they apply for postgraduate studies in the master's degree.
- Students who have completed four or five years of undergraduate studies may enroll in postgraduate studies of the master's degree according to the conditions and syllabuses set in duration of 1 year.
- The final confirmation for admission to the master's degree students is done by the Dean of Tempulli College.
-

Organizational structure of postgraduate studies

Article 20

Postgraduate studies (masters) will be organized in all academic units of the College's which foresee this degree of study with their curricula.

Students who have completed basic studies in one academic unit may apply for a master's degree in another academic unit if permitted by the internal organization regulation of this academic unit.

Article 21

The teaching staff at the discretion of the Professor (Professor, and Assistant Professor) who meets the conditions set forth in the Statute of Tempulli College is entitled to teach in postgraduate studies. Assistants who hold at least a master's degree or another equivalent degree are eligible to practice in this course of study.

Article 22

Postgraduate studies of the master's degree are conducted according to the modular system and are mainly based on narrow specialization courses within academic units. The system of work in this cycle of study should also include the hours of practical work, namely the research research practice that the students must complete.

The study regime, the grading system, the credit system are similar to the first bachelor studies.

Article 23

Postgraduate master studies last from 1.5 to 2 years and require the achievement of 90 - 120 ECTS points, unless otherwise specified by specific programs.

Article 24

Upon successful completion of the master studies the academic title of Master of Science is obtained. The regulations of the academic units define the narrow areas of specialization and titles that students achieve after earning a Master's degree.

Article 25

All Tempulli College Postgraduate Studies exams conclude with a master's thesis in accordance with the study programs.

The master's thesis is individually elaborated by the student in close collaboration, proving that the theoretical skills acquired during the course of study can be successfully applied to solving complex research problems in specific scientific fields.

The master thesis is elaborated by two or three students (research group) and there should be clearly stated the contribution of each candidate.

The application for elaboration of the master's thesis by two or three students is decided by the scientific teaching council.

The procedure for submitting, elaborating, defending and evaluating a master's thesis is determined by the Scientific Teaching Council.

Article 26

All academic units that organize postgraduate studies (Master Cycle) are required to submit lesson plans and curricula at least three months before the start of the program and the annual project and research plan, with current topics relevant to the field. .

Academic units may organize interdisciplinary master's degree programs.

Academic units within the international cooperation of Tempulli College can organize postgraduate studies of master's degree in academic units respectively College's of international universities.

Documents needed for competition

Article 27

All candidates must submit these documents:

1. Completed form (which can be downloaded from the official website www.tempulli.org) or the premises of Tempulli College in the neighborhood of Arbëri - Pristina.
2. Original Degree of College or University completed.
3. Certificate of grades
4. Birth certificate
5. Motivation Letter
6. CV
7. Photocopy of ID card or passport.

Application deadline for students.

Article 28

Candidates will be presented by December 31.

Enrollment of eligible candidates will begin after the final list is announced.

Article 29.

This Regulation shall enter into force on the day of its approval by the Steering Council.

Head of Steering Council

17. MANUAL FOR THE DIPLOMA THEME WORK - BACHELOR and MASTER

This manual is addressed to Bachelor and Master students who have to prepare for: Diploma Thesis.

The manual are based on 59 of Statute, and will guide you how to write and structure your work.

If you are not sure about using this manual, please discuss it with your mentor for further advice.

Mentoring

Each student has the right to choose a mentor. The mentor should have the title of professor, who will assist and guide the student's work.

After the mentor accepts the topic, the student asks the secretary to approve the topic proposal. The student should have regular consultations with his / her mentor during the process of writing the Diploma

thesis. It is not advisable for the student to work independently for a long time and then consult with the mentor

and submit a large draft of the topic proposal without first getting suggestions for smaller issues. Consultation is also the mentor's obligation. So, the final form of the paper, the student is obliged to present it to the mentor and

after it has been agreed, the student submits the subject for evaluation by the committee formed by Tempulli College Council.

Evaluation

The final copy must be well prepared and completed, given to the members of the Evaluation Committee.

If there are multiple comments, then the student should re-correct the topic, and if not, the Evaluation Committee

prepares the report and submits it to the administration of Tempulli College who makes a decision to go public for 2 weeks.

Protection

The student defends the topic of oral diploma in front of a committee appointed by the College Council.

The student is given 15-30 minutes to present the results of their research (using information technologies as well as other techniques as needed); then the Commission asks the questions. Questions may also be asked by other participants (the public).

Finally, the Commission withdraws for consultation to evaluate the student's written work and his / her submitted defense. The commission then communicates the result of the defense to the student. The Commission evaluates the work of the Diploma with a grade of 6 to 10.

DIPLOMA SUBJECT ASSESSMENT CRITERIA

The following criteria are used in Tempulli College for the evaluation of the diploma thesis: Quality of content and writing, organization, style, presentation and development of ideas.

Quality of analysis

Significant analysis of problems, issues and questions raised regarding information, material and data collected.

- 1. Quality of conclusions and results.**
- 2. Linking theory with practice.**
- 3. Logical layout in presentation and methodology.**

4. Describes and provides reasons for eligibility, opportunities and limitations of methodologies.
5. Conclusion

It critically addresses the generalization and application of the study and its contribution to expanding the boundaries of earlier research in terms of new achievements.

The conclusion should be written in English as well.

The official aspect of the paper

This section shows you the most important parts of the official aspect that must be used correctly to write your paper correctly.

Topographic view of the paper

The following guidelines should be used to provide a coherent plan and to calculate the size of your paper

- **Use: Font size 12 points,**
- **Font: Times New Roman,**
- **The space between rows should be 1.5 pt**
- **A4 paper size and**
- **Margin Up / Down / Left / Right should be 2.5 cm**

Figures, tables and equations

The pictures and tables should be in the middle and should be titled. The caption is placed below the figure and above the table. All figures and tables should refer to the text.

The font and table font size should not exceed the text size. Using pictures and tables taken from books, publications, etc. add a reference to the caption (best below the figure or chart). All figures and tables should be clear and properly designed.

Footnote

Footnotes should not be used often. Footnotes are set up to add some interesting reminders or remarks to the written text. The footnote should not exceed the quarter of the page.

Abbreviations

Abbreviations should be written and explained when first used. The abbreviation can then be used without explanation. If many abbreviations are used, a table of abbreviations is recommended.

Units

Due to the frequent use of units in technical and scientific documents, their scientific writing is important.

List of counts

1. By placing counts in your document, observe these rules:
2. Or write the complete sentence or motto, and
3. Each number in the count begins with a capital letter. Avoid mixing the two styles.

Writing style

Avoid mixing the two styles. Passive form. Passive forms should generally be used in your work. Avoid the expressions "we" and "I".

18. REGULATION ON THE DETERMINATION OF TUITION FEES AND FEES AT THE C. “TEMPULLI”

Article 1.

This Regulation sets out the bases and criteria regarding the funding of the Tempulli College of Applied Technical Sciences (hereinafter referred to as the College), as set out in Articles 40 and 41 of the Statute of the Tempulli College.

The College's overall financial resources are:

- Establisher's funds,
- public funds accredited by special procedure,
- income from commercial activity and other scientific, professional and expert activities,
- projects
- intellectual property and copyright.

Article 2.

As a publicly accredited private entity and as a legal entity with educational and higher education activities, the Coalition may provide and receive funding from the Ministry.

For the use of these funds we will follow the procedures of the Administrative Instruction of the Ministry and the Accreditation Agency of Kosovo.

Article 3.

For the funds received from the public funds of the Ministry, the Council reports to the Ministry on the fair use of the accredited funds.

Article 4.

As a publicly-owned private equity holder, College may also obtain and receive funding from other sources:

- tuition fees and other student fees,
- obligations for commercial-professional services,
- donations, gifts and assistance,
- contracts with national and international organizations, public or private in the field of teaching, research or consulting (seminars, courses, conferences).

For all of these commercial services, special regulations and contracts are developed by the Steering council of the College.

Article 5.

Tuition and other fees:

Registration for one year of studies + VAT	1260 €
Exams	10 €
Transcript Record	10 €
Certificate	10 €
Diploma	200 €

Payments for professors / assistants:

Dr.Sci	20-25 € per lesson
Mr.Sci	15 €
Ing.Dipl.	12 €

Degree Commission

Mentor	80 €
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Head of commission	40 €
7 members	40 €

Article 6.

Paying for master's degree studies

One semester in master studies costs 750 €. Graduate candidates (at bachelor level) in the College are entitled to a 20% discount.

Tuition can be paid at once or from 2 to 12 installments.

Exams are paid at a price of 20 Euro for everyone.

Presentation of the diploma thesis costs 400 Euro for everyone.

Article 7.

The Steering Council of the College is responsible for its well-being and directly determines the manner and use and allocation of funds by preventing financial misuse.

Article 8.

Adequate documentation and financial activities are managed by the relevant service, in accordance with applicable legal provisions.

After drafting the reports of this service, the Steering Council evaluates and verifies the data presented, and confirms the same as official documents.

Article 9.

The Council also retains the right to have the auditing - financial audit, by professional committee - performed in periodic and annual reports of the accounting service.

Article 10.

Administrative, financial, contractual documentation is strengthened with the approval of the Steering Council, and signed by the chairman of the board.

Article 11.

Amendments to this Regulation shall be made in accordance with the manner and procedure by which it is approved.

Article 12.

The Regulation shall enter into force on the day of its approval by the Steering Council.

19. REGULATION FOR STUDENT COUNCIL

General provisions

Article 1

Designation of Organization

The name of the student organization will be: **Tempulli College Student Council**

Article 2

Definitions

The SCTC is the Student Council of Tempulli College.

SC is the Student Council;

“EC” is the Election Commission;

"Student Counselor" is the student selected by the student electoral corps to represent the one-year branch at the STCS and before the decision-making bodies of Tempulli College.

Quorum” is the presence of 50% + 1 of all members of the relevant body.

Article 3

Purpose and objectives

The Tempulli College Student Council, based on 42 article of Statute of Tempulli College has as its goal:

- To address the concerns of the students and to act on their resolution;
- Contribute to enhancing the organizational and management skills of the most active student groups;
- Establish structures that serve to inform students and ensure their well-being;
- To cooperate with the governing bodies of the College in order to improve the teaching and research level;
- To establish and strengthen relationships between College students and students of other Higher Education Institutions in Kosovo and other countries in the region and around the world;
- To take actions that will help improve the situation of students;
- To create supportive structures for the development of extracurricular activities for students;
- To provide facilitation services to students;
- To develop the cultural and educational level of students;
- To perform activities aimed at entertaining in its most diverse forms.

Article 4

Office of the Student Council of Tempulli College

The office (SCTC) is located on the top floor of the Tempulli College building. The office and the equipment in it are administered by the chairman. The office may also be used by other persons authorized by the chairman. Any person authorized to use the office (SCTC) and the equipment contained therein is individually responsible for the material damage it may cause.

Article 5

Independence

Tempulli College Student Council is a non-political body that is forbidden to cooperate with political parties and political organizations. All student councilors, secretary general, departmental responsibilities, members of the Election Commission, members of committees set up by the SC and members of working groups set up by the structures (SCTC) are prohibited

from public political pronouncement on behalf of the Council. Student of Tempulli College or its structures.

Article 6

Rights and duties of students in relation to the SCTC

Every student, after submitting the written request to the Student Advisor and the latter to the Teacher and having received authorization from the Head of the Department to put forward a particular issue on the agenda, has the right to present his opinion, to discuss in SC meetings, request funds management account /

- Every student has the right to be informed about the activity of the SCTC
- Each student is also required to strictly apply the statute of the SCTC in its relations with the SCTC.

Article 7

Student Council – SC

The SC is the collegial, decision-making, highest body of the SCTC.

SC members are called student advisors and are elected every 3 years by the student community of TEMPULLI College College's. SC meets once every 5 weeks.

SC meetings are valid when all councilors are publicly notified, regardless of the number of participants in the meeting. SC meetings are chaired by the chairman of the SCTC.

Unless the statute provides otherwise, decisions of the SC shall be taken by a simple majority of the votes of the councilors present at the meeting. If the votes are equal the vote of the Chairman of the SC is considered decisive in making decisions. The decisions of the SC are taken only when there is a quorum at the meeting.

The decision to dismiss the chairman is taken by secret ballot, with 3/5 of all councilors voting. The decisions of the SC enter into force as soon as they are signed by the The Head.(Prinsipal)

The SC has these powers:

- Elects or dismisses the The Head by secret ballot;
- Dismisses councilor by secret ballot;
- It mandates the mayor;
- Creates permanent or temporary committees on various issues and determines how they function.
- Decides to establish relationships with student clubs with the aim of cooperation and mutual assistance.
- Announces the start date of the election campaign within the deadline specified in the statute;
- Announces the date of the general elections within the deadline set in the statute;
- Reviews and decides on proposals made by various bodies and organizations for the purpose of mutual cooperation and assistance;
- Adopts the internal rules of procedure of the SCTC;
- It discusses everything extraordinary that is on the agenda of the meeting and makes decisions about it.

Article 8

The Chairman of SCTC

The Chairman should be an advisor to the SCTC.

The Chairman has a three-year term and exercises his / her powers until the election and the mandate of the new Chairman.

The Chairman is elected by the SC once a year and has these powers:

- Directs the activity of the SCTC by statute;
- He/she enters into relationships with other bodies, organizations or institutions following the decision made by the Student Council.
- Prepares, convenes and chairs the Council meeting.

- Determines the agenda of the Student Council meeting.
- Prepares, convenes and conducts extraordinary meetings of the SC
- Takes care of the interests of the SCTC, protects them and represents them in their dealings with third parties.
- Delegates all or part of his powers to the Vice-chairman.
- Underlines the decisions of the SCTC.
- Prepares the draft annual program of activities and submits it for approval to the Students;
- Consider proposals made by different institutions and organizations for mutual cooperation and assistance.
- Coordinates and implements decisions taken by the SC and Authorizes various persons to attend the SC meeting with the right to speak or not, including them or not in the agenda.

The SCTC has a Vice Chairman. The Vice Chairman of the SCTC is elected by the SC. The deputy chairman of the SCCT has a one-year mandate and exercises his / her powers until the election and mandate of the new vice-chairman. The powers of the Vice chairman are: Takes part or all of the powers of the Chairman by written declaration of the latter. In cases when the Chairperson loses his / her mandate, the Vice-Chairperson shall be dismissed or resigned. In case of absence of the Chairperson chairs the meeting of the SC.

Article 9

Mandate

The mandate of the SC member is performed by the Election Commission. The mandate of the Chair of the SCCT is performed by the Student Council.

Article 10

Election Commission

The Election Commission is created by election of the Student Council at least one month before the announcement of the start date of the election campaign. The EC is mandated by the SC and lasts up to one month after the completion of the entire process of the general and internal elections of the SCCT. The EC members are the chairperson of the committee and four college students, two from each College. The members of the EC are nominated by the Secretary General. The four EC members are voted one by one from the Student Council. The EC member who is also the chairman of the EC is elected as such by the SC. The Chairperson of the EC chairs the meeting of the Council in which the new Chairperson of the SCTC is elected

EC members must be college students who are not and do not intend to become.

EC meetings are valid when the fifth members are invited and attend no less than three members (the chairman + two members). EC meetings are convened and chaired by the EC chairman. EC decisions are taken by majority vote. If the votes are equal the vote of the EC chairman is considered crucial in the decision making.

The EC has these powers:

- Organizes partial, general and internal elections for the SCTC.
- Counts the votes and announces the winners.
- Examines complaints of different parties and when it sees fit, no later than 48 hours, decides to repeat the electoral process in whole or in part.
- Mandates candidates who have won the election, not later than one week after the end of the election.

Article 12

Ways of voting

The ways of voting in the SCTC are:

- Open voting;
- Secret ballot.
- Open voting is done by raising a hand.
- Secret ballot is carried out where the statute expressly states and is required by no less than 1/3 of the voting participants.

Article 13

Elections

General elections for the reshuffle of the Student Council are held every two years, the elections must take place at the beginning of the academic year. The general election must begin no later than the third week of the relevant month. The general election must end no later than the fourth week of the relevant month. Voting in constituencies becomes secret, with transparent ballot boxes. Student selection is based on the right of each student to choose and be selected. The start date of the election campaign shall be announced by the SC no later than the second week of the relevant month. The election campaign continues until the end of the elections.

Dean takes measures to make available structures and persons to assist in the technical organization of student council elections. Announcement of election date is made public on the College's and College. The Secretary-General of the College shall take measures and provide the material basis for the conduct of the voting process.

“Every student has the right to vote for the student councilors (1 student representative for 1 branch each year) of the College student council. Each student is provided with a standard ballot paper for his / her branch and marks only nearby the name of a candidate each year. Every student has the right to run for Student Councilor (representative of his / her branch of the year) in the College Student Council.

The Chair of the Student Council of the College then chairs the Student Council meetings. The College Student Council elects student representatives to the College's Council of Heads, in accordance with the statutes of the higher schools and regulations. The chairman of the student council of the same higher university elect among themselves the chairman of the College Student Council and the student representatives in the College council, in accordance with the higher school statutes and regulations. The Dean of the College makes available the College premises throughout the election period, in view of the conduct of the election campaign by the candidate students, which may contain elements such as posters, meetings in the College halls. The electoral process is open and can be monitored in any part of it.

Article 13

Candidate for mayor

Every member of the SCTC has the right to take part for mayor.

Article 14

Proposal for Secretary General

Every college student has the right to be nominated as secretary general by the mayor.

Article 15

Dismiss of chairman

Proposal for dismissal of the Chair may be made by: 1/3 of all College students 1/3 of all advisors, * The Chair may only be dismissed by the decision of 3/5 of all SCTC advisers. The decision to dismiss the mayor is made after secret balloting by councilors.

The proposal for dismissal of the Vice-chairman may be made by: 1/3 of all councilors; Chairperson. Vice / Chairperson can be dismissed only by decision of 3/5 of all councilors. The decision to dismiss the Vice The Head is made after secret balloting by councilors. Proposals for dismissal of the Secretary-General may be made by: 1/3 of all Councilors; The Head. The Secretary General can only be dismissed by a decision of 3/5 of all councilors. The decision to dismiss the Secretary General is made after secret balloting by councilors.

Article 16

Dismiss of member

The proposal to dismiss a student advisor may be made by: 1/5 of his constituency students; 1/3 of all councilors; The chair can only be dismissed by the decision of 3/5 of all student councilors. The decision to dismiss it is made after secret balloting by student advisors.

Article 17

Loss of mandate

The councilor loses his mandate when:

- Commits more than five unjustified absences in SC meetings.
- Will be dismissed
- Resigns;
- Receives three warnings from the chairman on ethics violations during SC meetings or for activities in violation of the SCTC statute and interests.

The general secretary loses his mandate when:

- Does not comply with the decisions of the SC and / or the Mayor.
- Will be dismissed;
- Resigns.

20. REGULATION FOR TRANSFER AT TEMPULLI COLLEGE

Article 1

Purpose

The purpose of this regulation is to determine the transfer criteria and procedures:

- a) between the departments of Tempulli College and
- b) from other indoor and outdoor Colleges.

In the case of applications for transfer from other Colleges, it is based on Article 57 and 60 of the Tempulli College Statute, Law on Higher Education, best practices accepted in the European Higher Education Area in Kosovo, as well as additional criteria by the Ministry. of Education and Science and AKA.

Article 2

Application Period

Transfer applications should not exceed the week of “Final Case Selection”. The transfer decision must be made within one week of the date of application.

Article 3

Criteria of application

Applications for transfer between departments of Tempulli College will be made based on the criteria set by the Academic Council of Tempulli College for transfers from other higher education institutions, for the same study program, will have a grade point average of no. less than grade 7 (coefficient 2.00).

Article 4

Application procedure and documents

Students who will be transferred must complete and submit the relevant form and documents to the Student Services Office. Applications, after being reviewed by the department and student services office of the respective College, are submitted to the Academic Council for final approval.

Students who will be transferred between the departments of Tempulli College must submit the transcript of grades to the Student Services Office. Students who will be transferred from other higher education institutions should submit the following documents:

- Request for transfer of studies
- Grade transcript
- Course description of the respective study program

Article 5

Course integration

Course assignment will be done by decision of the College Academic Council based on the proposal of the relevant department. The decision will specify the individual subjects that will be assessed with the grade (T) as well as the subjects that the student must take to complete the relevant cycle studies.

Article 6

Credit Transfer

Course credits that are awarded to the student, by decision of the College Academic Council based on the proposal of the relevant Department, will be calculated on the total amount of credits received in that study cycle. These credits will not affect the calculation of the student's overall average (CGPA).

Article 7

Language

Study Language Proficiency Examination Students who transfer to study programs that are not developed in Albanian will then have to take the Study Language Proficiency Test.

Article 8

Conditions for transfer

- a. Transfers can be made for study profiles belonging to the same field. Students who wish to transfer to different programs, they agree to start their studies in the lower classes on the basis of subject integration.
- b. The number of students who transfer may not exceed 10% of the number of students in that class. If the number of applications for transfer is greater than 10% then the ranking is based on the average student grade.
- c. c. The number of different program subjects from which the transfer is required to the transfer to which the transfer is requested may not be more than 8 in the semester in which the student is located. The various subjects are taken in the semester in which the subject is opened. If the various subjects are more than 8, then the full-time student may be admitted to pursue a degree below one year. Even when he begins his studies one year below, the various subjects must not exceed 8. There can be no more than one transfer during the study of the first and second cycle programs.

Article 9

Payment

The Academic Council will determine the student fee based on the fee for the program being studied and the one to which it is seeking to transfer

Article 10

Graduation Students who are transferred to the College College are awarded a diploma, provided they have completed at least two semesters at Tempulli College.

Article 11

Entry into force

This regulation shall enter into force on the date of its approval by the Steering Council.

21. COLLEGE OF APPLIED TECHNICAL SCIENCES “TEMPULLI” IN PRISHTINA

Pursuant to Article 41 of the Statute of Tempulli College, which is in full compliance with the Law “*On Higher Education of the Republic of Kosovo*”, dated _____, issued the following:

REGULATION ON SCHOLARSHIPS ALLOCATION

I. GENERAL PROVISIONS

Article 1 Objectives

This regulation defines the characteristics of the scholarship allocation regulation for Temple College students. Students who meet the criteria set out in this regulation are eligible for Tempulli College scholarships.

Article 2 Scholarship Management Commission

The scholarship management committee is the body responsible for administering the scholarship award process and consists of the Dean of Students, the Student Admissions and Selection Officer, and a representative from the academic staff who is elected by the Academic Council of Tempulli College.

Article 3 Scholarship application procedure

Interested students should complete the scholarship form at the Student Selection and Admissions Office. The Student Selection and Admissions Office submits the forms in question to the scholarship management committee. The student must submit:

- application;
- biography, (CV);
- Certificate of citizenship of the Republic of Kosovo (citizenship, original or certified copy) not older than 6 months;
- A birth certificate (original or certified copy) not older than 6 months.

The scholarship administration committee analyzes and evaluates the application forms within seven days of the student completing the application form.

Scholarships are reviewed by the scholarship management committee for each subsequent academic year. In the case of a scholarship from another institution, the student may not receive a scholarship from our institution.

Article 4 Content of the scholarship

These scholarships are only valid for students who meet the admission criteria.

- a. These scholarships are solely scholarships and do not include accommodation and meals. The quoted scholarships are only valid for 6 semesters.
- b. Students who meet the eligibility criteria for more than one scholarship do not qualify for all scholarships, but will only benefit the highest scholarship.

- c. Students who receive scholarships work 120 hours of different work as determined by the governing bodies of Tempulli College (such as advertising and other jobs that may be charged by administrative units).
- d. The tuition fee deduction will be considered a scholarship for students who are eligible for the scholarship.

Article 5

Scholarship of success

Students who have achieved an average grade of study at Tempulli College, not less than 8.5:

- a. As well as having high behavior and integrity while studying at College Tempulli
- b. As well as participate in lectures and organizations that are in the interest of improving the quality of Tempulli College studies.
- c. Students who prove successful in the Toefl exam and prove this fact through a document, on the proposal of the Dean and with the approval of the Leader, receive a scholarship fee reduction, as follows:
 - d. Students who receive 100-120 points benefit 100% scholarship fee deduction;
 - e. Students who receive 90-100 points receive 75% scholarship fee deduction;
 - f. Students who receive 80 - 90 points receive a 50% scholarship fee deduction.

Article 6

Scholarship for success in the field of transport, culture, art and sport

Students who have a high professional qualification in the field of culture, arts and sports and attest to this fact through relevant documentation, on the proposal of the Dean and with the approval of the Steering Council, may be awarded a scholarship in the form of a reduced study fee.

Article 7

Causes of Scholarship Termination

- a) A student who leaves Tempulli College for various reasons loses the right to receive a scholarship from the date of departure.
- b) If the student is transferred to another study program within Tempulli College then he / she loses the scholarship.
- c) Students who have received a scholarship are required to attend at least 70% of the teaching hours during the semester.
- d) Each semester the overall average of students who have received a scholarship should not be below 8.5.
- e) Students who have received scholarships should not freeze their studies and should not take any disciplinary action

Article 8

Entry into Force

This regulation shall enter into force on the day of its approval by the Steering Council.

Article 9

Implementation

Implementation of this regulation is provided by the Dean of Tempulli College.

Pursuant to Article 2, point 1.5 of the Law “*On Higher Education of the Republic of Kosovo*”, the mission of Tempulli College to create bridges between the College and the labor market, Article 45 of the Tempulli College statute, the Steering Council after reviewing the project regulation, in its meeting dated issued the following:

REGULATION for CAREER CENTER

The purpose of this regulation is the Tempulli College Mission on the foundation of the bridges between the Institution and the labor market in Kosovo and beyond. This Regulation provides:

The Tempulli College Career Center has adopted the standard of service for internships and internships for students, alumni and external stakeholders in order to provide a high-quality service.

The center aims to ensure consistency of service, set expectations with external and internal customers and colleagues and demonstrate commitment to quality.

It also aims to make clear what the GoK students need and what they can expect from the Center.

The Career Center continuously leads and supports Student Organizations, as an important and useful link in student life.

Standards of Service-General Communication: In the field of communication, the department will use the College's General Standards in all areas of government and service.

Article 2 Areas of operation

- Communication
- Internal services
- External services.

Article 3 Subjects

Students, College partners, public and private institutions, companies, KT Alumni, international students, KT management, academic and administrative staff members. Staff members responsible for meeting standards: Tempulli College Career Center is led by the Career Center Leader.

Article 4 Internal services (for students and staff)

- The Career Center will maximize the promotion of the Career Center services through information sessions for students, staff, management, stakeholders, based on the annual plan of activities;
- positively and actively provide guidance, information and support for finding institutions and companies for internships, internships and / or employment and other general and individual requirements;

- support and guide outgoing students in writing CVs, cover letters, completing application forms, training in individual and group interviewing techniques, providing regular sessions;
- arrange a career fair for current students, TC alumni and staff every academic year;
- provide the Career Center's Annual Employment Report to staff, management and stakeholders by the end of December;
- arrange meetings with students / alumni at a time and place that is most appropriate for them and provide all supporting materials;
- we will enter employment information based on data within one business day of receiving it.

Article 6

External services

- The Career Center will support and encourage companies, organizations, and institutions to accept TC students for internships or employment;
- arrange monthly meetings of the Career Working Group and disseminate the minutes within three days;
- Actively maintain good relationships with existing interest groups on a regular basis throughout the year;
- check and respond to questions sent to the CC address within two business days;
- check and update the information posted on the GoK website on a monthly basis;
- review the information and presentation on the GoK website in six months;
- invite companies to participate in a career fair,
- arrange meetings with company representatives to assist students for internships or employment within three business days or as soon as possible for the organization and students;
- send / share graduate student databases with representatives of employment companies at least 4 times a year;
- provide accurate and up-to-date information to external stakeholders within one business day;
- Attend outdoor meetings as required by stakeholders in 95% of cases;
- Provide advice and support to external stakeholders on the use of a timely employment database for the company / institution.

Article 7

Monitoring and feedback

- a) Weekly activity report
- b) Annual customer feedback
- c) Student survey
- d) Requirement for evaluation by the user after performing most works
- e) Evaluation from clients and partners.

Article 8

Entry into force

This Regulation shall be amended and supplemented in the same manner as its adoption.
This Regulation shall enter into force on the day of its approval by the Steering Council.

Prishtinë, _____.

Head of Board

CAREER CENTER TEMPULLI COLLEGE

Pursuant to the Law on Higher Education in Kosovo, Tempulli College 45 and 52 article of Statute, and European Space Regulations and Best Practices for the Regulation of Internships for Students, the Career Center issued this:

MANUAL FOR INTERSHIPS FOR STUDENTS

Article 1.

The object of regulation

This manual aims to regulate the educational and vocational activities defined as internships in the curriculum as well as the internship program, separated from the Curriculum as part of the Tempulli College Career Center activity.

Internships provide students with the opportunity to enrich their academic preparation through the experience of complementary and integrative education, Tempulli College promotes internships both in the public and private sectors;

The beneficiaries of this internship program are students, graduates, and high school graduates.

The internship program is the most beneficial and evolving opportunity for students to apply the knowledge and skills gained during their studies as well as to gain first-hand knowledge of empowering the knowledge gained in the host institution or organization.

In no way can the relationship between the intern and the company or institution be considered as regular employment.

The internships last a maximum of six months to 12 months and are conceived as training or vocational training periods aimed at facilitating career choices through deeper market recognition and field testing of a work environment;

The internship program is the best method for Tempulli College and the host institution to collaborate and act to observe the student in the work environment and assess their management potential for a potential future employment and program improvement this observation in the future.

Article 2. Guiding the internship

The student internship program includes three parts:

1. Practice Coordinator
2. Intern supervisor
3. Intern

2.1 Accountability

Practice Coordinator

- Finding and starting negotiations and collaborating with Institutions, Industry or Business Organizations.
- Provide training in CV writing, letter of recommendation, and computer work to provide quality candidates for the Internship Supervisor.
- Organize and conduct the interview with the trainee and the Practice Supervisor.
- Organize and provide Career Orientation to new interns selected.

- Provide the tools, resources and guidance to help Practice Supervisors select and manage the intern.
- Providing assistance to the trainee as needed.

Intern supervisor

- The trainee supervisor is the person who will select and supervise the trainees in internship programs. The supervisor can be a member of the Career Center at Tempulli College.
- To lead the process in an objective and transparent way of selecting the intern for the internship.
- Sets, tasks and objectives for the intern.
- Supervises the trainee to ensure that he completes the assigned tasks as required.
- Complete the intern's evaluation form.
- - Completion or realization of any paperwork for the needs of the trainee for obtaining credits at Tempulli College.
- Make sure the intern has a positive experience and apply it to other opportunities that will arise in the future.

Article 3.

Curricular and Extracurricular Practices

Internships at Tempulli College are organized in two forms: those within the curriculum and those outside the curriculum as part of the Career Center work.

Intern, goals and time frame.

Practical work within the Tempulli College curriculum takes place throughout the duration of the study program and remains as such until the trainee has obtained their degree. They consist of educational and orientation experiences aimed at achieving specific learning objectives in the study program..

They are divided into:

Curriculum practice for educational credits: they are foreseen in the program structure, they are counted in ECTS educational credits, they have specific requirements (in terms of duration, timeframe and content specified in the curriculum), they must be authorized in advance and they must to be verified when completed.

ECTS credit-free curricular practices: they are not enrolled in academic plans and are implemented when completed as credit-free curricular practices.

Extracurricular internships are intended for anyone who has received a degree and ability to become active within 12 months of completing their degree program. Their purpose is to facilitate academic and professional choices through employment through training and direct contact with the labor market.

If the trainee earns their degree during a curricular practice, the internship changes character (from curriculum to extracurricular). In that case, the host organization or institution undertakes to meet all the requirements required by the legislation regarding non-curricular practices.

The internship consists in placing the student, or a person who has completed an educational program (hereinafter "intern") in a public or private institution in Kosovo or abroad, to carry out practical activities in accordance with the educational objectives set. study program, based on a specific program agreed between the trainee, host organization or institution as well as the study program Head (when required) and the Career Center. Practical work does not imply a regular working relationship with the Host Organization or Institution.

Article 4

The importance of practice

According to the spirit of the Statute, and the Tempulli College study programs, the importance of practical work reflects:

Students through internships, benefit:

- The opportunity to put into practice the theory achieved in Tempulli College's academic and professional programs.
- Gaining experience in a real-life work environment.
- Coping with the personal demands of learning with the demands of the labor market.
- Increasing the level of maturity and business culture.
- Development of professional and personal skills
- Improving career opportunities and establishing useful contacts in the industry
- Develop, reflect, and evaluate strategies to achieve one's career goals
- Opportunity to learn informally, between traveling and earning a living, and to enjoy independence and other access to life.

Institutions and Organizations, through the internship program, benefit:

- As a carrier of employment opportunities.
- Establishing academic and professional partnerships.
- The opportunity to get new, innovative ideas through talented students.
- Gaining extra manpower during critical times.
- Developing a group of talents that will be recruited after graduating.
- Opportunity to provide feedback to the College on knowledge and skills.

Article 5

Code of Conduct

1. The behavior and performance of students represents not only themselves but also the College.
2. Students must adhere to the Tempulli Code of Conduct and Host Institution Code of Conduct.
3. To respect and complete the internship program as a whole,
4. Students must abide by the laws of the country where they practice
5. Students must adhere to the dress code.
6. Students should respect the time and period of internship.
7. Students should submit all relevant documents on time as required by the interns
8. Failure to comply with these rules may result in failure to obtain an ECTS credit or even a Certificate of Practice.

Article 6

Conditions and structure

Place of practice

Internship is valid and legal when performed in Kosovo or abroad, in private or public institutions or organizations or non-governmental organizations; The structure of which is presented in the form of: industrial, commercial and service enterprises, banks, financial, institutions, auditing and consulting companies, professional, public firms, administrations, public organizations, classified institutions and associations, permanent operators in the sector, services, nonprofits, educational and research organizations, cultural and artistic institutions, enterprises and organizations working in tourism, communication and media, international organizations, chambers of commerce, diplomatic missions and institutions, other organizations (hereinafter referred to as "Host Organizations or Institutions" or "Hosts").

Some of the curricular internships may complete internships at the College. This restriction does not apply to extracurricular practices, where existing legislation on the matter will apply.

Tempulli College reserves the right to declare internship eligibility, location by gathering information from various sources.

Duration of practice

The duration of an internship varies, generally lasting 1 month, 3, 6 or even 12 months or semester or modular.

Extensions of practice

Extensions of the internship must be agreed in advance between the Institution and the Host Organization with the College's authorized services. Extensions are regulated by the same conditions as set out in practical work.

Article 7. Report of practical work

The detailed internship report will be made one month after the completion.

It will consist of 10-15 pages, written in 12 font and 1.5 line lines, Times New Roman, presented in electronic or print form, with the following structure:

- a. preliminaries
 - ii. Page title
 - iii. Gratitude
 - iv. Executive Overview
 - v. Table of contents
- b. The main text
 - vi. Introduction (Project explanation, topic, why the project is being done)
 - vii. Why the project theme was chosen and how it matters.
 - viii. Body (methods used in project execution, any existing research in a related field, how the project was executed, project findings)
 - ix. Discussions, Conclusions and recommendations (show the results, how the findings can be applied, and how good they can be used in practice)
- c. The material of the reference
 - x. References
 - xi. Dictionary
 - xii. Annexes
 - xiii. Students need to select a specific subject or aspect or problem related to their practice (e.g. e-commerce, CRM, quality management, employee motivation, etc.) at the beginning of the internship.
 - xiv. Student supervisor in the company can help at choosing a topic and help during practice.
 - xv. The internship report needs approval from a Career Officer.

Examples of work in optional practice are:

- Creating a new website for a company, organization, institution, NGO.
- Creating a new company / event booklet.
- Setting up a social media campaign for a company.
- Work on a project to improve employee motivation.
- Participate in the project of implementing a balanced scorecard.
- Creating a new manual for a department.

- Redesigning certain processes and procedures.
- Analyzing business strategy and making recommendations.
- Undertaking a competitive analysis and make recommendations.
-

Article 8

Evaluation

Evaluation is the end result of internship, which will lead to more services for the College or host idea.

All elements mentioned in the contract must be fulfilled. The student will be assessed at the host institution by his / her supervisor on the Assessment Form and given a final assessment based on training participation, skills and attitudes, and his / her achievements.

The Assessment Form must declare 61% or above and the Career Officer reviews the Practice Report and Project Report to consider them appropriate. The student must submit all relevant documents to the Career Office within one month of completing the internship.

Then the internship will be entered in the grade book as "completed" and the relevant ECTS will be given to the student.

If the practice was terminated early by either party, or if another element stated in the contracts was not fulfilled, no ECTS points will be awarded.

Article 9

Career Center

The Career Center is the competent center designated for internship management as per the curriculum and internship program. The Career Center presents the bridge linking host organizations like selecting applicants and completing procedures to activate and recognize the internship program.

Article 10

Internal accommodation and supervision

1. The host company should ensure that the trainee is provided with all necessary information and any necessary documentation in order for him / her to be legally trained in the host country.
2. The parties specifically agree that all formalities regarding the rules of procedure and any other relevant documentation depend on the practitioner and the host company or institution. For this reason, the College's responsibility in this matter is specifically exempt.
3. The trainee's training activities during his / her time at the Host Company will be attended and monitored by a professional expert in the role of a supervisor as well as a College supervisor.
4. All parties may make reasonable supervisor replacements after communicating with the parties.

Article 11

Detailed periodic training program

Detailed periodic training program, includes:

The knowledge, skills and competencies to be acquired:

1. organizational learning, maintaining and ensuring ongoing relationships between the College and the trainee and the Company or Institution, ensuring monitoring of training objectives and contents. In addition, if it is ensured that he / she will prepare the final assessment of the skills acquired in collaboration with the supervising company or institution.
2. The Company / Institution Supervisor is appointed by the Company or Institution and is responsible for leading the intern in the workplace and in co-operation with the College. Concerning the completion of internships in different sectors of the enterprise / institution, the function of company / institution supervisor can be entrusted to more than one person, to ensure full compliance with the objectives of the individual document practice.
3. The College Supervisor will oversee all practical work activity performed by the trainee in order to verify actual performance and compliance with agreements between the parties.
4. In the case of repeated absences of the intern, the internship will be considered canceled and such communication will be sent to the intern / supervisor of the Company / Institution in due course.
5. The Company / Institution Supervisor and practitioner are encouraged to maintain ongoing dialogue with the College, through the Supervisor in each case and to report any difficulties encountered during the internship.

At the end of the internship, the Company / Institution Supervisor will engage:

1. issuing a certificate regarding the duration and nature of the internship to the trainee;
2. formalize between a written act the evaluation and the completion of the practice. For non-curricular internship work, the company / institution supervisor will provide the assessment form regarding the internships acquired by the intern in accordance with the internship document developed by the College for skills validation purposes.
3. At the request of the trainee, the College will commit to issue a certificate of participation in internships.

Article 12

The duties and the rights of the intern

The intern must:

1. perform activities specified in the practice description, comply with work hours and the environment, company / institution rules and regulations;
2. Follow the instructions of the Company / Institution Supervisor and refer him / her if any problems arise;
3. respect for hygiene, safety and health in the workplace;

4. maintain confidentiality of all matters that come to his or her knowledge while performing his / her duties, such as data and / or information or knowledge about the production process and products;
5. complete the final practice evaluation form and, if requested by the College, write a practice report on the activities performed;
6. Request prior authorization for curricular practice as set out in the College Guide only in the case of curricular practice. If the intern does not require a pre-authorization or receives a negative response, the intern will not be recognized in his / her study plan.

Throughout the internship period, the intern:

- a) may be absent from his / her practice, in prior agreement with the Company / Institution supervisor, to perform off-duty academic duties;
- b) has the right to be supervised by a professional and has the right to obtain an ID card, such as a practice document in accordance with his / her academic profile.

**Article 13
Civil Liability**

1. For internships in Kosovo and abroad, the intern will be insured by the Company or Institution on Occupational Accident Insurance.
2. If an accident occurs to the trainee during his / her working hours, he / she undertakes to notify the College immediately and submit the necessary documentation.

**Article 14
Execution**

The parties mutually acknowledge (and expressly agree) that the personal data collected as a result of and throughout the execution of this Agreement may be used in accordance with the Kosova Personal Data Protection Law.

Anything not agreed upon between the parties, or any future controversy or dispute arising from the present agreement shall be supplemented in accordance with the Statute and the legal framework in Kosova.

22. REGULATION ABOUT THE LAW OFFICE

Article 1. Law Office Standards

The establishment and functioning of the Law Office aim at fulfilling the mission of Tempulli College, as set out in Article 10 of the Statute of Tempulli College, by providing efCEctive legal interpretation of the legal provisions in the field of higher education and other areas, of statute, regulations and procedures. of the College; and counseling about the same.

The Service seeks efCEctive collaboration with College staff, central ministries and other organizations in order to ensure that other aspects of the College's governance and management are carried out in a fair, efCEctive and timely manner.

The Standard is responsible for supporting the procurement process according to the College's regulations and procedures, efficient electronic filing including the use of archived documents and the distribution of official mail.

Article 2 Functioning

The operation of this office is organized in the following functions:

1. Communication;
2. Leakage of information;
3. Preparation of contracts;
4. Procurement;
5. Legal advice;
6. Archiving;
7. Distribution of mail.

Article 3 Subjects of the services of this Office

Managing Bodies of Tempulli College, Tempulli College Head, Steering Council, Academic Council, Dean's Executive Team, administrative services, dean's offices, students and business community.

Staff responsible for meeting the standards:

Head of Legal Office, ZLKT official, archivist, members of procurement committees and operator for receiving and sending mail.

Service standards

Communication

In the field of communication, the department will use the general Tempulli College Standard in all domains except those specific to the legal sector as follows:

The Law Office will:

- provide accurate, verified information and advice to interested parties within 2 business days of submitting the request or as agreed upon;
- deal with requests for clarification and / or complaints within three business days;
- keep the confidentiality in accordance with the law and policies of Tempulli College at all times.

Information flow:

The Law Office will:

- to prepare the minutes of the meetings of the College bodies within three working days;
- we will prepare decisions that come out of the College bodies within three working days;
- we will circulate to the internal staff or external parties any agreed decisions, minutes or summaries within one business day of being approved by the authorized person;
- compile decisions, minutes or summaries for general operation with the Legal Office as specified within one business day from the date of confirmation by the authorized person.

Preparation of contracts**The Law Office will:**

- we will prepare draft contracts within five business days;
- provide draft contracts for signature to the subjects and the Secretary General within one business day;
- we will archive the signed contracts within one business day.

Procurement**The Law Office will:**

- analyze the procurement requirements within three business days of receipt;
- complete the direct procurement procedure within five business days;
- inform the responsible department within one business day that the direct procurement procedure has been completed;
- keep open calls for the highest level of procurement for ten business days;
- We will collect the final bids within five business days of the end of the call;
- provide the relevant procurement commission with documentation submitted within three days;
- we will act as a commission to analyze the documentation submitted independently, objectively and in a balanced manner and make a proposal on who should win the bid within ten business days of receiving the materials;
- We will inform the company that has offered the most appropriate offer as the relevant commission has decided and confirmed by the dean within one business day of making the written decision.
- we will notify unsuccessful bidders within one business day of receiving Dean's authorization.

Legal advice**The Law Office will:**

- respond within three business days of submitting a written request for full and verified legal advice and advice;
- We will respond within three business days of submitting an oral request for legal advice with complete and verified information and advice.

Filing**The Law Office will:**

- we will provide archived materials to Tempulli College staff within two business days;
- record and distribute incoming and outgoing official documents within one business day;
- We will inform the appropriate staff by e-mail about official entry and exit documents within one business day;
- distribute official documents to interested parties by e-mail within one business day.
- inform the recipient or department of the post within one business day of receipt and that the material is available to receive;

- we will archive student certificates within three business days;
- we will archive the outgoing official entry documents within one day;
- We will archive documents for students' academic progress in the second and third cycle of study within three days;
- we will record incoming and outgoing invoices within one day.

Mail distribution

The Law Office will:

- receive and distribute official mail within one day;
- we will prepare and send the official mail within one day.

Monitoring and feedback

- Weekly register of requests for legal office;
- Annual customer survey;
- Annual service report, including the work of committees;
- Request for evaluation by the user after the work is done.

Article 4

Amendments to this Regulation shall be made in accordance with the manner and procedure by which it is approved.

Article 5.

The Regulation shall enter into force on the day of its approval by the Steering Council.

Head of College Tempulli
Prof. Dr. Muhamed Krasniqi

For the purpose of applying the provisions of the Law on Smoking in Public Places, and in compliance with the European Union's regulation on clean and creative environment, the Steering Council of the Tempulli College of Applied Science (hereinafter Tempulli College) , at the meeting held on _____ approved

23. DECISION ABOUT PROHIBITION OF SMOKING TRENDS IN COLLEGE TEMPULLI PREMISES

1. No smoking in any premises of Tempulli College, except in areas designated by Tempulli College Management;
2. Failure to comply with this regulation (after prior notice) will result in a fine of € 10.00 for each violation;
3. This decision will be made public on the Tempulli College Physical Facilities.
4. This Regulation shall enter into force on 1 October 2008.

STEERING COUNCIL

Pursuant to Article 9 of Law no. 04 / L-012 on Fire Protection adopted by the Assembly of Kosovo, as well as Article 5 point 3 of the Law on Fire and Rescue, Article 14 and point 14.2 of the Law on Higher Education in the Republic of Kosovo and Article 85 of the Statute of Kosovo. The Tempulli College of Applied Technical Sciences (hereinafter Tempulli College) in Pristina on _____ issued this:

REGULATION ON FIRE PROTECTION

I. General provisions

Article 1.

This Regulation provides for fire protection measures, elimination and reduction of fire risk and various explosions, extinguishing of fire and providing assistance in avoiding the consequences of fire in the building of Tempulli College in Pristina.

Article 2.

It is the duty and obligation of every employee of Tempulli College to carry out orders of persons authorized to prevent and extinguish the fire, or to render assistance and to preserve persons and material goods that are at risk of fire.

Article 3.

The organization and implementation of the rules for fire protection and various explosions are made on the basis of the Law on Fire Protection, Pristina Municipal Assembly Decisions and the Fire Protection Plan.

II. Fire protection plan

Article 4.

Fire protection plan includes:

- fire risk assessment at Tempulli College facilities,
- organization of fire protection and use of fire extinguishers,
- manner of warning in case of fire danger,
- technical means and preparation for fire extinguishing,
- the manner of water supply in the premises of Tempulli College,
- roads, entrances, exits used in the event of a fire hazard,
- evacuation of Tempulli College staff,
- coordinating the work of Tempulli College staff with professional firefighting staff,
- and other measures for successful fire protection action.

Article 5.

The fire protection plan must be in accordance with the Municipal Assembly Decision and the Law on Fire Protection.

III. Protective measures

Article 6.

For fire protection, especially in College buildings where there is a risk of fire, it is necessary to install equipment that enables detection, reporting and extinguishing of fire.

Article 7.

Hazardous substances: such as diesel, generator oil, electric stoves, tires etc. should be kept in facilities that meet technological conditions and standards.

Indoor facilities that serve for the disposal of fire hazardous vehicles shall have adequate ventilation.

In vessels containing dangerous substances, the degree and the group of dangerousness should be noted.

Article 8.

In the premises of Tempulli College where firearms are held:

- smoking, as well as the use of fire,
- retention of material subject to self-ignition,
- use of apparatus which may cause fire.
- placement of hazardous material,
- the use of electric vehicles which cause glitches and which are not in proper

condition.

The objects mentioned above must be marked in the manner provided by legal regulations.

IV. Fire Protection Service

Article 9.

Since Tempulli College does not have a special fire extinguishing service, measures must be taken directly by the staff who maintain and secure the premises and other workers or students currently on the premises.

Article 10.

Person observing fire hazard at Tempulli College facility: alerts firefighters, workers and students about fire hazard, undertakes fire extinguishing measures with tools found in the facility, takes measures to evacuate workers and remove vehicles which impede the passage.

V. Technical equipment and fire extinguishers

Article 11.

The equipment and equipment's necessary for the fire suppression are stored and maintained in readiness for use in harmony with the program that emerges from the Tempulli College fire protection plan.

Checking the regular use of fire extinguishers should be a permanent task of the responsible person, and should be done at least once a month.

VI. Responsibilities of management and other employees

Article 12.

The Secretary General of Tempulli College is responsible for taking fire risk protection measures.

Article 13.

The employee responsible for the fire extinguisher (in this case the security officer of the facility) makes serious threats if he does not alert the fire department to presenting a fire risk.

VI. Duties and obligations in case of fire occurrence

Article 14.

Any employee of Tempulli College has a duty and obligation to assist in the event of a fire hazard, or to alert the relevant authorities.

Article 15.

If Tempulli College staff are unable to extinguish the fire, then a specialized unit at the municipal level should be notified.

The specialized unit, as soon as it is notified of the occurrence of the fire, is obliged to take appropriate measures to extinguish the fire, rescue people and material goods in the facility involved in the fire.

Article 16.

This Regulation shall enter into force on the day of signature

24. COLLEGE “TEMPULLI” OF APPLIED TECHNICAL SCIENCES IN PRISHTINE

Based on the mission and principles of Tempulli College in creating a genuine teaching and research environment as set out in the Statute of Tempulli College, dated:

CLOTHING CODE in TEMPULLI COLLEGE

II. GENERAL DISPOSITION

Article 1.

Purpose

The purpose of this Regulation is to lay down rules on clothing for students and Tempulli College so that the development of learning and work processes is as smooth and efficient as possible.

Article 2

Scope of Action

This regulation provides and sets out the rules on dress ethics and the rules on the use of accessories to be applied by students, administrative and academic staff of Tempulli College.

Article 3

General provisions

The dressing of students and staff who will attend Tempulli College facilities should be appropriate and such that they do not disturb others.

Article 4

Issues to be respected

The issues to consider regarding dress are as follows:

- Clothing should be appropriate to the environment where the lesson takes place.
- Clothing should not adversely affect health and safety
- Clothes that contain writings and symbols of violence, discrimination or sexual intercourse are not allowed to be worn on the premises of Tempulli College

Article 5

Discipline Committee

The Disciplinary Commission is the competent body to comply with this Regulation.

Article 6

Entry into Force

This Regulation shall enter into force after approval by the Steering Council.

Implementation of this Regulation is provided by the Dean of Tempulli College.

This Regulation shall enter into force on the day of its approval.

In order to apply the provisions of the Law on Higher Education and Article 10 and 85 of the Statute of Tempulli College, the Steering council of the Tempulli College of Applied Technical Sciences (hereinafter Tempulli College), approved at the meeting held on _____:

DECISION
for
TEMPULLI COLLEGE LIBRARY

Article 1.

Purpose

The Tempulli College Library was created with the primary purpose of providing valuable scientific support and updating those involved in the general areas of Science and Technology in particular as well as in the fields of transport and telecommunications for students, staff academic and administrative as well as the general community.

The Library takes care of enriching, arranging and preserving any bibliographic and documentary material useful for this purpose, guaranteeing its service to users by providing them with sufficient information about the documents at their disposal.

The Library collaborates with other libraries and Institutions at national and international level to exchange information and documents and to implement collaborative projects of a library and bibliographic character.

Article 2

Organization

The activity of the Library is oriented in the following areas:

- Obtaining library materials through the acquisition, donation, preservation and exchange of publications;
- Arrangement of collections based on uniform criteria and corresponding to the specific disciplinary structure;
- Managing subscriptions to magazines, gifts and exchanges;
- Descriptive cataloging of documents according to national and international criteria;
- Storing, protecting, consulting, lending documents;
- Assistance and information to users on the segments of the Library, bibliographies and catalogs. These sectors and management functions are covered by qualified personnel with clearly defined capabilities and responsibilities that also use electronic equipment.

Article 3

Duties and responsibilities

The Library Officer ensures that the following criteria are met:

- Organizing collections and services for the purpose of protecting and evaluating bibliographic wealth and user requirements previously reviewed;
- Organizing and coordinating library work, defining and verifying cataloging procedures, and training and updating staff;
- Study and proposal of new services;
- Presentation of proposals, analysis and suggestions regarding purchasing policies;
- Promotion and participation in inter-library cooperation projects.

Library staff:

Provides general information on the use of the library and its instruments, in particular the assets and services offered are:

- Assists readers in catalog consulting and guides them in their research and studies;
- Welcomes suggestions, requests and reports of any irregularities by users;
- Accepts proposals for the purchase of new books after the application has been deposited in a separate archive;
- Creates and updates the list of users, suppliers and entities associated with the library;
- Drafts the latest arrivals newsletter and updates it every two weeks;
- Has the responsibility to comply with all requirements set out in this regulation.

Article 4

Users

Users of the library, based on the services and documents provided, are:

- Assists readers in catalog consulting and guides them in their research and studies;
- Tempulli College staff;
- PhDs and master students registered with Tempulli College;
- Temple College students
- Students of European projects (Erasmus)
- External researchers should be provided with a presentation letter signed by a Tempulli College member in advance.

The librarian should record in a separate register the personal data of the accepted researchers and the members who presented them.

Article 5

The library schedule is as follows:

Monday - Saturday (excluding Tempulli College closing periods) 9-22.

Requirements for consulting or borrowing volumes should be made within half an hour, before the library closes. Hours may vary depending on scientific activities or the maintenance of the premises; the public will be immediately informed of these cases.

Article 6

Entry and control

Before entering the reading and consulting room, users must leave the jacket and all sorts of bags in the designated room equipped with hangers and numbered boxes.

Access to the Library is only permitted to members provided by the card library, who must be present at the entrance to the staff in order to provide the service.

Issuance of the card is immediate, upon submission of a valid identity document and completion of the application form, registration; the personal card is valid for one year.

To renew the card, the user must make a simple request and submit a valid ID.

In case of loss or theft of the card, the user is obliged to notify the library staff, who will issue a copy as soon as possible.

Personal books can only be entered if they are for the benefit of the library consultation and must be shown to staff at the entrance and exit for any necessary authorization.

The oversight staff has the task of checking that no one is carrying volumes of the Library without proper permission.

Article 7

Reading Room

The library has a reading and consulting room.

The room is equipped with desks, chairs, laptops and shelves containing book volumes, the room is equipped with a multimedia workstation for consulting the Library's on-line catalog and all electronic work.

Article 8

Consulting and reading

Consultation of all bibliographic material is in closed shelves.

Each user can consult no more than three volumes at a time.

In cases where the user has not completed the consultation of one or more books he has received to read and intends to return to consult within a maximum of three days, he may request that they be kept in storage at his disposal.

Article 9

Lending

Borrowing volumes outside the Library is permitted for: - Tempulli College staff;

- Students enrolled in PhDs or Masters at Tempulli College and in any IAL-Kosova or region;
- Professors and researchers of Tempulli College.
- Students of regional and European projects (Erasmus)
- High school teachers;
- High school students.

The lending service is active Monday through Saturday during the hours specified in point 5.

The borrowing period is 5 days, for a maximum of three volumes. An extension of borrowing time of up to 5 days may be required, provided the book is not already booked by other users.

Users already registered with the library have the right to reserve the book currently in consultation with other users; reserved books, after being returned, may be kept available to the user who has booked for a maximum of two days. Each volume must be recorded on the personal file and signed by the member, who undertakes to apply the provisions of this regulation and not to give to third parties the volumes he has borrowed. All material held by the Library may be borrowed except:

- Dictionary;
- Encyclopedia;
- Expensive books;
- Un inventoried works, not cataloged yet;
- Non-paper materials (eg electronic works)
- Reference materials
- Degree thesis.

Article 10

Sanctions

The borrowing period is due. A person who has overdue loans, and after being notified does not return a response, is temporarily suspended from service by blocking the card until the material is returned.

At the moment of returning the material out of time, administrative measures consisting of a suspension of one month of loan service are taken. Likewise, a member who has lost or damaged a volume, regardless of any direct or indirect liability, is obliged to replace it with a mandatory

same volume, in the event of failure to find volume in the market, he is obliged to replace it with a printed copy, and pay a sum equal to the value of the volume on the market.

Article 11

Reproduction and photocopying

Members may request, against payment of the prescribed fee, photocopies of pages or portions of works published in accordance with current copyright legislation.

Books and periodicals prior to 1912, large-format volumes, and those in poor condition are excluded from photocopying.

Where the reproduced material is to be used for publishing purposes, the member commits itself to knowing the rights of the KT; in the case of commercial reproduction, the KT shall determine the conditions, including possibly financial, for authorization.

Article 12

Purchase on request

Users may propose to purchase the material from the field of study after completing the special form. Requests are reviewed by the Library Leader.

Article 13

Rules of conduct

For all, it is strictly forbidden:

- stay in the Library for non-study purposes;
- use the Library for personal gain (private lessons)
- smoking in the Library;
- concern in any way other readers;
- the introduction of food or drinks into the Library's premises;
- using the cell phone in the library;
- writing, even in pencil, or damaging the Library's books in any way;
- access to library repositories;
- inserting bags, envelopes or other items; these items must be stored in separate drawers and users must hold the keys, which they hand over before leaving the Library.

The Library is not responsible for materials or personal items entered by users in its premises, or stored in shelves.

Users cannot:

- borrow library materials in consultation prior to the completion of the purchasing and cataloging process;
- browse the Internet for purposes other than consulting bibliographic tools and in any way damaging the software infrastructure and hardware available.

Staff are available to the user for any concerns or suggestions for service improvements; proposals and complaints should be forwarded in writing to the library officer, who should respond as soon as possible.

Article 14

Entry into Force

This regulation shall enter into force after approval by the Academic Council and approval by the Steering council of Tempulli College.

15

Application

Implementation of this Regulation is provided by the Dean of Tempulli College.

The decision is sent to:

Steering Council

25. Regulation on the Archive

Article 1.

Legal basis

Pursuant to the article 85 of the Statute of Tempulli College, within the framework of the Tempulli College organogram in its physical space, this regulation establishes the basic rules for the organization and functioning of the archival service at Tempulli College.

Article 2

Definitions

In this regulation, the following terms have these meanings:

- a) "Archive" is any documentary property created by Tempulli College.
- b) "Documents" are all documents created by the managing bodies of the main units, basic units and administrative units of the TC, in the course of carrying out its activity.
- c) "Archive clerk" is the person responsible for organizing, arranging and maintaining the KT documentation.

Article 4

Head of Archive

The duties and functions of the Archives Office shall be performed by the Head of the Archives Office of the Tempulli College, under the direction of the Secretary General of the Tempulli College.

The Head of the Archives Office shall determine the modalities, list and timeframe for document storage. Drafts annual action plan, develops work analysis and final report on relevant measures related to archive service in the institution.

Article 5

Recording

The responsible employee shall archive the documents in accordance with the provisions of this Regulation. It records the documents with the necessary identification information. If the documents are multiple sheets, the material should be bound in regular batches and protected with cardboard, plastic lids, or placed in card Council boxes if listing or indexing is required by setting the batch name, titles, and date of the document.

The file is made by entering a serial number, and places it in the section specified for the document category.

Article 6

Document archiving management

When a document arrives in the archive, the responsible employee must:

- a. Inspect material for signs of inCEction by insects or mold and identify if material needs treatment;
- b. Check if the data is properly labeled;
- c. Placing them in a secure area for temporary storage designated for new admissions;
- d. Check the data with the reference list, transfer list or summary list as appropriate to ensure that the documents really refer to this data and that all the items that are supposed to be included are there;
- e. Complete a pre-prepared acceptance form and receive a signature authorizing entry by the person authorized to compile the document;
- f. Make entry and registration;

The mandatory time for keeping archive documents is determined by the Council Secretary General as follows:

- a. Original copies of exams:
- b. 5 years from exam date;
- c. Original copies of exam minutes:
- d. 5 years from exam date;
- e. Original copies of projects, course assignments, various assignments:
- f. 2 years from their submission;
- g. Maternal registers:
- h. Permanent;
- i. Grade registers:
- j. Permanent;
- a. Original copies of master thesis:
- k. Permanent;
- a. Student file: 5 years after graduation;
- b. Miscellaneous Certificate: 5 years from date of issue.

Article 7

Indexing of documents

Document indexing should consist of three elements:

1. Titles;
2. Headings;
3. Archival references.

Headings may consist of terms they represent:

- a) Naming department, commission
- b) Personal names (names of persons signing the document)
- c) Function (eg department responsible, teachers,)
- d) Type of registration (eg memo, decision, application for registration)
- e) General information (eg Master or Bachelor registration documents)
- f)

Article 8

Infrastructure

Documents should be stored in a comfortable, clean, well-lit environment, and in secure shelves and fire-proof shelves.

The room should contain an "Exit" sign in case of fire. Ambient temperature should range between 16-20 degrees Celsius and humidity should range between 55-65.

Article 9

Location log

The location log must contain these elements:

1. Have a separate page for each archive group;
2. To have a separate entry for each series, numerically arranged.

Article 10

The location of the documents should be written as follows:

Deposition number / section number / rack lettering;

For example: 5/25 / 4A is the deposit number, 333 is the section number and A is the shelf lettering.

Article 11

Providing copies of archival material

The archive copy log contains details of copies made from both paper and electronic documents.

Photocopied information that should be recorded and should contain this data:

- a. The reference number of the folder where the document is located;
- b. Document number;
- c. Copy type (such as microfilm, electronic or photocopy).

The archive copy of the archive should be clearly labeled and safely stored.

Article 12

Tempulli College the right to request the change of designation of documents owned by him, declared of national historical importance. The decision to change the status of documents declared of national importance shall be taken in the same form, by the same procedure and by the same authorities as in the case of their declaration as such.

Article 13

Acceptance log

Receipt of documents is recorded in the Receipt Register which should contain this data:

1. Receipt number;
2. Date of receipt;
3. Document details and data (batch number if known, title or description, document dates, number of boxes or quantity);
4. Source coming from or transferring documentation (including original references if known);
5. Document archive references if transferred from an external archive;
6. Remarks (related to documentation);
7. End date of action;
8. All admissions will be entered in the register in a separate column. The data in this column must correspond to the data on the admission form.

Article 15

The receipt log contains a label on the lid and is stored in a safe place. This material is for internal use of the institution only. When the registry is completed, it must be entered in a permanent record as part of the institution's archives.

When a documentation receipt belongs to a new batch, the responsible employee will assign the next batch number available within the batch and enter this new batch number into the register.

If the archives belong to a new series, the numbers will start with the number "1". If the materials are being added to an existing batch, the next batch number should be given first. This number must be retrieved from the register, which is then updated to indicate the last number.

Amendments to this Regulation shall be made in accordance with the manner and procedure by which it is approved.

Article 17.

The Regulation shall enter into force on the day of its approval by the Steering Council.

Based on the competencies set out in the Statute of Tempulli College as well as applying the best practices for a quality assurance at Tempulli College, the College's Steering Council has approved this:

REGULATION ON ESTABLISHING THE PARTNERS COUNCIL

Article 1 Purpose

The Partnership Advisory Body (hereinafter: AB) is a form of partnership between the industry and academia.

The purpose of the AB is to assist Tempulli College in fulfilling its mission as well as in its strategic planning, by providing relevant advice on important issues of different nature.

AB is a select group of industry representatives who provide instructions to the academic and professional departments of Tempulli College on academic issues and strategic planning.

The AB is a forum where ideas are exchanged and recommendations are given. The AB Coordinator, ensures direct connection, effective and mutual communication between the academic department and the industry.

The AB serves as a powerful tool to assist in the academic and professional development of Tempulli College programs with quality curriculum.

The AB may also serve as a fundraising mechanism, having its industrial partner, through the application on projects of common interest, as well as the exchange of books and materials relevant to common areas.

Article 2 Scope

The Rules of Procedure of the AB expressly set out the conditions for the establishment, administration and coordination of the work of the AB at Tempulli College.

Article 3 Principles

The AB fulfills an important strategic function at Tempulli College. Tempulli College will enable high levels of quality cooperation and active engagement and with individuals, organizations and corporations in business, industry and professions, in full compliance with the Tempulli College Strategy.

In undertaking this advisory role, the AB has a clear and precise separation of their advisory role and function from management and governance issues, which are competencies of Tempulli College.

The AB, during joint work, has no explicit or implicit function of governance, performance monitoring, operational function or managing authority.

The AB is not an integral part of the official governance structures of Tempulli College and is not a decision-making body.

Tempulli College and AB are proactively committed to developing sustainable relationships with areas relevant to the core business of the College and AB, thereby promoting the College and AB's reputation for its activity.

The College seeks to capitalize on the experience of the AB members and vice versa, for their important role in the industry and in the College.

While members of the AB are expected to provide professional advice to the College in accordance with the College's strategy, but also be open to engagements at the College in form of lectures when necessary.

Members of the AB must be aware of the strategic goals of the College and act in full compliance with the Code of Ethics and the principles of equality and mutual respect.

Article 4

Composition and Membership

College-level Abs, in principle, will include between 10 and 15 members, as a result of cooperation agreements between the College and Industry or businesses.

Representatives of Tempulli College within the AB, are: the Dean, Vice-dean and the General Secretary of the College.

It is strongly recommended that external representatives (non-academic, not more senior) make up at least 50% of all members, and that they should have at least superior university education (completed college).

The work of the AB is directed by the AB leader, who is elected by the members of the AB **according to their proposals, on a rotational basis, for a period of 6 months (in order to maintain the principle of equality and participation in the leadership for all AB representatives).**

Membership in the AB provides the member with a three-year membership with a maximum continued membership period of 5 years.

Article 5

Proper attention and conflict of interest

The communication between the members of the AB is characterized by mutual and sincere care.

Members are required to declare if they perceive a situation of potential conflict of interest in the performance of their duties and responsibilities, with the AB, or the AB focus area, in accordance with the provisions of the College Code of Conduct.

The AB Leader must provide a conflict of interest register and the disclosure process is established and implemented by the AB Leader.

The requirements for the management of conflicts of interest are explicitly specified in the Code of Conduct.

Article 6

Remuneration

The work of the AB is carried out as a voluntary work, and therefore there is no reward. However, in the case of application and acquisition of joint projects, this issue will be specified by a special agreement.

Article 7

Accountability and confidentiality

Tempulli College and AB are responsible for ensuring that the confidential information of the College and the work of the AB is classified as confidential and as such is protected by the applicable legal provisions of applicable legislation.

Confidential information of the AB should be protected and shared only with AB members as needed in order to effectively develop joint work activity.

The records of the meetings of the AB and the information of the AB shall be kept in accordance with procedures on records management at Tempulli College.

The Coordinator of joint work, a member of Tempulli College, in principle the Secretary of the College, should ensure that agendas, meeting points, information packages, conflict of interest registries, signed minutes, concerted actions and participation in meetings are recorded. This function will be fulfilled by the College coordinator.

The Coordinator is responsible for forwarding and updating AB membership information to the Central Register at least in the period of three months.

Article 8

Role of the Partners' Council

- To act as an advisory group to Tempulli College in steering and growing this institution in its accredited academic programs, those in accreditation, in curriculum development, and to assist in their implementation and improvement.
- To act as a link between the academic and professional profile of the College and its industrial and professional partners, by providing an opportunity for communication with current and professional industry or business advancements.
- To identify the actions the College should take to provide students with specific vocational training that the industry needs.
- AB serves as a bridge between the College and the data needed for industry needs for programs, and prepares the provision of human resources for professional training.

- This implies that the AB provides recommendations to the College on the actions it needs to take to improve academic and vocational curricula as well as meet industry needs.
- Students gain a broader perspective and take advantage of opportunities to apply theoretical knowledge in practice as a key element as well as exposure to real-world project management, teamwork and customer-oriented development.
- Students are directly informed by industry representatives to help develop their interest and experience needed to get started in the industry.
- The department benefits from the contribution of the AB to the goals of the College, ensuring the outcome of curriculum and degree development, thereby positive enrollment and showing of the programs of the College.
- The department benefits from the participation and contributions that support departments for the long-term strategic plan.
- College gains industrial perspective on the rapid changes from the past in the information industry, affecting curriculum changes and delivering objectives in the curriculum.

Article 9 Benefits of Partners' Council

- Availability of Tempulli College graduates who are well prepared and understand the profession and the process of accomplishing it.
- Opportunities to evaluate potential employees through practice, collaborative projects and interactions in the learning process.
- Professional development of industry personnel through teaching, learning and curriculum development.
- Possibility of integrating members into the teaching process, by organizing training and addressing specific topics that the Tempulli College curriculum needs.
- Transfer of the Technology through Industrial-Academic Exchange, Classroom and College Practices.
- The opportunity to improve the skills of the graduates through curriculum reform, which is reflected in increasing the benefits of industry towards the work process.
- AB gains the ability to evaluate potential employees through internships, collaborative project participation, and classroom interactions.

Article 10 Proposals and Approval

Proposals or advice of the AB are addressed to the Steering Council and senior management of the College.

The AB enjoys the autonomy of undertaking the initiative and can initiate change or completion of Tempulli College regulations depending on the conditions and circumstances that may arise.

The AB may propose new programs, which they have noticed that the labor market in Kosovo needs.

AB may propose and collaborate in the process of applying for projects of common interest.

The AB also has the right to initiate other proposals or suggestions which are of common interest in terms of enhancing quality at the College and the labor market.

Proposals are approved by a simple majority of members present. They are submitted to the management of Tempulli College, which within 30 days receive a response in the form of a decision and with justification by Tempulli College Management.

Article 11 Dismissal

The function of the AB members ends in the following cases:

- When not performing certain job functions,
- When there is a conflict of interest,
- When not respecting or disregarding Temple College regulations,
- When not attending AB meetings three times in a row, without any solid reasoning;
- When not respecting the provisions of the Code of Conduct.

Article 12. Publication

All the work the AB is published on the Tempulli College website.

Article 13 Entry into force

This regulation shall enter into force upon signature by the members of the AB and the President of Tempulli College.

Representatives of AB

President of Temple College
