



## **UNIVERSITY "UKSHIN HOTI" PRIZREN**

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# **REGULATION FOR THE INTERNAL ORGANIZATION OF UNIVERSITY SERVICES**

Prizren, December 2021



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Council of the University "Ukshin Hoti" Prizren (hereinafter the University) at the suggestion of the Rector, based on the legal provisions of Article 226, of the University Statute no. 04-V-621 dated 30.05.2013, as well as in accordance with the relevant legislation in force, approves the following:

## **REGULATION FOR THE INTERNAL ORGANIZATION OF UNIVERSITY SERVICES**

### **CHAPTER I**

#### **Article 1**

##### **Purpose**

The internal organization of the central administration, academic units and organizational units of the University, with the aim of dividing tasks and responsibilities according to legal and statutory powers and establishing the organizational hierarchy.

#### **Article 2**

##### **Scope**

The provisions of this regulation apply to the administration of the University and all other organizational structures provided by the Statute of the University in order to achieve the objectives set by the management.

#### **Article 3**

##### **General principles**

The management of the legal work relationship between the University as an institution and the personnel is governed by the law and is based on the principle of equal opportunities, merit, transparency, professionalism and political impartiality, non-discrimination, fair representation of gender and communities and aims to guarantee sustainability and continuity in office. Expressions used in one gender always mean the other gender.

### **CHAPTER II**

#### **Article 4**

##### **The organizational structure of the University**

The main governing authorities of the University are:

- The governing council of the University,
- The Rector,
- The Senate.

#### **Article 5**

##### **GOVERNING COUNCIL**

The Governing Council is the main governing authority of the University, the duties and responsibilities of the Governing Council are specified in the University Statute.



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## **Article 6**

### **RECTOR**

- 6.1. The Rector is the main managing authority of the University. The Rector's Cabinet consists of:
- The Rector,
  - Vice Rectors,
  - Cabinet personnel (external expert, internal advisor and assistant to the rector).
- 6.2. The Rector's duties and responsibilities are provided for in the University Statute, the Law on Higher Education and other legislation in force.
- 6.3. The duties of vice-Rectors are assigned by the Rector in accordance with the provisions of the Statute. The Rector has the right to delegate full legal responsibility to them for a certain period of time. Joint responsibilities can be assigned to vice-rectors in the areas of:
- teaching, student affairs and scientific research;
  - budget and finance and infrastructure;
  - international cooperation and quality improvement.
- 6.4. The rector's cabinet also includes: external expert, internal advisor and rector's assistant.
- 6.5. The rector can engage up to two employees as cabinet personnel (external expert and assistant to the rector) independently according to his preference, in accordance with the provisions of law no. 06/L-114 for cabinet personnel and this regulation.
- 6.6. The mandate of the rector's cabinet is linked to the mandate of the rector. The management of the legal relationship with the cabinet clerk is based on the clerk's relationship with the cabinet holder/rector. The amount of the salary or compensation of the personnel of the rector's cabinet is the competence of the KD and the same is provided by the regulation on personnel compensation.
- 6.7. The internal advisor, who must be from the internal staff of the University (academic or administrative staff), may be appointed by the rector according to his preference. The adviser's compensation is made in accordance with the regulation of the CoD, through the adviser's functional allowance.

## **Article 7**

### **SENATE**

The University Senate is the highest academic body of the University, whose duties and responsibilities are regulated by the Statute.



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## CHAPTER III

### Article 8 GENERAL SECRETARY

#### General Secretary

**The general secretary** is the Chief Administrative and Executive Officer of the University (ZKA), with full powers according to the Statute and the legislation in force, who is supported by the heads of the offices in order to carry out work and work tasks in an efficient, effective and professional manner.

The general secretary is the administrative superior of all management positions in the central administration of the university, academic units and organizational units, while their operative superior, apart from the general secretary, depending on the duties they exercise, is the rector, vice-rectors or deans of academic units.

The Office of the General Secretary consists of the internal staff of the office and special professional offices.

Internal staff of the Secretary General's office:

- ❖ Secretary General
  - Certifying officer (8- DU+3)
  - Administrative assistant (10- DU+0)

#### 8.1. Audit Office

**Purpose of the position:** Implements the internal audit plan to ensure productive, economical and efficient use of the institution's resources by ensuring the implementation of the legislation in force and the policies of the institution in the management of resources. Auditor's office personnel:

- Head of the Internal Audit Office (6- DU+5)

The powers of the audit office are regulated by a separate law, while the description of the work duties is done by the internal regulation for the description of the work duties. The rector is the operative superior of the head of the Audit Office.

#### 8.2. Public Relations Office

**Purpose of the position:** Communication with the public, informing the opinion, transparency, presentation of the University's work and marketing development.

Personnel of the public relations office:

- Head of the Public Relations Division (6-DU+5)
  - Senior Lecturer (8-DU+3)
  - Translation Officer (in English and Serbian) (9- DU+2)
  - Website Maintenance Officer (10- DU+0)



The work duties of the Public Relations Office are provided for in the legislation in force and the regulation on the description of work duties. The operational superior of the Public Relations Office is the Rector of the University, while the administrative superior is the General Secretary of the University (ZKA) .

### 8.3. Human Resources Office

**The purpose of the position:** Implementation of state policies and legislation in force in the field of human resources related to recruitment, labor relations, management and continuous development of human resources in the institution.

Personnel of the Human Resources Management Unit:

- Personnel Manager/ Unit for Human Resources Management (6- DU+5)
  - Senior Policy and Salary Officer (8- DU+3)
  - Human Resources/Personnel Officer (9- DU+2)
  - Officer for communities and equal opportunities (10- DU+0)

The work tasks of the UMBU are foreseen in the legislation in force and the regulation for the description of the work tasks. The administrative and operational superior of the Human Resources Management Unit (HRM) is the General Secretary of the University (ZKA).

### 8.4. Procurement Office

**Purpose of the position:** Ensuring the implementation of legal standards related to procurement procedures as well as the efficient and effective implementation of resources through procurement policies.

Personnel of the procurement office:

- Procurement Manager (6- DU+5)
  - Procurement Officer (10-DU+0)

The work tasks of the procurement office are provided by the legislation in force on public procurement and the regulation for the description of work tasks. The operational and administrative superior of the Procurement Office is the General Secretary of the University (ZKA).

### 8.5. Legal office

**The purpose of the position:** Providing legal support for the management and bodies of the University, representing the University before the bodies of the judicial and administrative system (according to the authorization) as well as professional support in the continuous updating of the internal legal infrastructure in accordance with the legislation in force.

Personnel of the legal office:

- Head of the legal office (7- DU+4)
  - Legal officer (in the Management Board) (9- DU+2)
  - Administrative officer (in the Senate) (10- DU+0)



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The work tasks of the Legal Office are provided by the regulation for the description of work tasks. The operational and administrative superior of the Legal Office is the General Secretary of the University (ZKA).

### **8.6. Archives Office**

**Purpose of the position:** Processing, classification and management of the archival material of the University in accordance with legal standards.

- Archive sector leader (7- DU+4)
  - Archive and Protocol Officer (9-DU+2)

The work tasks of the Archives Office are foreseen in the law on state archives and internal regulations on the management of archival material. The operational and administrative superior of the Archive Office is the General Secretary of the University (ZKA).

## **CHAPTER IV**

### **Article 9**

## **VICE-RECTOR FOR EDUCATION, STUDENT AFFAIRS AND SCIENTIFIC RESEARCH**

### **9.1. Office of Academic Affairs, Research and Excellence**

**The purpose of the position:** The office for academic affairs, scientific research and excellence is in the function of establishing academic and research standards, with the aim of academic development, excellence and raising the capacities of scientific research.

Personnel of the Office of Academic Affairs, Scientific Research and Excellence:

- Director of the office for academic affairs, scientific research and excellence (4-DU+7+4U)
  - Head of the sector for academic development and excellence (7- DU+4)
  - Leader of the sector for scientific research (7- DU+4)

The work tasks of the Office for academic affairs, scientific research and perfection are provided by the regulation for the description of the work tasks. The vice-rector for teaching, student affairs and scientific research is the operative superior of the Office for academic affairs, scientific research and excellence, while the administrative superior is the General Secretary of the University (ZKA).

### **9.2. Office of Student Affairs**

**Purpose of the position:** Service for students, preparation and processing of various data and statistics of students for the needs of the University. Recognition, verification and transfer of loans for student needs within the University. Preparation and printing of ID cards for new students and printing of diplomas for graduate students.

Student affairs office staff:



- Head of the student affairs division (6- DU+5)
  - Official for recognition, verification and transfer of credits (9- DU+2).
  - Official for diplomas and ID cards (10-DU+0)

The head of the division for student affairs is the operational superior of the student services officers in the academic unit. The operational superior of the head of the division for student affairs is the Vice-Rector for teaching, student affairs and scientific research, while the administrative superior is the General Secretary of the University (ZKA).

### 9.3. Career and Alumni Center

**Purpose of the position:** The Career and Alumni Center is at the service of students and graduates by providing professional support and career support. KKA helps the management in making policies and designing study programs as well as their connection with the labor market.

Career and Alumni Center Personnel:

- Leader of the Career and Alumni Center (7- DU+4)
  - Career Development Officer (10-DU+0)
  - Alumni Officer (10- DU+0)

The work duties of the leader of the Career and Alumni Center are provided in the regulation on the establishment and organization of the career and alumni center and the regulation on the description of work duties. The superior of the head of the center is the Vice-Rector for teaching, student affairs and scientific research, while the administrative superior is the General Secretary of the University (ZKA).

### 9.4. Center for Research, Innovation and Knowledge Transfer

**The purpose of the office:** Center for scientific research, innovation and knowledge transfer is to create a center for scientific research and their promotion.

Personnel of the Center for scientific research, innovation and knowledge transfer:

- Leader of the Center for scientific research, innovation and knowledge transfer (7- DU+4)
- Scientific associate (2 positions)
  - Laboratory technician (10- DU+0) (2 positions)

The work duties of the head of the Center for scientific research, innovation and knowledge transfer are foreseen in the regulation on the establishment and organization of the center for scientific research, innovation and knowledge transfer and the regulation on the description of work tasks. The scientific associate performs the tasks and responsibilities based on the relevant legislation in force. The operational superior of the head of the center is the Vice-Rector for teaching, student affairs and scientific research, while the administrative superior is the General Secretary of the University (ZKA).



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## CHAPTER V

### Article 10

#### VICE RECTOR FOR INTERNATIONAL COOPERATION AND QUALITY IMPROVEMENT

##### 10.1. Quality Assurance Office

**The purpose of the position:** Creation and continuous advancement of University policies and practices in order to increase quality, in full accordance with the provisions of the Law on higher education, Standards and guidelines for quality assurance in the European Higher Education Area ( ESG), HEI accreditation standards and study programs of the Kosovo Accreditation Agency, and University regulations for quality assurance.

Quality Assurance Office Personnel:

- Quality Assurance Director (4-DU+7+4U)
  - Sector Leader for Quality Assurance and Evaluation (7- DU+4)
  - Head of the accreditation sector (7- DU+4)

The work tasks of the Office for quality assurance are foreseen by the regulation on the description of work tasks and the regulation on quality assurance. The operational superior of the Director of the Quality Assurance Office is the Vice-Rector for International Relations and Quality Improvement, while the administrative superior is the General Secretary of the University (ZKA). The operational superior of the head of the quality assurance and assessment sector and the head of the accreditation sector is the Director of the quality assurance office, while the administrative superior is the General Secretary of the University (ZKA). The number of officials within the Quality Assurance Office is expanded in accordance with the University's policies for the organization of the Quality Assurance Office.

##### 10.2. Office for Foreign Relations

**The purpose of the position:** Providing professional support in the creation and development of foreign relations, ensuring the implementation of the University's agreements with Universities and other Institutions and the expansion of these relations.

Personnel of the office for foreign relations:

- Head of the division for foreign relations (6- DU+5)
  - International Cooperation Officer (8-DU+3)
  - Mobility Officer (9- DU+2)

The work tasks of the office for foreign relations are provided by the regulation for the description of work tasks. The operational superior of the Office for Foreign Relations is the Vice-Rector for International Relations and Quality Improvement, while the administrative superior is the General Secretary of the University (ZKA).





### 10.3. Projects Office

**The purpose of the position:** Design, development, monitoring and implementation of research and development projects of the University with a national and international character, as well as the continuous advancement of the infrastructure and services of the University through the application in projects and the attraction of investment donations to the University.

Project office staff:

- Head of the Office for development, monitoring and implementation of projects (6-DU+5)
  - Official for the design and monitoring of international projects (8-DU+3)

The work tasks of the Office for projects are foreseen by the regulation on the description of work tasks. The operational superior of the Office for projects is the Vice-Rector for international relations and quality improvement, while the administrative superior is the General Secretary of the University (ZKA).

## CHAPTER VI

### Article 11

#### VICE RECTOR FOR BUDGET, FINANCE AND INFRASTRUCTURE

##### 11.1. Budget and Finance Planning Office

**The purpose of the position:** Implementation of standard policies and procedures related to the budget, budget planning in accordance with the law on public finances and responsibilities as well as the law on budget allocations of the budget of the Republic of Kosovo.

- Director of the Office for Budget and Finance Planning CFO (4-DU+7+4U)

The work duties of the director of the Office for budget and financial planning are foreseen by the legislation in force on financial management and the regulation on the description of work duties. The operative superior of the Budget and Finance Planning Office is the Vice-Rector for Budget, Finance and Infrastructure, while the administrative superior is the General Secretary of the University (ZKA).

##### 11.1.1. Finance Office

**Purpose of the position:** Preparation, management and supervision of University finance expenses.

Personnel of the Finance Office:

- Head of the budget and finance division (6-DU+5)
  - Senior Revenue and Expenditure Officer (8- DU+3)
  - Official for commitment of budget funds (9- DU+2)



- Property officer (9- DU+2)
- Treasurer (10- DU+0)

The work tasks of the Finance Office are foreseen in the legislation in force and the regulation on the description of work tasks. The operational superior of the Finance Office is the Director of the Budget and Finance Planning Office, while the administrative superior is the General Secretary of the University (ZKA).

### 11.1.2. Office for Infrastructure and Supply

**Purpose of the position:** Drafting of plans and initiation of procedures for investments in infrastructure and supply, drafting of specifications and professional support to requesting units in their drafting.

Personnel of the Office for Infrastructure and Supply:

- Head of the infrastructure and supply division (6- DU+5)
  - Reception and release officer-logistics (9- DU+2)
  - Master/ domestic<sup>1</sup>
  - courtier<sup>2</sup>
  - Staff driver (2 positions)<sup>3</sup>

The subcontracted security and cleaning maintenance staff falls under the competences of the Office for Infrastructure in terms of the organization and division of tasks that are not related to the competence of the contract manager.

The work tasks of the Office for infrastructure and supply are foreseen in the legislation in force and the regulation on the description of work tasks. The operational superior of the Office for Infrastructure and Supply is the Director of the Office for Budget Planning and Finance, while the administrative superior is the General Secretary of the University (ZKA).

### 11.1.3. Office for Information Technology and Digitization

**Purpose of the position:** Development, advancement and digitization of information technology (IT) services. Provision of professional and technical IT services to staff and students, advancement of University IT services, development, advancement and maintenance of internal IT systems and programs, official website, landline and camera system as well as managing contracts with subcontractors in the IT professional field.

Information technology office personnel:

- Head of the Information Technology Division (6-DU+5)
  - Senior developer and administrator of software systems (3 employees) (8- DU+3)
  - Administrator (4 employees) (8- DU+3)

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<sup>1</sup>Administrative and support clerk

<sup>2</sup>Administrative and support clerk

<sup>3</sup>Administrative and support clerk



- Information technology officer (2 employees) (10- DU+0)

The work tasks of the Office of technology and information are provided by the regulation on information technology services and the regulation on the description of work tasks. The operational superior of the Office for Information Technology and Digitization is the Director of the Office for Budget Planning and Finance, while the administrative superior is the General Secretary of the University (ZKA).

## CHAPTER VII

### Article 12

#### CENTRAL UNIVERSITY LIBRARY

**The purpose of the office:** Creation, development and advancement of the services of the Central University Library, communication and cooperation with external libraries and institutions as well as efficient and effective management of the resources of the Central University Library.

Governing bodies of the central university library:

- ❖ Library Board of Directors<sup>4</sup>
- Director of the Central University Library (4-DU+7+4U)
  - Head of the Division for Books and Libraries (6- DU+5)
    - Library officers (10- DU+0)
    - Senior Official for Publishing, Book and Licensing Activities (8- DU+3)

The management council of the Central University Library issues its own legal acts on the organization, work and operation of the BQU in accordance with the University Statute, the legislation in force for libraries and this regulation.

**Publishing House:** Part of the Central University Library which is at the service of the publishing activity of the university and its staff. The work duties of the publishing house official are foreseen in the regulation for publications at the University.

## CHAPTER VIII

### Article 15

#### ACADEMIC UNITS

##### 15.1. Academic Unit Council

The council of the academic unit is formed according to the provisions of the Statute. The composition and powers of the Council of the unit are defined in article 73 and 76 of the Statute and the by-laws in force. The council of the unit is chaired by the Dean ex officio.

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<sup>4</sup>The Governing Council of the Central University Library is appointed in accordance with Article 81 of the University Statute



## 15.2. Dean

The academic unit (Faculty) is led by the Dean who is assisted by one or two Vice-Deans. Each academic unit also has a Unit Council which is led by the Dean.

The staff of the academic unit consists of academic and administrative staff members.

The academic staff (regular and part-time) consists of academic titles:

- Regular professor;
- Associate Professor;
- Assistant professors;
- University assistant;
- Lecturer and accompanist; and
- External collaborator .

## 15.3. Secretary of the Academic Unit

**Purpose of the Position:** The Secretary of the Academic Unit is the main administrative officer of the academic unit and takes care of the performance of all administrative work within the unit. The operational superior of the Secretary of the academic unit is the Dean of the unit, while the administrative superior is the General Secretary of the University.

- Secretary of the Academic Unit (7- DU+4)
  - Student Services Officer (undergraduate level) (10-DU+0)
  - Student Services Officer (master's level) (10-DU+0)
  - Student Services Officer (PhD level) (10-DU+0)
  - Dean's Administrative Assistant (12-DU+0)

Academic units issue special regulations on the organization of work and the operation of relevant academic units in accordance with the provisions of the University Statute, the legislation in force and this regulation, based on the needs of the unit (Article 226 paragraph 3, University Statute).

## CHAPTER IX

### Article 16

#### FINAL AND TRANSITIONAL PROVISIONS

16.1. In the event of a conflict of competence, the joint direct superior shall decide. If the conflict is between the staff of different offices and units, then the General Secretary or the relevant vice-rector decides in cooperation with the Human Resources Management Unit.

16.2. The change and completion of this regulation can be done in accordance with the legal provisions in force in the same procedure as its approval according to the needs and dynamics of the university for the development and expansion of personnel in step with the expansion with new programs and services.

16.3. With the entry into force of this regulation, the General Secretary and the Human Resources Management Unit are obliged to change the legal act on the work relationship of



the administrative personnel from the appointment act to the employment contract in accordance with the provisions of law no. 06/L-114. According to the statutory and legal powers, the general secretary is the signatory of the contract for all non- academic personnel .

16.4. In the absence of a direct superior, employees report to the highest direct administrative superior.

16.5. In accordance with the provisions of article 226 paragraph 2 and 3 of the University Statute, the responsible officials are obliged to approve the relevant regulations in accordance with the legislation in force and this regulation. Administrative offices are obliged to draw up their organizational scheme or services within the office (director, division, sector) in accordance with the legislation in force. The rector of the University and the general secretary are obliged to fill the positions foreseen by the Statute and the internal by-laws (BQU, Center for research, innovation ) AND TRANSFER of knowledge as well as other positions provided by this regulation).

16.5. Part of this regulation is also the organizational structure of the University (Organogram).

### **Article 17 WITHDRAWAL**

17.1. With the entry into force of this regulation, the Regulation for the internal organization and systematization of jobs within the University's services ceases to operate. 01-117/A dated 19.05.2020 and the decision of the Governing Council no. 01-49 dated 14.02.2020 on the approval of the organizational structure of the University (Organogram).

### **Article 18 Entry into force of the regulation**

18.1. This regulation enters into force on the day of its approval.

**Chairman of the Governing Council**

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**Prof. Asoc. Dr. Arif Murrja**