

Bartësi Privat i Arsimit të Lartë
Private Bearer of Higher Education



ALMA MATER EUROPAEA
CAMPUS COLLEGE REZONANCA



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STATUTE

Prishtina, 2021

The Senate of Alma Mater Europaea Campus College "Rezonanca", in the meeting held on 31.03.2021, approved this Statute.

I. GENERAL PROVISIONS

Article 1

1. Alma Mater Europaea Campus College "Rezonanca" (hereinafter: the College) was established on 12 May 2003, in accordance with the Law on Higher Education of Kosovo no.2003 / 14, initially as the University of Medical Sciences.
2. On 30.12.2008 joined "ILIRIA" College, as its academic unit.
3. On 30.09.2014, it separated from the College "Iliria" and continued its activity as a private provider of higher education, independent Dean.
4. The Statute of the College (hereinafter: the Statute), defines and regulates the mission, organization, activity and work of the College, the authorizations and the manner of establishing the bodies of the College, regulates the development of studies, the status of academic and administrative staff and students, the issues related to disciplinary actions and other matters relevant to the College.

I.1. Denomination, headquarters and symbols

Article 2

1. The name of the College in Albanian is: Alma Mater Europaea Campus College "Rezonanca".
2. The name of the College in English is: Alma Mater Europaea Campus College "Rezonanca".
3. The name of the College in Serbian is: Alma Mater Europaea Campus College "Rezonanca".
4. The headquarters of the College is in Prishtina, str. Gllugu te Shelgjet, Çagllavica, Prishtina.

Article 3

1. The College has the following symbols:
 - 1.1. Emblem
 - 1.2. Stamp and dry stamp
 - 1.3. Flag
2. The emblem contains the name of the College within.
3. stamp and the dry stamp have round shape and contain the emblem of the College in the middle.
4. The College's anniversary date is April 17 (the day when it was decided to establish the Institution for the first time).

I. 2. The mission of the College

Article 4

1. The college is a private institution of higher education, which provides academic education, scientific research, professional counseling and other fields of academic activity.
2. The general mission of the Institution consists of:
 - development and implementation of new concepts of 21st century medical education in Kosovo.
 - provision, promotion and development qualitative study programs in all three study cycles, according to international standards, in compliance to the society needs.
 - commitment to the development and implementation of a formal and integrated Quality Assurance management system in all College processes.
 - realization and promotion of scientific research in the fields of medicine, through the increase of general capacities for scientific research work in higher education.

- creation of institutional infrastructure and increase of intellectual capacities for academic and research work.
- enhancement of the health system in the community with qualitative services, especially the medical services deficient in Kosovo in the current period.
- provision of services in the community, through promotion of health and health education of the general population.

3. Vision of the College:

Our vision for the development of higher education in the field of medical sciences within our institution is:

- achieving the standards of medical education and scientific research in the field of medicine in Kosovo according to European standards of higher education;
- achieving the reputation as an academic institution of higher education, which will be attractive to students from the region as well.

4. We have defined the main medium-term and long-term institutional objectives (standard 1.5):

- Establishing a respective higher education institution, which ensures that education and qualification in medical fields comply with European Union standards.
- Enhancing the current education system, expanding the capacities of higher education and increasing the quality of higher education in medical sciences.
- Establishing competition in the Kosovo market for higher education in medical fields.
- Setting standards and creating mechanisms for improving and advancing the quality of medical education provided by the institution.
- Supporting academic staff on professional, academic and scientific development.
- Establishing conditions for lifelong medical education.
- Working according to the European standards;
- Integrating fully into the European Higher Education Area (i.e. under the Bologna Declaration, Lisbon Convention on Academic Recognition) and into the European Research Area as well as take the appropriate reform steps necessary to achieve this objective;
- Managing to be a leading center for the advancement of knowledge and education in the region;
- Assisting in the process of building civic democracy;
- Aiming to establish and support high standards on teaching and scientific research;
- Utilizing its resources in the most efficient way;
- Participating fully in the regional and international community in the field of higher education, research and health.

5. The main strategic objectives of the College are:

- to constatly improve educational activities;
- to increase the quality and quantity of research activities;
- to increase the effectiveness and ensure sustainability of community health service practices;
- to ensure the effectiveness, efficiency and sustainability of the management system.

6. The review of the College's mission statement and objective strategies will take place every three years.

Article 5

1. The College is obliged to create equal opportunities for all without any discrimination in terms of gender, race, marital status, language, religion, political belief, national, ethnic or social affiliation or any other status.

2. The college is obliged to support gender equality. This means that in cases where male and female candidates meet the same requirements, female priority will be given.

Article 6

1. The college enjoys the freedom of academic teaching, organizational and financial autonomy.

2. The freedom of academic teaching means respecting the diversity of opinions, ideas and methods and guaranteeing the free, critical and creative development of teaching and scientific research. This academic freedom is exercised in accordance with the approved curricula for all study programs within the College.

I. 3. Rights and duties

Article 7

1. The College has the following rights:

- 1.1. to regulate its structures and activities through the rules of the College, and in accordance with the laws in force and other acts deriving by these laws;
- 1.2. to select teaching and other staff;
- 1.3. to determine the number and conditions for admission of new students, teaching methods and student assessment;
- 1.4. to independently develop and implement curricula, research and other projects;
- 1.5. to determine the areas for study;
- 1.6. to establish relations with domestic and foreign high schools;
- 1.7. to join national and international associations and organizations of higher education;
- 1.8. to collaborate with local and foreign foundations that help development of higher education.

Article 8

1. The College has the rights and duties, which in addition to those included in Article 7 of the Statute, also include:

- 1.1. the right to sue and to be sued;
- 1.2. regulation of its internal organization;
- 1.3. right to use the stamp and emblems;
- 1.4. the right to restrict the use of his title only to persons and organizations that have its authorization;
- 1.5. the right of funds availability according to the laws in force;
- 1.6. the right to own and administer property;
- 1.7. the right to receive and administer funds from any lawful source;
- 1.8. set and accept tariffs;
- 1.9. sign contracts for goods and services;
- 1.10. approve other internal regulations of the constituent units of the College;
- 1.11. establish legal relations with students;
- 1.12. develop a system for quality assessment and assurance;
- 1.13. hire and fire staff for good reasons.

Article 9

1. All premises (buildings and land) that are under the administration of the College, as well as any premises acquired in the future by law, enjoy inviolability, except in cases otherwise provided by special laws.

Article 10

1. The college offers equal opportunities for employment and studies.

Article 11

1. College work is public.

II. College Governance

Article 12

1. The main bodies of the College are: the Steering Committee, the Senate, the Rector and the Board of the College.
2. The College, for the efficient management of medical courses, puts into function other bodies in the management structure, including: Departments, Board of Examiners (BE), Office for Quality Assurance (OQA), Human Resources Office (HRO), Commission for Permanent Curriculum Evaluation (CPCE), Center for Teaching and Learning (CTL), Office for ECTS, Office for Coordination with the National Final Exam Committee, Scientific Research Institute, Ethics Committee, Publication Center, Office for Foreign Relations, Central Library, Career Center and Alumni Office, IT and Moodle Platform Office, Dentistry Teaching Units, Pharmacy Teaching Units, Teaching Units of the Department of Basic Sciences, Teaching Units of the Department of Clinical Sciences.

II. 1. Steering Committee of the College

1. The Steering Committee of the College (hereinafter 'Steering Committee') is the principal governing authority of the College.
2. The Steering Committee has overall strategic responsibilities for the effective institutional functioning of the College.
3. The Steering Committee is responsible for all decisions regarding the strategic development plan and financial matters (budget, staff, infrastructure), in order to ensure appropriate conditions for the sustainable operation of the College in accordance with its obligations.
4. The Steering Committee may establish ad hoc committees for advice on specific aspects of the work.
5. The Steering Committee establishes the Statutory Issues Committee as an advisory committee. The Committee informs the authorities of the College about all cases of non-compliance with the Statute and other acts in certain matters by the competent authorities, and participates in drafting and giving opinions related to the preparation of procedures, acts and regulations issued by the College. The Steering Committee with a special act regulates the Statutory Issues Committee.
6. The Steering Committee of the College consists of the President of the College, the Rector, 3 Vice-Rectors and 3 Deans of the faculties.
7. The President of the Student Parliament may attend meetings of the Steering Committee, without the right to vote, when dealing with matters related to students.
8. The Steering Committee is chaired by the President of the College.

Article 13

1. The duties of the Steering Committee are:
 - 1.1. to organize periodically review the vision, mission and strategic objectives of the College, according to changing circumstances, proposes changes to the Senate for approval;
 - 1.2. to provide preconditions for proper administration and management of resources at the level of the College and its subordinate units;

- 1.3. to issue regulations for delegation of competencies for assets and other administrative issues of academic units of the College, in accordance with the provisions of this Statute;
- 1.4. to issue regulations for the governance, administration and management of the College, as required by this Statute;
- 1.5. to make decisions on general organizational structure of the academic units, according to the proposal of the Senate and following consultation with the subject units;
- 1.6. to organize financial control in accordance with the Law and this Statute;
- 1.7. Issue regulations, in accordance with this Statute, regarding:
 - 1.7.1. Disciplinary measures and procedures for academic staff and students;
 - 1.7.2. Payments and terms of service for staff;
 - 1.7.3. Procedures for staff compensation, based on complaints regarding their employment;
 - 1.7.4. Suspension or dismissal of staff;
 - 1.7.5. Complaints against such suspensions and dismissals.
- 1.8. propose tuition fees to be paid by admitted students, and, in some cases, set fees for registration applications review, exam retakes, and graduation.
- 1.9. establish rules on calculation of academic services costs provided to the third parties;

Article 14

1. The Steering Committee will publish the annual report on the completion of the work of the College in accordance with the requirements of the Kosovo Accreditation Agency.

The report should provide information on the following aspects:

- 1.1. General strategic objectives achieved;
- 1.2. Statistical data for the entire College and its academic and organizational units regarding resources:
 - 1.2.1. Budget,
 - 1.2.2. Personnel (development statistics);
 - 1.2.3. Infrastructures;
 - 1.2.4. Academic profile (changes in academic staff, fields of study, etc.);
 - 1.2.5. Study programs;
 - 1.2.6. Number of students (first-year enrolled students, total number of students, graduates);
 - 1.2.7. Scientific research (projects, publications, participation in conferences, papers);
 - 1.2.8. International cooperation;
2. Annual audit report on the proper use of funds.
3. Reports should be published on the College's website

Article 15

II.2. Senate

1. The Senate is the highest academic body of the College.

Article 16

1.] The Senate consists of the following voting members:

- Rector,
- 3 vice- Rectors (vice-Rector for Teaching, vice-Rector for Science, vice-Rector for External Cooperation and Quality),
- 3 Deans (Dean of Dentistry Faculty of, Dean of Pharmacy Faculty and Dean of Medical Sciences Faculty),

- 1 representative of Basic Biomedical Sciences Department,
- 1 representative of Clinical Sciences Department,
- 7 representatives of Departments of the Medical Technical Sciences Faculty
- 1 representative of Dentistry Faculty,
- 1 representative of Pharmacy Faculty,
- 1 representative of non-academic staff,
- College Secretary and,
- 11 representatives of Student's Parliament.

2. Members of the Student's Parliament are elected amongst regular students of the College. Students that are members of the Senate must be distinguished students with an average grade of at least eight (8), and must not be repeating students of the academic year.

3. The Secretary of the College is a permanent member of the Senate, without the right to vote.

Article 17

1. The mandate of Senate academic and non-academic members is four years.

2. The mandate of student members is one year, without the right of re-election.

3. Their mandate begins on the 1st October.

Article 18

1. The Senate is chaired by the Rector, in his absence, the Senate is chaired by the Vice-Rector, which the Rector appoints by order.

Article 19

1. The Senate issues the rules of procedure and the procedure on election of its members.

2. The Rector sets out the procedures for the meetings of the Senate and its committees.

Articles 20

1. Despite the responsibilities of the Steering Committee and Rector, the Senate is responsible for:

- 1.1. General strategic issues related to research, studies, teaching and courses within the College;
- 1.2. approval of College's mission statement;
- 1.3. Criteria for students' admission;
- 1.4. Approval of Faculty Council proposals for election and promotion of academic staff;
- 1.5. Policies and procedures for evaluation and exams to ascertain students' academic work;
- 1.6. Approval of curricula content;
- 1.7. Providing lifelong learning;
- 1.8. Academic standards and course validity and review;
- 1.9. Quality assurance and evaluation;
- 1.10. Procedure on qualifications award and honorary academic titles;
- 1.11. Procedure for expelling students for academic or other reasons;

2. Developing a strategy for the College's academic activities and the tools needed to support them, as well as providing advice to the Rector and the Steering Committee;

3. Development of the College's intellectual property protection policy and its commercial use;

4. Providing advice on other issues that the Steering Committee or the Rector may request from the Senate.

Article 21

1. The duties of the Senate are to:

- 1.1. approve the Statute of the College, proposed by the Steering Committee;
- 1.2. elect the members of the Steering Committee proposed by the College;
- 1.3. establish a professional commission of five (5) members to propose the list for Rectors;

- 1.4. approve the proposal of the Councils of academic units for the election of Deans and vice-Deans;
- 1.5. initiate the procedure for dismissal of Deans and vice-Deans according to the procedure determined by this statute;
- 1.6. issue decisions on the admission and termination of academic units and to propose other changes in their status for approval by the Steering Committee;
- 1.7. approve the study programs of the academic units;
- 1.8. develop strategies for the academic development of the College;
- 1.9. issue general regulations related to educational, research and artistic work;
- 1.10. establish procedures and criteria for the evaluation of teaching, scientific and artistic work;
- 1.11. propose criteria for students' enrollment, in accordance with this Statute and the Law on Higher Education;
- 1.12. decide on criteria for expulsion of students;
- 1.13. define academic standards for lectures and for lessons quality assurance in accordance with this Statute;
- 1.14. determine the content of all academic data and documentation according to this Statute;
- 1.15. establish the procedure on evaluation of academic staff in accordance with this Statute;
- 1.16. elect members for all committees and councils formed by the Senate;
- 1.17. make final decisions taking into account the objections given by the councils of the academic units;
- 1.18. decide on awarding of the title Dr Honoris causa.
- 1.19. decide on awarding the title emeritus Professor according to the provisions of this Statute.
- 1.20. decide on awarding the title Honorary Member of the College;
- 1.21. review issues at the request of the Steering Committee or the Rector;
- 1.22. review issues on the proposal of the academic unit Council;
- 1.23. consider issues at the request of the student parliament;
- 1.24. Issue the rules of procedure for the Senate;
- 1.25. consider issues, at the request of the students' parliament;

Article 22

1. The Senate may form ad hoc councils or commissions to advise it on specific aspects of its work.
2. The Senate has a standing committee, called the Study Committee, under the provisions of this Statute.

II.3. College Board

Article 23

1. The College Board is a body convened by the Rector responsible for the day-to-day administration of the College.
2. The Board consists of the Rector, vice-Rectors, Deans, Secretary and one student.

II.4. Rector

Article 24

1. The Rector is the main managing authority of the College.
2. The Rector is responsible for the effective and orderly work of the College and for its management according to the policy set by the Steering Committee, and has the authority to exercise these duties.

3. The duties of the Rector are specified in the employment contract.
4. The Rector is elected by the Steering Committee.
6. The Rector is appointed for a period of four years, with the possibility of re-election for another term.
7. The Rector's mandate starts on the 1st of October.
8. The Steering Committee in consultation with the Senate issues the regulation on the election procedure and the mandate of the Rector.

Article 25

1. The Rector has the following responsibilities:
 - 1.1. to act on behalf of the College and represent it to the general public;
 - 1.2. to organize, administer and manage the College;
 - 1.3. to lead the academic staff;
 - 1.4. to decide on the rules of procedure for the academic staff of the College within the framework set by the Steering Committee;
 - 1.5. to hire, delegate, level, promote, suspend and determine the working conditions for personnel in accordance with the regulations issued by the Steering Committee and Senate;
 - 1.6. to chair the Senate;
 - 1.7. to submit to the Steering Committee proposals regarding the educational character and mission of the College taking into account the recommendations and opinion of the Senate;
 - 1.8. to implement the decisions of the Steering Committee;
 - 1.9. to manage the budget and funds within the amount approved by the Steering Committee;
 - 1.10. to present annual budget report on revenues and expenditures for evaluation by the Steering Committee;
 - 1.11. to sign contracts on behalf of the College with the third parties;
 - 1.12. to sign diplomas and other official certificates of the College;
 - 1.13. to nominate the candidates for the post of vice-Rectors, to be elected by the Steering Committee;
 - 1.14. to nominate candidates for the post of Secretary General;
 - 1.15. to announce all academic titles;
 - 1.16. The Rector has the right to form an advisory commissions;
 - 1.17. to perform all other duties on behalf of the College, as defined by this Statute or other regulations in force.

Article 26

The Rector's authority is symbolized through the Rector's Necklace.

Article 27

1. The mandate of the Rector may be terminated/end in case of:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. health reasons;
 - 1.4. conviction for a criminal offence;
 - 1.5. retirement;
 - 1.6. death.
2. Procedures for dismissal of the rector can be initiated by an absolute majority of votes by:
 - 2.1. Steering Committee;
 - 2.2. Senate.
3. The procedure for dismissal of the Rector is determined by the regulations issued by the Steering Committee. The decision of the Steering Committee for dismissal is valid with a qualified majority of two-thirds (2/3) of the votes of the members.

4. In case of dismissal of the Rector, the mandate of the Vice-Rectors ends.
5. In the event of dismissal, the new Rector and Vice-Rectors shall be elected for the remainder of the term of office of the dismissed Rector.
6. In case of dismissal of the Rector or in any case of vacancy of the position of Rector, the Steering Committee elects the acting Rector until the end of the procedure of electing the Rector for the remaining term. The Acting Rector will hold the post of Rector until the end of the mandate, if there are no more than six (6) months left until the announcement of the elections at the College. The acting Rector is elected the person who meets the conditions/criteria provided for the election of the Rector.

Article 28

Vice-Rectors

1. The College shall have three (3) Vice-rectors.
 - 1.1. Vice-Rector for Academic Affairs;
 - 1.2. Vice-Rector for Scientific Research;
 - 1.3. Vice-Rector for International Cooperation, Development and Quality.
2. The Rector appoints one of the Vice-Rectors to temporarily exercise the duties of Rector in case of temporary incapability or incapacity of the Rector.

Article 29

1. The Rector proposes the list of names for Vice-Rectors from among the professors of the College, after consulting the Senate. The Vice-Rectors are elected by the Steering Committee, with an absolute majority of vote in a single round of voting. If the proposed candidate is not elected then the Rector has the right to propose the new candidate.
2. The mandate of the vice-rectors is related to that of the rector, with the possibility of re-election for another term.

Article 30

1. The mandate of the Vice-Rectors may end prematurely in case of
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. health reasons;
 - 1.4. conviction for a criminal offense;
 - 1.5. retirement;
 - 1.6. death.
2. The procedure for dismissal of the vice-rector can be initiated by an absolute majority of votes by:
 - 2.1. Steering Committee;
 - 2.2. Senate;
 - 2.3. Rector.
3. The procedure for dismissal of the Vice-Rector is determined by the regulations issued by the Steering Committee. The decision of the Steering Committee for dismissal is valid with a qualified majority of two-thirds (2/3) of the votes of the members.
4. In case of dismissal of the Vice-Rector, the Rector proposes the new candidate for Vice-Rector, who is elected by the Steering Committee for the remaining term of the mandate.

II.5. Organizational structure

Article 31

1. The College is composed of:
 - 1.1. Academic units;

- 1.2. Organizational units.
2. Academic units and organizational units have no legal subjectivity.

II.4. Academic Units

Neni 32

1. The academic units of the College are:
 - 1.1. Faculties;
2. Academic units have the same status according to the provisions regulating the organization in this Statute.
3. The academic unit operates within the institutional framework of the College, offering higher education programs and scientific research.
4. Academic units are established through the integration or dissolution of other units by decision of the Steering Committee and after consultation with the Senate.
5. Prerequisites for gaining the status of an academic unit are:
 - 1.1. activity in one or more specific fields of academic education, scientific research within the institutional framework of the College;
 - 1.2. sufficient infrastructure;
 - 1.3. appropriate number of academic staff that enables the fulfillment of academic requirements for a long period.
6. Steering Committee makes the final decision.
7. The academic unit loses its status if:
 - 1.1. it is evaluated negatively by the Kosovo Accreditation Agency twice in a row;
 - 1.2. it is subject to integration or dissolution;
 - 1.3. Steering Committee makes the final decision

Article 33

1. The Steering Committee decides on the annual budget of the academic unit, upon the proposal of the Rector and the budget hearing with the academic unit.
2. Special needs for teaching, research and artistic obligations, and the results of previous work reports and evaluations of academic units should be taken into account when allocating the budget.

Article 34

1. The academic unit, as a member of the University, is responsible for the implementation of accredited study programs within its educational profile and in accordance with the provisions on higher education provisions. The Senate assigns the programs.
2. The academic unit is responsible for the development of scientific research within its scope of activity.
3. Interdisciplinary study programs, which include several academic units shall be established by decision of the Senate and according to the proposals of the participating academic units.

II.5. Faculty

Article 35

1. The faculty is engaged in the academic disciplines of:
 - 1.1. Academic education;
 - 1.2. scientific research;
 - 1.3. other activities defined by this Statute

Article 36

1. The faculty offers the following types of studies:
 - 1.1. Undergraduate studies - Bachelor;

- 1.2. Basic integrated studies (five years, such as Dentistry);
- 1.3. Master studies:
 - 1.3.1 Master of Science; and
 - 1.3.2 Professional master (students who complete the professional master can not be enrolled in scientific doctoral studies);

Article 37

1. The College has the following faculties in its composition:
 - 1.1. Faculty of Dentistry;
 - 1.2. Faculty of Pharmacy;
 - 1.3. Faculty of Medical Technical Sciences

Article 38

1. Regardless of the size (total number of academic staff, sufficient number of full professors, according to the need of different academic fields and percentage of permanent staff), the faculty must meet international standards in order to ensure sustainable development and professional activity in all scientific fields for a long period.
2. The Faculty orients its educational and research profile for the needs of the country, in the training and lifelong learning of professionals, and offers practical services to local partners.
3. The Faculty has the right to establish institutes for practical research in certain fields, according to cooperation agreements with private or public donors, with the approval of the Senate.
4. The Senate issues regulations on the internal organization of academic units on the proposal of the council of the respective academic unit.
5. Academic units have the right to create these levels of hierarchical, academic subdivision:
 - 5.1. Departments (general fields of science);
 - 5.1.1. Study units
 - 5.2. Institutes (specialised fields)

Article 39

1. The faculty is responsible for the following:
 - 1.1. propose study programs to the Senate;
 - 1.2. organise teaching, exams and student evaluation;
 - 1.3. students' academic progress, including their academic services;
 - 1.4. develop scientific research or artistic creativity according to international standards;
 - 1.5. ensure the quality, evaluation and reporting issues, as provided by this Statute;
 - 1.6. use the means correctly and efficiently, as provided by this Statute;
 - 1.7. personnel/staff issues in accordance with the provisions of this Statute;
 - 1.8. use correctly and efficiently the funds allocated by the Steering Council

Article 40

1. Each faculty is headed by a Dean who, by decision of the Senate, may be assisted by a ViceDean.
2. Faculties operating in more than one location are also entitled to one Vice-Dean for each location.

Article 41

1. Deans and vice-deans are elected by the Council of the academic unit by a majority of votes of the members of the unit, and proposes to the Senate for approval for a period of four (4) years among the professors of the respective faculty, with the right of re-election for another term.
2. Candidates for the post of Dean and Vice-Dean must be individuals with relevant academic qualifications and have skills and experience in leadership, as well as have at least the academic title of Assistant Professor.

3. The elected Dean proposes to the Council of the academic unit the Vice-Dean, who are elected to the Council and forwarded to the Senate for approval.
4. For the election of the new Dean, the council of the academic unit elects a delegate from the faculty professors, who temporarily holds the mandate of the Dean in the Senate, until the procedure for the election of the new Dean is completed. Then the new Dean takes office as provided by this Statute.
5. The regular mandate of the dean and the vice-dean starts on the 1st October

Article 42

1. The authority of the Dean is symbolized by the Necklace of the Dean

Article 43

1. The mandate of the Dean may end before the deadline provided in case of:
 - 1.1. resignation;
 - 1.2. discharge;
 - 1.3. health reasons;
 - 1.4. conviction for a criminal offense;
 - 1.5. retirement;
 - 1.6. death.
2. The procedure for dismissal of the Dean can be initiated by:
 - 2.1. Steering Committee;
 - 2.2. Senate;
 - 2.3. Rector;
 - 2.4. Council of the respective faculty.
3. The procedure and reasons for dismissal of the Dean is determined by the regulations issued by the Senate.
4. The decision to dismiss the Dean is taken by the Senate, after consultation with the council of the respective faculty. The decision of the Senate is taken with a qualified majority of two-thirds (2/3) of the votes of the members.
5. In case of termination of the mandate of the Dean, the mandate of the Vice-Dean ends as well.
6. In case of termination of the mandate, the newly elected Dean and Vice-Dean shall be elected for the remaining period of the mandate.

Article 44

1. The mandate of the Vice Dean may end prematurely in case of:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. Health reasons;
 - 1.4. conviction for a criminal offense;
 - 1.5. retirement
 - 1.6. death.
2. The procedure for dismissal of the Vice Dean can be initiated by:
 - 2.1. Steering Committee;
 - 2.2. Senate;
 - 2.3. Rector;
 - 2.4. relevant faculty council;
 - 2.5. Dean.
3. The decision to dismiss the Dean is taken by the Senate, after consultation with the council of the respective faculty. The decision of the Senate is taken with a qualified majority of two-thirds (2/3) of the votes of the members.

4. In case of termination of the mandate of the vice-dean, the dean proposes the new candidate for the position of Vice-Dean, who is elected for the remaining period of the mandate of the dismissed Vice-Dean.

Article 45

1. The Dean is accountable to the Rector for his/her work. The duties of the dean are:
 - 1.1. provide academic guidance in relevant areas for the development of teaching, scientific and artistic work in the faculty;
 - 1.2. ensure efficient, economic and effective use of funds allocated to the faculty by the Steering Council;
 - 1.3. take all necessary measures in the implementation of decisions and tasks set by the Faculty Council;
 - 1.4. provide sufficient information regarding the use of tools and results in teaching, scientific research and artistic creativity for the Rector and the Steering Council in accordance with the provisions of this Statute;
 - 1.5. represent the Faculty Council in the College Senate;
 - 1.6. to advise the Rector and the Senate on the appointment of academic staff in faculty subjects;
 - 1.7. nominates the candidate for Vice-Dean;
 - 1.8. performs the other duties of the Dean provided in this Statute.
2. The Dean may represent the College for Legal Issues on behalf of the faculty only with the authorisation of the Rector, provided by Regulations or otherwise.
3. The Dean assigns the duties of the Vice-Dean.

Article 46

1. Each faculty has a Faculty Council, and its members are:
 - 1.1. Dean;
 - 1.2. Vice-Dean/s;
 - 1.3. Faculty Secretary;
 - 1.4. Department Heads;
 - 1.5. One representative of full Professors;
 - 1.6. Two representatives of Associate Professors;
 - 1.7. Three representatives of Assistant Professors;
 - 1.8. Five representatives of Assistants;
 - 1.6. One member elected by the non-academic staff of the faculty;
 - 1.7. Four student representatives, elected by the Student Parliament.

Article 47

1. The mandate of the academic and non-academic members of the Council is four (4) years
2. The mandate student members is one year.
3. Their term commences on the 1st October.

Article 48

1. The Dean chairs the Faculty Council. In the absence of the Dean, the Vice Dean chairs the council
2. The Deans of the faculties form the Collegium of Deans which is headed by the Rector. The Collegium of Deans issues special regulations for the organization of its work.

Article 49

1. The Faculty Council has the following responsibilities and duties:
 - 1.1. to nominate the candidate for the post of dean to be approved by the Senate;
 - 1.2. to provide advice and proposals to the Steering Council and the Senate on all matters relating to the faculty, its staff, structure and internal organization;

- 1.3. to propose to the Senate the curricula and changes in the curricula, to give recommendations on teaching methods, in the fields of scientific studies or artistic work and on other academic issues;
- 1.4. to supervise the progress of students, as well as scientific research or artistic creativity in the faculty;
- 1.5. to propose the number and determine the conditions for enrollment of new students, in accordance with the instructions issued by the Steering Committee and the Senate;
- 1.6. determine and implement appropriate quality assurance and evaluation measures in accordance with guidelines set by the Senate;
- 1.7. to compile annual work reports for the rector;
- 1.8. deal with other issues related to academic issues;
- 1.9. to deal with other issues, which are determined by this Statute or that are required by the Steering Committee or the Senate.

Article 50

1. Each faculty has a Student Council. This is the authority that represents all the students of the faculty.
2. The number of members and the procedure for their election is determined by the Regulation issued by the Steering Committee.
3. The procedure for their election is determined by the regulation issued by the Student Parliament.
4. The mandate of the members of the Student Council is limited to two (2) years, without the possibility of re-election.

Article 51

1. The Student Council reviews and decides on all issues related to the rights and responsibilities of students in the faculty.
2. The Student Council executes its interests, related to the progress of the teaching process, through its representatives in the Faculty Council.
3. Student members of the Faculty Council participate in the nomination of candidates for Dean.

Article 52

II.5.1. Faculty of Medical Sciences

1. The Faculty of Medical Sciences is an academic unit of the College engaged in teaching and applied scientific research in the respective academic disciplines. Its academic teaching focuses on practice-oriented study programs, following the concept of European Institutions of Applied Medical Sciences.
2. The Faculty of Medical Sciences focuses its educational and research profile on the needs of the country, on the rehabilitation and lifelong learning of professionals, and provides practical services to local partners.
3. The Faculty of Medical Sciences has the right to establish institutes for practical research in certain fields, according to cooperation agreements with private or public donors, with the approval of the Steering Committee.

Article 53

1. The Faculty of Medical Sciences offers the following types of studies:
 - 1.1. Undergraduate studies - Bachelor;
 - 1.2. Professional master (students who complete the professional master can not be enrolled in scientific doctoral studies);

Article 54

1. The Faculty of Medical Sciences has the following faculties in its composition:

- 1.1. Department of Nursing;
- 1.2. Department of Physiotherapy;
- 1.3. Department of Sanitary Medicine;
- 1.4. Department of Diagnostic Radiology;
- 1.5. Department of Laboratory Biochemistry;
- 1.6. Departments and Midwifery;
- 1.7. Department of Public Health and Environment;
- 1.8. Department of Health Management
- 1.9. Department of Dental Assistant and Dental Hygienist
2. Learning Units may be established within the Departments, as sub-levels of hierarchical division.

II. 6. Zyra për Çështje Akademike

Article 55

1. The Office for Academic Affairs (hereinafter: "OAA") organizes and supports the educational development of the College through the following functions:
 - 1.1. providing support, development assistance and curriculum review, in cooperation with relevant boards;
 - 1.2. providing support to the course unit for the implementation of the course program;
 - 1.3. assisting in the development of educational policies and procedures;
 - 1.4. supporting the implementation of program initiatives;
 - 1.5. providing services to staff in relation to educational initiatives / problems;
 - 1.6. staff development and training on adequate teaching techniques (focus on students, small group work, MBP, etc.) and educational development;
 - 1.7. developing students towards student-centered learning techniques;
 - 1.8. supporting and initiating research in the field of health / medical education;
 - 1.9. providing the basic point for discussing / exchanging ideas from medical education.
2. The work of the OAA is led by the Head of this unit. The Head of the Office is appointed by the Rector for a period of three years, with the possibility of extension for another mandate.

Article 56

1. The goals and tasks of the OAA are:
 - 1.1. providing high level professional services to support and intensify the teaching role of the College
 - 1.2. undertaking research and development activities, which will establish a national and international reputation as an excellence center in the field of medical education
 - 1.3. providing educational information and advice as well as assistance in implementing internationally accepted educational best practice within the curriculum
 - 1.4. activities in the areas of curriculum planning, teaching and learning activities and assessment
 - 1.5. assisting in the development of teachers' ability to plan and deliver educational activities of high quality basic studies
 - 1.6. providing the opportunity for staff development through the establishment of cooperative relations with other similar organizations
 - 1.7. responsibility for the operation of clinical skills centers and the encouragement of the use of information technology for communication between staff and students for distance learning and independent learning

1.8. developing effective inter-professional collaborative links with local groups inside and outside the College

1.9. developing an effective online learning environment, which will effectively support curriculum management.

Article 57

1. The specific tasks of the OAA regarding the development of curricula are:

1.1. to work with those responsible for curriculum planning for the continuation of the development and implementation of high quality curricula, which meet the statutory requirements of professional bodies

1.2. to promote and incorporate innovations within the curriculum, which reflect international best practice and lead to the College being recognized as a center of excellence for its educational programs

1.3. to provide professional and proven educational advice to the Faculty and its staff

1.4. to develop and maintain a database for educational information, in particular where journals and other conventional forms of communication are not available

1.5. to provide specialized advice on evaluation

1.6. to take the lead in developing, implementing and monitoring the program on curricula

1.7. to help develop a program for evaluating the quality of teaching

1.8. to assist access to external experts as well as expertise in the field of medical education.

Article 58

1. Within the OAA, the Commission for Permanent Evaluation of Study Programs is established (hereinafter: CPESP). The duties of CPESP are defined by the Article 52 of this Regulation.

2. CPESP consists of 19 members, of which 5 members are students.

3. The mandate lasts for a period of three (3) years, with the possibility of re-election for another term. The mandate of the student delegates is one year.

4. The Head and members of the Commission, from the academic staff are elected by the Faculty Councils, while the student members are delegated by the Student Parliament. Neni 59

1. The specific tasks of the OAA related to personnel development are performed through the Office of Human Resources. The duties of this office are:

1.1. identifying staff needs in the areas of teaching, curriculum planning, assessment, and personal skills development in relevant areas

1.2. responding to identified needs by helping staff acquire the skills required for planning, deliver and evaluate high quality basic education activities

1.3. preparing concrete plans for staff development and encouragement for active involvement in these programs

1.4. holding seminars, workshops and courses to assist staff in advancing their teaching skills

1.5. supporting educational research undertaken by staff within the 'NjEM' and by staff and students accompanied by the OAA

1.6. initiating a system of identified clinicians with an interest in working with 'NjEM' so that entire staff having special interest in medical education has a formal linkage and are able to participate in regular academic and social activities

1.7. informing staff about important issues of educational techniques and medical education in particular

1.8. providing an example of competent lesson planning and delivery

1.9. developing policies for the recruitment of academic staff

- 1.10. registration of existing staff and registration of publications of academic staff according to the earned impact points.

Article 60

1. The Office of Human Resources has the Head of the office and two members, for a five-year mandate, with the possibility of re-election.

Article 61

1. The specific tasks of the OAA related to research are:
 - 1.1. development of research program, which achieves an international reputation for its quality
 - 1.2. development of certain areas of expertise, which will establish the reputation of the OAA, as a center of excellence
 - 1.3. encouragement and support to the research activities of academic staff members
 - 1.4. engagement in raising funds for educational research
 - 1.5. development of collaborative links with other local, national and international research groups
 - 1.6. promotion of a program for visiting lecturers to stimulate the creativity of local academic staff.

Article 62

1. The specific tasks of the OAA related to educational facilities are:
 - 1.1. responsibility for the development and operation of clinical skills centers at the University
 - 1.2. provision of adequate teaching facilities that are made available to students
 - 1.3. development of IT strategies, which will include the need for adequate computer and communication equipment in a range of learning spaces
 - 1.4. promotion the ways in which the College's teaching facilities could be used by external organizations

Article 63

1. The specific tasks of the OAA related to collaborative activities are:
 - 1.1. establishing effective cross-professional links with individuals, groups and organizations, with an interest and / or responsibility for all aspects of basic education
 - 1.2. developing effective relationships with schools within the College
 - 1.3. active involvement with other institutions and organizations of interest for medical education within the region and abroad
 - 1.4. establishing high-level strategic relations with a smaller number of institutions abroad, which have common interests for educational development and research
 - 1.5. developing and promoting educational workshops and conferences in the field of medical education, which attract people to the College and intensify its reputation as a center of excellence.

Article 64

1. The specific tasks of the OAA related to information technology are:
 - 1.1. developing a comprehensive IT strategy for the University
 - 1.2. taking responsibility for developing a network-based teaching and learning environment
 - 1.3. providing and developing an IT-based approach to course management
 - 1.4. assisting in advancing communication levels between academic and administrative staff, as well as students, using IT-based methods
 - 1.5. collaborating with other groups inside and outside the College, which can help push the objectives forward

Article 65

1. The Head of the OAA is accountable to the Rector for:
 - 1.1. OAA management
 - 1.2. leading strategic developments in teaching and learning as well as implementation of changes
 - 1.3. chairing the curriculum policy group
 - 1.4. ensuring efficient organization of teaching and assessment
 - 1.5. conducting regular reviews of basic studies and assessment curricula to enable the introduction of new ideas and methods
 - 1.6. overseeing the course quality audit process and providing feedback
 - 1.7. intensifying the teaching of clinical skills through the development of a clinical skills laboratory
 - 1.8. liaising with others in the field of health care and teaching to promote the efficient use of learning opportunities.

Article 66

1. The OAA consists of: the Head of the OAA, the Vice-Rectors of the College, the Secretary of the College, the Deans of the faculties, the Heads of Departments and a student.
2. The OAA, if needed, may propose the establishment of various commissions with specific areas of action, or new organizational units within. The proposals are approved by the College Senate.
3. OAA enjoys secretarial support from the administrative staff of the College.

Article 67**II. 7. Examination Board**

1. Duties of the Examination Board:
 - 1.1. compile and check the exam map;
 - 1.2. control the evaluation methods, evaluation criteria and evaluation system;
 - 1.3. check the reliability and validity of the tests or questions specified in the test at the request of the Dean, Vice-Deans, 'NNjeM, NNjShBioM, NNjMK', Heads of Departments, teachers, tutors or students;
 - 1.4. deals with the analysis of data related to examinations;
 - 1.5. receives statistical success reports for each subject;
 - 1.6. organizes the final exam;
 - 1.7. compiles the catalog of the content of the final exams in cooperation with the Heads of the teaching boards for which the exam is organized.
2. The EB is made up of: the Head of EB, three local teachers and three foreign teachers.
3. The Head and members of EB are appointed by the Senate.

II. 8. Departments**Article 68**

1. The following Departments operate within the College: Department of Basic Sciences, Department of Clinical Sciences, Department of Nursing, Department of Physiotherapy, Department of Sanitary Medicine, Department of Diagnostic Radiology, Department of Laboratory Biochemistry

Article 69

1. The duties of the Departments are:
 - 1.1. defining the goals and objectives of individual courses / modules / clinical extensions in accordance with the defined objectives of educational programs;

- 1.2. planning, organizing and developing teaching;
- 1.3. designation of external examiners;
- 1.4. act and refer to the reports of external examiners;
- 1.5. implement the evaluation process in accordance with the rules of the College, determined by the Senate;
- 1.6. provide the feedback mechanism within the courses;
- 1.7. manage teaching resources;
- 1.8. ensure collaboration between academic staff and students.

Article 70

1. The Departments are comprised of all the teachers of the courses included in the respective educational field.
2. Each Department elects the Head of the Department, with a 3-year mandate and the possibility of extension for another term.

II. 9. Secretary of the College

Article 71

1. The college has its Secretary.
2. Candidates running for the position of University Secretary must meet the following criteria:
 - 2.1. have a university degree in the field law, economy or social sciences;
 - 2.2. have at least three years of work experience;
 - 2.3. have proven organizational and managerial skills;
 - 2.4. have sufficient knowledge on the education process.

Article 72

1. The Secretary of the College has the following duties and responsibilities:
 - 1.1. is the highest official of the administration;
 - 1.2. is the official responsible for the effective leadership of the College;
 - 1.3. is responsible for the development and maintenance of management information systems and for the preparation and organization of management data;
 - 1.4. is responsible for the technical preparation of the budget process;
 - 1.5. keeps regular records on candidates of admission competition, enrolled students, graduates, staff under contract, property documentation, etc.
 - 1.6. gives opinions and prepares other acts of the College;
 - 1.7. is responsible for other matters requested by the Board of Directors and the Rector, which are not defined by this Statute.

Article 73

1. The Secretary reports to the Rector for effective leadership of the College. In this position the Secretary is responsible for all matters that are not the competence of other bodies or leaders.
2. The Secretary of the College is elected by the Steering Council, upon the proposal of the Rector, based on a public competition.
3. The Secretary of the College is appointed for a mandate of five years, with the possibility of reappointment for an indefinite period.

III. COLLEGE STAFF

III.1. Academic and non-academic staff

Article 74

1. All jobs will be based on full-time contracts and part-time contracts.
2. Full-time staff may not have other full-time employment contracts inside or outside the College.

3. Exception to this rule is allowed by the Rector if such request is due to a good reason.

Article 75

1. The academic staff of the College consists of persons engaged in academic teaching, research and clinical teaching.
2. The academic staff consists of:
 - 2.1. Full-time professors (Prof. Dr.)
 - 2.2. Associate Professors (Prof. Assoc. Dr.)
 - 2.3. Assistant Professors (Prof. Asst. Dr.)
 - 2.4. Lecturers (Lect.)
 - 2.5. Assistants (Asst.)
 - 2.6. Junior Assistants (Jr. Asst.)
 - 2.7. Clinical Mentors (Clin. Ment.)
3. Assistants and junior Assistants make up the category of associates.

Article 76

1. The non-academic staff of the University will be persons who are engaged in administration or technical work
2. High responsibilities and qualifications for each position are defined by special regulations for job systematization.

Article 77

1. The criteria for appointment and promotion to any title of academic staff are relevant qualifications, relevant work experience, evaluation in the review of his performance, as well as certificates for completed courses related to modern teaching and evaluation methods.
2. Other issues related to evaluation procedures are determined by the rules issued by the Senate in accordance with this Statute.

Article 78

1. For the title of full professor the candidate must have the following qualifications:
 - 1.1. the degree of doctor of science;
 - 1.2. Demonstrate a high level of academic competence and scientific experience for the subject proven by:
 - 1.2.1. a significant number of monographs, textbooks, publications in international scientific or artistic journals with at least 5 main works published in international scientific or artistic journals, as first or corresponding author;
 - 1.2.2. active participation in national and international conferences;
 - 1.2.3. long-term experience in basic and applicable research projects;
 - 1.2.4. high educational and pedagogical skills through practice;
 - 1.2.5. skills for academic leadership;
 - 1.2.6. supervision of master and doctoral thesis;
2. The appointments for the title, as well as the duration of employment is made for an indefinite period.

Article 79

1. For the title of associate professor the candidate must have:
 - 1.1. the degree of doctor of sciences;
 - 1.2. a significant number of monographs, textbooks, publications in international scientific or artistic journals with at least 3 main works published in international scientific or artistic journals, as first or corresponding author;
 - 1.3. demonstrate teaching skills;
 - 1.4. demonstrate work, knowledge and mastery in the subject of the respective field.

2. The appointments for the title, as well as the duration of employment is made for a period of 4 years.

Article 80

1. For the title of assistant professor the candidate must have:

- 1.1. degree of Doctor of Sciences;
- 1.2. a significant number of monographs, textbooks, publications in international scientific or artistic journals with at least one main works published in international scientific or artistic journals, as first or corresponding author;
- 1.3. demonstrate teaching skills.
- 1.4. have at least three years of work experience in the Higher Education teaching process.

2. The appointments for the title, as well as the duration of employment is made for a period of 4 years.

Article 81

1. For the title of lecturer the candidate must meet the following criteria:

- 1.1. To have the degree "Master of Science" or equivalent, which is considered a specialization lasting at least 3 years and to have work experience of at least 3 years as a specialist in the field, or to have registered postgraduate doctoral studies and to have at least 5 years teaching experience in higher education institutions.
- 1.2. To have high educational and pedagogical skills and to participate actively in the academic and institutional development of higher education institutions
- 1.3. To have made at least 8 short references or presentations (posters) in scientific conferences and congresses, of which at least 5 must be of international level (symposia, conferences, congresses), in what case the works have been accepted based on a preliminary evaluation scientific and have been published in the book of abstracts.
- 1.4. To have published at least one original scientific article in scientific journals with editorial board.

Article 82

1. For the title of assistant, the candidate must meet following criteria:

- 1.1. To have successfully completed the Master studies in the respective direction, respectively to have completed the Faculty of medicine (in the case of clinical subjects to have completed the specialization or to be at least in the third year of specialization in the case of re-election).
- 1.2. to be no older than 35 years when first appointed.
- 1.3. to be enrolled in doctoral studies upon re-election;
- 1.4. to have the average grade in bachelor and master studies not less than 8.

2. The appointments for the title, as well as the duration of employment is made for a period of 3 years.

3. Assistants may hold practical classes in bachelor and master studies. Exceptionally, the re-elected assistant, in the absence of a professor of the subject, may be authorized to hold limited lectures in bachelor studies with the authorization of the council of the academic unit and under the supervision of a teacher from the department.

Article 83

1. For the title of "Clinical Mentor" the following criteria must be met:

- 1.1. to have completed the specialization in the respective field.
 - 1.2. to have work experience of at least 3 years as a specialist in the field.
 - 1.3. To have high educational and pedagogical skills and to participate actively in the academic and institutional development of higher education institutions

Article 84

1. The title 'Professor Emeritus' is given to the most successful professors when they reach retirement age.
2. The title is appointed by the Senate by the proposal of the respective faculty Council and with the support of at least two academic units councils.
3. "Professor Emeritus" has the right to teach and engage in scientific work in accordance with his qualifications and the special requirements of the College.
4. The rights and responsibilities of "Professor Emeritus" are determined by an individual contract concluded by the Rector.

Article 85

1. The selection of academic staff is made in a transparent manner, on a public competition.
2. The Senate publishes vacancies for academic staff regularly twice a year: in February and September. If necessary, the Senate may publish even more competition during the year.
3. The competition lasts 15 days from the day of publication.

Article 86

1. All appointments are made after reviewing the applications of the candidates by the professional evaluation commission, established by the Faculty Council. Members of the professional evaluation committee should not be the spouse, partner or close family member of the candidate to be appointed.
2. The evaluation committee interviews the candidates who are considered to have met the criteria for the position.
3. Within the set deadline, the Professional Commission submits a written report, with a concrete proposal for one of the candidates, who best meets the criteria.
4. The proposal from line 3 of this article is sent to 'KMSH', which makes the selection, while the Rector concludes the employment contract for the period for which they were selected based on legal provisions.
5. The appointment of full professor, associate professor and assistant professor is for a period of four years.
- 6.. The appointment of junior asistant, assistant and clinical mentor is for a period of three years.
7. It can be repeated with the recommendation of 'KMSH'.

Article 87

1. The employment contract with the academic staff may be terminated prematurely in case:
 - 1.1. conviction for a criminal offense by which the College is discredited according to the procedure provided by a special regulation of the College;
 - 1.2. serious violation of the academic staff code of ethics, based on the procedure provided by that code;
 - 1.3. inability to perform the duty due to physical or mental reasons, evidenced by the doctor's report;
 - 1.4. his/her conduct he violates the order, authority and dignity of the College, according to the procedure provided by a special regulation;
 - 1.5. that according to the procedure foreseen by regulations, it is proven that he/she is corrupt.

Article 88

1. Steering Committee, by the proposal of the Senate, will issue regulations on the code of ethics for College Staff.

III.2. Rights and responsibilities of academic staff**Article 89**

1. Academic staff has freedom of expression and teaching.
2. Academic staff has the freedom to publish the results of their scientific and professional research work.
3. The staff of the College enjoys the freedom of organization and assembly in accordance with the law.
4. Any form of discrimination of academic staff on the basis of gender, race, marital status, religion, political opinion, or other opinion, ethnic or social origin, nationality, property status, etc., is prohibited, both in the case of election and during work and activity of the staff at the Faculty.

Article 90

1. The academic staff of the College is obliged to respect:
 - 1.1. the spirit of humanism,
 - 1.2. autonomy of the College,
 - 1.3. freedom of scientific creativity,
 - 1.4. legal acts and decisions deriving from them,
 - 1.5. principles of professional and scientific honesty,
 - 1.6. code of ethics,
 - 1.7. the reputation of the university and the advancement of this reputation.

Article 91

1. The academic staff, during the educational/teaching process, is obliged to fulfill the following tasks:
 - 1.1. prepare and offer lessons, seminars, exercises and other forms of teaching;
 - 1.2. prepare university textbooks or literature suitable for studies within the course structure and content;
 - 1.3. supervise seminar papers, Bachelor and Master theses, doctoral dissertations and other student research papers;
 - 1.4. implement a feedback system for students;
 - 1.5. engage in regular monitoring of student progress;
 - 1.6. ensure smooth organization of the exams during the scheduled exam sessions;
 - 1.7. The staff must regularly attend the meetings of the bodies and commissions where they are appointed as members and perform the tasks with dedication and sincerity.
2. The staff must regularly attend the meetings of the bodies and commissions where they are appointed as members and perform the tasks with dedication and sincerity.
3. In case of conflict of interest regarding the content, the delegated members of the employees do not participate in the meetings of the governing bodies of the College.

Article 92

1. Academic staff 60% of its activity should carry in the educational activity, 30% through research-scientific activity and 10% through administrative-technical activity.
2. As performance indicators and parameters related to the involvement of academic staff in research, the minimum expectation is that each regular member of the academic staff should publish at least one scientific paper per year for the last three years.

III.3. Disciplinary proceedings

Article 93

1. The academic staff of the College must carry out its activity and behave conform to the moral and ethical principles, the principles of scientific truth and protect the authority of the College in the manner prescribed by the ethics of the academic staff.

2. Violation of the rules of conduct and non-compliance with the obligations set out in the Regulation on disciplinary procedure, the code of ethics and other acts of the College, by the academic staff and other persons employed in the Institution, entails disciplinary liability.
3. The disciplinary procedure is provided by the regulation on the disciplinary procedure of the College, which is issued by the Senate, in accordance with the law, in conformity to the Statute, the Code of Ethics and other acts of the College.
4. By the proposal of the Steering Council, the Ethics Committee is established.
5. The Ethics Committee is composed of:
 - 3 (three) members from the College teachers and
 - 2 (two) members from the administrative staff of the College.
 - The student representative participates in the sessions when the students are the subject of discussions.
6. The mandate of the Ethics Committee is 4 years. The mandate of the student representative is one year.
7. The Chairperson of this Committee must be from the field of Law and his/her appointment is made by Decision of the Steering Committee.
8. The disciplinary responsibilities of the College staff employees and the measures to be taken are provided by the regulations issued by the Steering Committee.
9. The procedures and conditions for the revocation of titles, suspension or termination of employment of staff are determined by special regulations issued by the Steering Committee after consultation with the Senate.

IV. STUDENTS AND STUDY ORGANIZATION

IV.1. Studies and study programs

Article 94

1. Academic studies are organized and carried out as:
 - 1.1. undergraduate studies
 - 1.2. postgraduate studies
2. The college organizes studies in Albanian language. By decision of the Senate, at the proposal of the council of the academic unit, lectures may be held in other languages. If the students' language is different from Albanian, a training course for the Albanian language is organized prior to study commencement.
3. By the proposal of the council of the academic unit, the Senate may decide whether the study programs will be offered exclusively in foreign languages if there are relevant arguments (promotion of academic exchange, situation in the labor market, student interest, academic orientation for teachers) that support these measures and are in favor of the academic development of the College.

Article 95

1. Basic studies may last 5 years (300 ECTS) or 3 years (180 ECTS), respectively 4 years (240 ECTS).
2. Upon completion of studies students are awarded the title as defined in the study program.

Article 96

1. Postgraduate studies are organized as Master studies in certain fields.
2. Master studies last 2 years (120 ECTS).

Article 97

1. Successful completion of undergraduate studies is a condition for registration of postgraduate master studies.

2. Upon successful completion of the master studies, the academic title of Master of Science of the study program is earned.

Article 98

1. In the curricula are detail the conditions that must be met for each type of study.
2. Curricula are approved by the Senate, on the proposal of the Commission for Permanent Evaluation of Study Programs, which during the evaluation process includes the Studies Committee, which has drafted the curricula.

Article 99

1. The study programs contain:
 - 1.1. Title of the study;
 - 1.2. Type of the study;
 - 1.3. Academic title;
 - 1.4. Criteria for enrollment;
 - 1.5. Objectives and results;
 - 1.6. Curriculum details;
 - 1.7. Value in points according to ECTS (Courses, diploma thesis);
 - 1.8. Conditions for individual studies.

Article 100

1. When compiling the curriculum, the College makes sure that the program:
 - 1.1. meets high standards of learning and teaching
 - 1.2. is contemporary and tailored for opportunities and interests of students;
 - 1.3. is comparable to other similar universities in developed countries;
 - 1.4. learning outcomes are in line with the National Qualifications Framework and the European Higher Education Qualifications Framework.
2. Interdisciplinary study programs are determined by the Senate, and proposed by two or more academic units for all three study levels. The responsibilities of each partner are defined in the curriculum.
3. The Senate establishes the Commission for Interdisciplinary Studies, which is responsible for:
 - 3.1. Drafting curricula
 - 3.2. Organizational and technical issues;
 - 3.3. Implementation procedures.
4. All proposals of the Study Committee must be approved by the Councils of all academic units which contribute to the study program.
5. The Senate makes the final decision on all regulations related to studies, proposed by the study commission and approved by the council of academic units.
6. Joint study programs can be developed between the College and other institutions on the basis of partnership contracts.

Joint study programs are defined by the Senate and provided by academic units for all three levels. The obligations of each partner Institution are defined in the study program based on the joint institutional agreement.

The Senate elects the members for the joint inter-university study commission

Article 101

1. Every teacher is obliged to submit the syllabus for his / her subject, in written and electronic form, to the College at the beginning of the school year, and to inform the students about it.
2. In addition to the syllabus, the operational plan for the course is submitted as well.
3. Faculties at the beginning of each academic year make the list of teachers and assistants for the entire academic year, according to the study program.

3. Periodic syllabus reviews are conducted every three years by the Study Committee and the Permanent Curriculum Evaluation Committee.

Article 102

Study Committee

1. The Study Committee is established in each academic unit of the College as an advisory body to the council of this academic unit.
2. The Study Committee is established for each interdisciplinary program and joint study program of the College, as an advisory body to the Senate, in accordance with the provisions of this Statute.

Article 103

1. The Study Committee is responsible for:
 - 1.1. Drafting proposals for new study programs;
 - 1.2. Adaptation and modification of existing study programs;
 - 1.3. Continuous review of university textbooks;
 - 1.4. Requirements for change of study programs by students;
 - 1.5. Preparing the case of student complaints;
 - 1.7. Student assessment.
2. The tasks of the Study Committee are: to develop concepts, evaluate and comment the requests in order to prepare reports for which it is decided in the Senate or in the Council of the respective unit.

Article 104

1. The members of the Study Committee do not have to be members of the Senate or the council of the academic unit. The Study Committee has the following composition:
 - 1.1. Vice Rector or Vice Dean for Education (chairperson);
 - 1.2. Five professors;
 - 1.3. One assistant;
 - 1.4. Two students with the average grade of at least eight (8).
2. Academic staff members are elected by the Senate or council of the academic unit.
3. The student member is elected by the student parliament.
4. The mandate is three years for the staff and one year for students.

Article 105

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

IV.2. Admission to studies

Article 106

1. All candidates residing in Kosovo and foreign citizens without Kosovo citizenship living permanently in Kosovo have the right to register with the Institution.
2. Foreign citizens without citizenship of Kosovo and without permanent residence in Kosovo have the right to enroll with the Institution according to the conditions set by the MEST, or on the basis of international agreements or international inter-institutional cooperation agreements.

Article 107

1. The criteria for admission to undergraduate studies are:
 - 1.1. successful completion of high school in Kosovo, certified by diploma;
 - 1.2. successful completion of primary and secondary school in other countries with at least 12 years of schooling, certified by the relevant diploma;
 - 1.3. special authorization issued by the Ministry of Education, Science and Technology of Kosovo.

Article 108

1. Admission to studies is based on the public competition and the procedure for selecting students.
2. The number of seats for bachelor and master studies is determined by the Senate for each first year of study in each academic unit, in accordance with the decision of the Kosovo Accreditation Agency for the respective program.
3. Candidates who have not been accepted in the first year of studies can appeal against the decision within three working days after the announcement of the election results. The final decision on the complaint is taken by a 5-member commission, chaired by the Vice Rector for Education and Student Affairs and other members appointed by the Rector.

Article 109

1. The rules for announcing the vacancy and the criteria for enrollment are issued by the Senate.

Article 110

1. The student gains the right to enroll in a higher year of studies if he / she fulfills all the obligations defined by the curriculum, the regulation on studies and other general acts.
2. The student can re-enroll in the same year of study according to the conditions set out in the Regulation on studies, fulfilling the financial obligations to the College.

Article 111

1. The student must complete the undergraduate studies within a period that does not exceed twice the normal period provided for the studies he / she is enrolled, except in special cases for which the 'KMSH' decides.

Article 112

1. Student loses student status:
 - 1.1. upon completion of studies;
 - 1.2. when he/she deregisters;
 - 1.3. when he/she is not enrolled in the highest year, or in the same year of studies;
 - 1.4. by decision deriving from from the disciplinary proceeding;
 - 1.5. when he/she does not complete the studies in the term provided in accordance with the previous article of this Statute;
 - 1.6. in other cases specified by the College Rules.

IV.3. Students' rights and obligations**Article 113**

1. Students have right:
 - 1.1. participate in various learning sessions;
 - 1.2. use all the equipment of the College to complete their learning and scientific work according to the respective programs;
 - 1.3. use the library and reading rooms;
 - 1.4. participate in the elections for student positions in the bodies established on the basis of the Statute of the College and other relevant acts;
 - 1.5. be represented in the governing structures of the College, provided by the organizational chart of the College;
 - 1.6. complain about the quality of the teaching process, or the premises where the lessons are held.

Article 114

1. Students have the following obligations:
 - 1.1. implement all obligations arising from the curriculum;
 - 1.2. follow the rules set by the Faculty;

- 1.3. respect the rights of staff and other students;
- 1.4. preserve the prestige and dignity of the College.

Article 115

1. The student acquires the right to enroll for the higher year of studies if by the end of the enrollment period he has fulfilled all the teaching obligations for the subjects heard in the previous year, has completed all the exams foreseen by the program and has fulfilled all financial obligations to the College.
2. The student who does not win the right to enroll in a higher year of studies repeats the same year, but marks in the registration form the semesters he/she repeats and the number of times that he/she repeats same year (e.g. V-VI / 1).
3. In the repeated year the student registers the subjects from which he has not fulfilled the learning obligations and has not completed the exams. These courses are listed on the semester registration form and in the decision.
4. In such cases, the students are issued a decision, signed by the Vice-Dean for education, which contains learning and financial obligations of the student for the repeated year.

Article 116

1. The same year of study can be enrolled at most twice in a row.
2. The student has the status of a full-time student throughout the duration of studies until graduation, respectively until the end of the school year in which the student completes 10 years of study, for 5-year studies, respectively 6 years for 3-year studies, including another year of graduate status.

Article 117

1. Students' learning obligations may be suspended for a certain period of time in special cases defined by the Regulation of studies.

Article 118

1. In case of violation of the student's obligations, disciplinary proceedings may be instituted against him/her in accordance with the special regulation of the College.
2. The easiest disciplinary measure is public reprimand, while the most severe measure is permanent expulsion from the Faculty.

Article 119

1. Students have the right to appeal against the decision taken by the disciplinary commission of the College, appointed by 'KMSH'.
2. Complaints are submitted to the 'KSHM', within 15 days after the announcement of the decision.
3. 'KMSH' decides about the complaint.

IV.4. Student organization

Article 120

1. Students have the right to establish a student organization to which all students may belong.
2. The student organization has its own statute that is approved by its members.

Article 121

1. Within the College, the interests of students are represented through the Student Parliament at the College level, as follows:
 - 1.1. Seven (7) representatives in the Senate
 - 1.2. five (5) representatives in each Faculty Council
 - 1.3. One (1) representative in the College Board
 - 1.4. Five (5) representatives in the Commission for Permanent Evaluation of Programs.
 - 1.5. One (1) representative in the Medical Education Unit

- 1.6. One (1) representative in the Ethics Committee.
- 1.7. One (1) representative in the Quality Assurance Office
- 1.8. Two (2) representatives in the College Quality Assurance Committee

Article 122

1. Members of the student parliament and student representatives on the governing bodies of the College shall be elected in accordance with the procedures for parliamentary elections.
2. The mandate of student representatives in decision-making, executive and consultative bodies is defined by the Statute of the College.

Article 123

1. The organization within the student structures is autonomous and regulated by the statute of the Student Parliament.

IV.5. Evaluation methods

Article 124

1. Student knowledge is periodically assessed through continuous dynamic assessment, colloquia, basic knowledge assessment, and clinical skills assessment.
2. Exams are given from all courses based on the subject matter defined by the curriculum, unless otherwise specified in the curriculum.
3. The student who fulfills all the obligations defined by this Statute and other acts of the College can take the exam.

Success achieved in the exam is public.

Article 125

1. Exams are public and the student has the right to request the public presence during the exam.

Article 126

1. Student success is expressed in grades from 5 (five) to 10 (ten).
2. Grade 5 (five) expresses insufficient success and it is kept special records.

Article 127

1. The regular exam terms are in: January, June , September and October.
2. All exam terms are fixed and published.
3. The extraordinary term is the April term, while for the graduates it is in November.
4. At the end of the studies, the final exam is organized.
5. The exam aims to integrate knowledge from clinical sciences included in the programs of the following years and to assess the degree of competencies acquired from the candidate being assessed, against the knowledge and competencies defined by the curricula of the College and the Ministry of Health.
6. The content of the final exam is published in the form of a special catalog.

Article 128

1. Exam schedule, including all terms, is announced at the beginning of each academic year.
2. More detailed provisions regarding assessment methods are provided by the Regulation on Studies.

IV.6. Academic titles and diplomas

Article 129

1. According to the conditions for accreditation provided by law, the College awards the following academic titles and diplomas:
 - 1.1. diploma for basic studies;
 - 1.2. Bachelor of Science (BSc) degree diploma and
 - 1.3. Master of Science (MSc) degree diploma

Article 130

1. Assessment for basic studies will be done according to the European Credit Transfer System (ECTS) throughout the Faculty.
2. Students will be able to transfer credits from the College to other universities in the country and abroad.
3. Students will be recognized the credits earned in the courses accredited by the relevant ministries.

Article 131

1. The Diplomas of Basic Studies and Bachelor are awarded upon completion of the basic academic studies and the public defense of the thesis.
2. The form, content of the diploma, the diploma supplement, as well as the issuance procedure will be provided by an administrative instruction issued by the Ministry.
3. The diploma is signed by the Rector and Dean of the academic unit, or the Head of the study program.
4. The Rector may, with due reason and strong arguments and on the recommendation of the responsible staff, remove the title from the holder.
5. The strong reason and argument contains:
 - 5.1. Falsification or fraud during the assessment or examination;
 - 5.2. Lack of individual exam transcripts, signed by the professor of the subject, according to the study program;
 - 5.3. Plagiarism or infringement of copyright in the preparation of thesis or other written work;
 - 5.4. Other unethical practices.

Article 132

1. The master's degree diploma is awarded after the successful completion of the relevant postgraduate studies, with the public defense of the master's thesis.

Article 133

1. Assessment in postgraduate master studies is done according to the European Credit Transfer System (ECTS).
2. Students will be able to transfer credits from the College to other universities in the country and abroad.

Article 134

1. The number of credits and the way of assessing the students skills in basic and postgraduate master studies are determined by the Regulation of studies.
2. In accordance with the rules of the Lisbon Convention on Recognition and in accordance with the special regulations of the Ministry, the College accepts the qualifications (titles, diplomas, exams) of recognized or licensed local or foreign institutions of higher education.
3. In accordance with the Administrative Instruction of MEST on the principles and procedures for the recognition of diplomas of higher vocational schools and university degrees obtained outside the Republic of Kosovo, it is the competence of the College to recognize the diplomas of higher professional schools and university degrees and certificates of certain periods of studis, for the purpose of study continuation.
4. If the qualifications are recognized, the student has the right to continue his studies at the College.
5. The recognition procedure will be implemented by the ECTS Officer and the College Academic Affairs Office.

6. The decision on recognition of the studies is based on information extracted from the relevant European database and is coordinated with the National Recognition Council, which is responsible for the application of the Lisbon Convention on Recognition.
7. The Senate authorizes the Rector to make recognition for all clear cases.
8. Records of qualification admission will always be kept by the College Administration.
9. In disputed cases, when the data are not sufficient to make a decision, the Study Commission should be asked for recognition and the following information should be provided:
 - 9.1. Complete file including all data;
 - 9.2. Available data and case-specific comments from the National Recognition Council or equivalent institution.
10. The Study committee submits the report to the Senate with a proposal for a decision within two months from request was submission.
11. The decision of the Committee may be as follows:
 - 11.1. Full recognition of the diploma from abroad;
 - 11.2. Submission of the list of additional exams required for the purpose of full recognition;
 - 11.3. Rejection of the request due to major inconsistencies in the study programs

V. QUALITY CONTROL AND EVALUATION

Article 135

1. In order to maintain quality and quality control the College implements its own quality and quality assessment system.
2. Everyone is subject to evaluation and it covers the entire spectrum of the College and its services.
3. The evaluations analyze the efficiency and effectiveness of the functioning of the College in all areas of action. It provides assessed units and responsible governing bodies with indicators of assurance and quality improvement measures, as well as staffing and organization decisions.

Article 136

1. Quality control and evaluation procedures are performed by the Quality Assurance Office, established within the College, and are conducted in accordance with international evaluation standards.
2. The Quality Assurance Office consists of a small group of academic staff, appointed by the Rector and approved by the Steering Committee. The team includes the Vice Rector for External Cooperation and Quality, administrative officers, other members of the academic staff, co-opted from time to time, according to specific needs and goals, as well as representatives of the Student Parliament.

Article 137

1. The assessments aim:
 - 1.1. public motivation and appreciation in case of positive results
 - 1.2. implementation of appropriate measures in order to improve performance in case of negative results

Article 138

1. Evaluation reports will be considered by the governing bodies of the College.

Article 139

1. These assessments are made within the College:
 - 1.1. assessment of curricula
 - 1.2. assessment of organization of studies

- 1.3. assessment of teaching quality
- 1.4. assessment of scientific and professional research activities
- 1.5. assessment of knowledge and clinical competencies acquired by students

Article 40

1. The evaluation of study curricula is done through questionnaires for the evaluation of curricula, which aim to evaluate the work of the departments and 'NJEM' in relation to the development and implementation of high quality curricula, evaluation of compliance with the statutory requirements of professional bodies, promotion and inclusion of initiatives within the curricula, which reflect international best practice.

Article 141

1. Evaluation of teachers' work, scientific-research and professional activities is done as follows:
 - 1.1. internal evaluation (self-evaluation) through:
 - 1.1.1. self-assessment questionnaires by academic staff
 - 1.1.2. assessment questionnaires filled by students
 - 1.1.3. analysis of department performance reports
 - 1.2. external (international) evaluation through:
 - 1.2.1. external experts reports
 - 1.2.2. participation in classes

Article 142

1. Assessment of the quality of teaching by students is done at the end of each semester.
2. Anonymous questionnaires are compiled by a commission appointed by the Quality Assurance Office.
3. 10% of the best annual results of the quality of teaching evaluation will be published in the Faculty.
4. The results of the evaluation of the quality of teaching will be discussed at the level of the departments, while for 10% of the lowest annual results, measures shall be taken to improve the quality of teaching should be proposed.

Article 143

1. A written report is prepared for all evaluations, which must contain the evaluation procedures, evaluation results and proposed measures.
2. The units that are evaluated may respond to the evaluation report have the deadline within 7 days. Comments must be submitted in writing.
3. The Quality Assurance Office, after reviewing the comments, prepares the final evaluation report, which is submitted to the governing bodies of the College.

Article 144

1. The internal evaluation is initiated by the Steering Committee, the Senate or the Rector.
2. The units of the College and their governing bodies are obliged to provide the necessary data and information for evaluation as well as to cooperate.

Article 145

1. All academic staff is evaluated regularly on an institutional basis at least annually.
2. All Chairpersons and the Heads of the institutes or other organizational sub-units of the College will provide the annual report of the work and fulfillment of the tasks for the Deans of their academic units.
3. The annual work report contains:
 - Recent data related to teaching in the academic year;
 - Data on research work for the last calendar year.
4. Each dean of the academic unit provides the Rector with a complete annual report of the work of his / her academic unit.

5. The work and performance report contains sufficient data regarding:

- Number of students (enrolled, total number, graduates);
- Academic teaching
- Study programs and courses;
- Teachers, teacher responsibilities and lectures held;
- exams and seminar papers;
- diplomas and master theses;
- student assessment results.

Scientific research:

- published scientific articles, monographs and other scientific publications;
- scientific project reports;
- participation in conferences and papers presented;
- research projects funded by public and private sources;
- privately funded academic staff;
- other relevant research parameters;

6. All performance records are reported no later than 31st March of the following year.

7. Work reports will be compiled, collected and stored in a computerized and standard manner.

8. The administration of the College provides the necessary tools for data collection related to work and is responsible for data storage and data analysis.

9. The competent person of each academic unit decides on the right of access to the data of the unit. The Secretary as the administrative representative of the Rectorate, and as the most competent person in this regard has unrestricted access to all records.

VI. FUNDING

Article 146

1. To ensure its activity, the College provides financial means from these sources:

- 1.1. tuition fees, administrative fees and other payments made by students;
- 1.2. payments for commercial and other services;
- 1.3. funds of Kosovo Ministry Budget for teaching and research of general interest;
- 1.4. donations, gifts and assistances;
- 1.5. contracts with national, international, public, or private organizations in the field of teaching and research, etc.

Article 147

1. The college has the current account.

2. The funds received from the previous article of this Regulation are deposited in the current account of the College.

Article 148

1. The funding methodology, terms and financial control are defined in more details by the College Regulation.

Article 149

1. The supervision and management of the budgeting and accounting functions of the College is performed by the Finance Office, as a specialized office for financial matters, which functions as a supporting unit of the College.

2. The Office of Finance is headed by a senior officer, competent in the economic field.

3. The Finance Office also engages other administrative officers on specific financial matters.

4. The Senior Administrator of the Finance Office cooperates with the Secretary of the College, and reports to the Governing Council and the Rector.

Financial audit

Article 150

1. In order to establish greater operational efficiency, greater budgetary and fiscal discipline as well as compliance with the rules regarding the proper use of funds, the College in accordance with applicable laws establishes the internal audit function.
2. Internal audit is an independent advisory activity that assists the College in meeting its objectives by providing a systematic, disciplined approach to assessing and improving the effectiveness of risk management, control, and governance processes.
3. The authorities of the College shall take all necessary measures to ensure the independence of the internal auditor.
4. The Internal Auditor will exercise its activities in accordance with the Laws and bylaws in force.
5. The Steering Committee, the Rector, the Secretary and the Auditors, in accordance with the provisions of this Statute, have unlimited rights of access to all official records and documents of the College and its staff.
6. The audit is performed at least once a year.

Article 151

1. In accordance with the Laws in force, the College is subject, on annual basis, to an external regularity audit and financial control by the authority designated by Law.
2. The Authority designated by Law submits to the College a report on the regularity audit.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 152

1. On the date of approval of this Statute, the validity of the previous Statute is terminated.

Article 153

1. The statute can be amended according to the procedure of its approval.

Article 154

1. This Statute enters into force on the day of approval by the Senate of the College.

Prishtina, AD-1493/21, dt. 31.03.2021

Rector

Prof.dr.sc. Ibrahim Behluli, MD, MSc, PhD