



UNIVERSITY “UKSHIN HOTI” PRIZREN

THE SENATE

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Based on article 48, paragraph 1.9. of the Statute of the University "Ukshin Hoti" Prizren, the Senate in the meeting held on 22.07.2022, approves the Regulation for the establishment and principles of the Industrial Advisory Board of the Academic Units of the University "Ukshin Hoti" Prizren.

Draft - Regulation for the establishment and principles of the function of Industrial Advisory Board of the Academic Units of the University "Ukshin Hoti" Prizren.

The purpose of the Industrial Advisory Board

The purpose of establishing the Industrial Advisory Board is about the cooperation and interaction between academic units and the industrial community. This regulation defines the nature, membership, operation, scope, decision-making method and mandate of the Industrial Advisory Board.

Article 1

Industrial Advisory Board Character

1. The character of the Industrial Advisory Board (hereinafter IAB), is established on the basis of the Statute of the University "Ukshin Hoti" Prizren (hereinafter the University) and this Regulation. IAB's character is non-profit, advisory and is based on the good will of members and the dedication of the academic units (in the text hereinafter the AU). Also, its aim is to improve the quality assurance of Higher Education in the AU's activity area.
2. IAB consists of representatives of the labor market, the scope of respective AU authorities, and representatives of the students of the respective AU.
3. IAB members (discluding ex-officio members, and those preliminarily engaged) cannot be engaged as lecturers at the AU, after being nominated as IAB members.
4. Each member of the IAB (representative of the labor market) who will work in the IAB of the AU, will sign the Memorandum of Understanding, thereby ensure his/her willingness to work in the IAB voluntarily, without expecting any reward, avoiding the conflict of interest and maintaining the confidentiality of information.
5. The establishment of IAB in each academic unit of the University is obligatory in order to ensure that the study programs are in accordance with the requirements of the labor market and to monitor the results of the study programs performance among the graduates.
6. The IAB's activities are published on the University's web page, specifically on the AU's website section. Each Academic Unit of the University should create an AU site on the main website, in order to publicize the activities of the IAB.

Article 2

Establishment of IAB

1. The IAB is established by the relevant AU with the Dean's proposal.
2. The deans of the AU propose the members of the IAB, whose appointment is approved by the Council of the AU.
3. The Dean of the AU prepares the constitutive meeting of the IAB, compiles agenda materials and undertakes other activities for the purpose of achieving progressive work in the IAB.
4. After the chairman election and the constitution of the IAB, other members of the IAB can be proposed. For their election, the dean informs the AU Council.

Article 3

IAB membership

1. IAB can have a minimum of 9 (nine) members and a maximum of 13 (thirteen) members. The number of members must be odd and at least 65% of IAB members must be from the labor market.
2. IAB consists of representatives of the labor market who are leaders/decision-makers in private or public companies as well as representatives of government authorities related to the activity of the relevant field of AU. It also consists a registered student in the AU,

who has a distinguished academic success but should at least be in the third semester of studies.

3. Ex-officio members of the IAB are the Dean, Vice-Deans, Secretary of the AU, as well as a representative from the University or any other faculty with a similar scope. The IAB can have no more than 4 (four) ex-officio members who are part of the IAB, with the missing right to vote.
4. All members must be committed on working actively and professionally in accordance with their mandate and position in IAB, for at least two years.
5. IAB members must be consistent of the mission of the University, be enthusiastic to work voluntarily on AU. They should also maintain a personal and professional integrity, be responsible, have a wide knowledge and skills about the field of the AU's study programs, to have a way in of sources of information which are beneficial for the AU; provide feedback on labor market requirements, share their experiences and express interest in developing new programs;

Article 4

Structure of IAB

1. IAB elects the Chairman and Deputy Chairman among the representatives of the labor market. The chairman of the IAB who leads the meetings, ensures that the information related to the meetings is distributed to all its members and other interested parties as needed.
2. The Chairman of the IAB represents the IAB in relation with the third party. In the absence of the chairman, the deputy chairman represents the IAB.
3. The President of the IAB presents the work of the IAB in various organizations, such as: the AU Council, institutions of higher education inside and outside the country, thematic workshops, etc.
4. The mandate of the IAB Chairman is 2 (two) years, with the possibility of being re-elected in the second mandate. The chairman can only serve in 2 (two) mandates.
5. The mandate of the IAB deputy chairman is 2 (two) years. The deputy chairman can serve only one mandate.
6. IAB can form working groups that are focused on specific areas of the scope of the relevant AU labor market.
7. Depending on the discussion topics, the heads of departments and representatives of the relevant bodies that function within the AU may be invited to the IAB meetings, with the missing right to vote.
8. The decision on the election of the Chairman and Deputy Chairman of the IAB is signed by the dean of the relevant AU.

Article 5

The structure selection procedure of IAB

1. The election of the Chairman and Deputy Chairman is done by an open or secret ballot if there are two or more candidates.
2. A commission of 3 IAB members gets created, two members who are not interested in being nominated and the secretary. If all the members of IAB are nominated, then the commission can consist of: Dean, vice-dean and secretary.
3. IAB members can nominate themselves or any other member who wants to be nominated.
4. The nomination is made by completing the nomination form (Appendix 1.) which contains: the name of the person, the reason why you are nominating him, how he will contribute to IAB, and other qualities of the nominated person.
5. The completed nomination form must be submitted at the meeting when the selection vote takes place.
6. At the selection meeting, at least 50% +1 of the members who have the right to vote and have signed the agreement of understanding with the relevant AU must be present.
7. The secretary of the relevant AU prepares the ballots with the names of all nominated members.
8. All members who are present vote for one nominated member only.
9. The commission counts and announces the votes of the members.
10. The nominated member who received the largest number of votes is elected the chairman of the IAB, while the member with less votes than the first member gets elected the deputy chairman.
11. In case two or more members have an equal number of votes, then the voting is repeated by voting only the members with the equal number of votes.

Article 6

The role and responsibilities of IAB members

1. IAB can suggest the Council of the AU to make an update of the study programs, to ensure that the students receive the appropriate professional preparation in accordance with the demands of the market.
2. The members of the BKI can support the realization of the professional practice of the students of the AU in accordance with the study programs, if required can evaluate the learning outcomes of the students, if required.
3. The advisory group supports the AU and the labor market of the respective activity field for the creation of cooperative working groups.
4. The advisory body and the AU cooperate in scientific research, professional services, on projects, mediation for innovations, as well as in proposals for cooperation in joint projects with the AU and other partners.
5. IAB members can be guest speakers for a specific AU, can offer scholarships for students, as well as financial support for research projects of students and academic personnel.

6. Members of IAB can be members of the commission for the student's scholarships distribution and/or evaluate the students' achievement if such thing is requested from the Academic Unit.
7. IAB, depending on the activity of the AU, may also examine other issues proposed by the Dean.

Article 7

Organization of IAB meetings

1. IAB must organize meetings as needed regarding the academic unit, but not to organize less than 2 (two) meetings.
2. As a rule, IAB shall attend physical meetings. Although, with the consent of the majority of IAB members or the request of the BKI Chairman, members can organize virtual meetings via video conference, send the declaration through electronic mail or other remote simulation means. In cases of secret ballot, voting must be done in physically
3. For the organization of the meetings there must be a quorum, where more than half of the IAB members with voting rights must be present. IAB documents are approved by the majority votes of the members present, except if the statute and this regulation defines it differently.
4. Meetings can be called by any member of the IAB by sending a written request (e-mail) to the Chairman of the Advisory Body and by specifying the issue for which the meeting is called.
5. The president of the IAB after consulting with the dean of the AU calls the meeting of the IAB.
6. If the chairman fails to organize IAB meetings and/or is absent from two consecutive meetings, then IAB must announce elections for chairman.
7. Before each meeting, the date, place and the agenda of the meeting must be sent to all IAB members at least 3 days before the date on which the meeting will be held.
8. The meeting invitations to the IAB must be sent by the secretary of the AU on behalf of the chairman of the IAB.
9. The Chairman of IAB in cooperation with the Dean of the University, report to the quality assurance office of the rectorate of the University "Ukshin Hoti" Prizren, about the meetings occurrence.
10. Records, lists and decisions taken by IAB must be kept from each meeting.
11. For the IAB meetings to be successful the AU secretary, who is also a member, should support and assist the IAB chairman.
12. The secretary of the AU is responsible for organizing the meetings of the IAB, takes care of summarizing the AU work reports of the IAB, archiving documents and decisions, operationalizing its initiatives, publishing the IAB activities in the AU website of the University, and other activities that promote the work of IAB.

Article 8

IAB proposals

1. IAB can suggest to change, improve and amendment the University regulations and other acts in force.
2. IAB can propose to the Council of the AU programs related to lifelong learning, adult training and professional training.
3. IAB makes evaluations, recommendations and suggestions regarding working conditions, laboratories and facilitating the functionalization of work.
4. The IAB advices and suggestions about the treated issues, will be addressed to the Council, the Senate, the management and the Governing Council of the University. Those issues will help on designing new programs, applying for the process of accreditation, assignment of practical work, planning of scientific research projects, their evaluation, drafting of strategy documents, etc.

Article 9

The approval of IAB proposals

1. The approval of the IAB proposals is done by a simple majority of the members present.
2. The recommendations of the IAB, in the form of a proposal, are submitted to the AU Council for further processing.
3. The AU Council must review the requests and proposals about the changes of academic programs or reviewing new programs. Also, should reply with a justified answer, within 30 days, to the chairman of IAB about any decision made.

Article 10

The mandate of IAB members

1. The mandate of IAB members lasts 2 (two) years, with the possibility of being re-elected for another mandate, based on the members' interest and the contribution he/she has made to the AU.
2. Membership in IAB is open to all races, genders, sexual orientation, citizenship, nationality, religion, age or physical abilities.
3. With Dean's invitation, the chairman of IAB can present to the Council of AU and to the Kosovo Accreditation Agency (KAA) the activities of IAB, the requests for new study programs or the improvement of existing programs, for the given period.
4. When the accreditation and re-accreditation of study programs is being completed, and the Kosovo Accreditation Agency (KAA) requests a meeting with the Chairman of the IBA, he/she shall attend the meeting after consulting with the management of the AU.
5. The mandate of the IAB members that were established with the regulation approved according to reference no. 01-123 of 03.04.2019, will continue his/her mandate for the

remaining time in agreement with this regulation, in accordance with the reference no. 01-123 dated on 04.03.2019.

Article 11

Dismissal or suspension of IAB members

1. The mandate of the members may be terminated or suspended by the decision of the IAB in case they:
 - do not accept the University's decisions
 - do not actively participate in the work of IAB,
 - are absent in 2 (two) consecutive meetings.
 - do not behave in accordance with the provisions of this and other regulations of the University,
 - do not act in accordance with the University's Code of Ethics,
 - do not accept the decisions of IAB.
2. In case of suspension, the duration of that suspension will be determined by the IAB members
3. The termination or suspension of membership from the IAB, will be decided by a simple majority of the votes of the present members of the IAB.

Article 12

1. The instruction on how this regulation operates is issued by the relevant Academic Unit.
2. With the entry into force of this regulation, the regulation is repealed according to reference no. 01-123 dated 04.03.2019.
3. This Regulation enters into force immediately after being signed by the chairman of the University Senate.

Chairman of the Senate

Prof. Asoc. Dr. Samedin Krrabaj

Appendix 1. Form of the nomination for the Industrial Advisory Board chairman



University "Ukshin Hoti" Prizren

Industrial Advisory Board

Form of the nomination for the Advisory Body Chairperson

IAB member's name	
Name of nominated member	
Nominee Member Qualifications	
The reason of thw nomination - How can this member contribute to IAB?	

