



“UKSHIN HOTI” UNIVERSITY PRIZREN

**REGULATIONS FOR GENERAL ELECTIONS AT THE
UNIVERSITY “UKSHIN HOTI” PRIZREN**

Prizren, 2022

Article 1

The purpose and the scope of the regulation

1. This regulation aims to regulate the way of organizing the elections as well as the electoral procedures at the University "Ukshin Hoti" Prizren (hereinafter the University).
2. This regulation is applicable only for the elections in the bodies of University "Ukshin Hoti" Prizren.

Article 2

General provisions and abbreviations

1. All election rules and procedures, as determined by this regulation, are based on the University Statute as well as the legislation in force which is relevant for the issues regulated by this regulation.
2. Each unsatisfied party with the election procedures has the right of a complaint against the decisions issued in terms of this regulation. Electoral Commission of the Faculty is the one who will examine the complaint.
3. The appeal against the decision of the Electoral Commission of the Faculty is submitted to the Central Electoral Commission (hereinafter CEC). The final decision is done by the CEC.
4. Abbreviations used in this regulation have the following meaning:
 - 4.1. University - University "Ukshin Hoti" Prizren;
 - 4.2. CEC-Central Election Commission;
 - 4.3. ECF-Electoral Commission of the Faculty;
 - 4.4. FC-Faculty Council

Article 3

The bodies for which the elections are held

1. General elections at the University are announced by the Governing Council and held based on articles 44 and 73 of the University Statute.
2. University elections are organized in all faculties for the following categories:
 - 2.1. Members of faculty councils from the ranks of professors;
 - 2.2. Members of faculty councils from the ranks of assistants;
 - 2.3. Members of faculty councils from the ranks of non-academic personnel;
 - 2.4. Members of the Senate from the ranks of the academic personnel;
 - 2.5. Members of the Senate from the ranks of non-academic personnel
3. Elections for members of the Senate among non-academic personnel will also be held in the Central Administration of the University.

Article 4

Personnel entitled to participate in elections

1. The elections that take place at the University, in the categories defined in Article 3 of this regulation, as regular personnel of the University have the right to run. The academic personnel of the University, in the sense of this paragraph, includes the categories defined in article 167, paragraph 2 of the Statute as follows:
 - 1.1. Regular professor
 - 1.2. Associate Professor;
 - 1.3. Assistant Professor;
 - 1.4. Assistant;
 - 1.5. Lecturers and koropetitor.
2. Academic personnel of the University, in the Article 167, paragraph 2 of the Statute, are considered all those who have been given the relevant academic title from the Senate of the University, considering the day of voting in the Senate.
3. The exception from paragraph 2 of this article is for the personnel chosen for the first time at the University, who cannot be provided with a regular employment contract until a certain deadline (the beginning of the winter or summer semester). This category of personnel who are expected to establish a regular working relation with the University as determined in this paragraph, do not have the right to run for office, to be elected or to vote in the elections which held accordingly with this regulation.
4. The same criteria provided in paragraph 3 of this article are also applicable to administrative personnel who, until the moment of registration for participation in the elections, are not provided with a contract/establishment of a regular employment relation with the University.

Article 5

Mandates won by the University elections

1. All those who get a mandate and are represented in the relevant bodies within the University, from the elections held and accordingly with this regulation, implement their mandate based on the Statute of the University.
2. In case of resignation, termination of the contract/loss of the Statute of the academic personnel, retirement, death, loss of the mandate due to any other reason, the mandate

belongs to the first person on the waiting list according to election result register. This paragraph applies only to members of the Faculty Councils.

3. In cases where there are no available persons from the results of the elections as described in paragraph 2 of this article, the relevant faculty will start the elections process as defined in this regulation in order to fill the vacant mandates, but later than 10 days after vacant remaining position.

Article 6

Restrictions about the rights of elections

1. According to Article 167 paragraph 2 of the University Statute, personnel as regular employment, who are elected or appointed in any other public institution, do not have the right to be elected on governing bodies, but have the right to vote for the categories determined by this regulation.
2. Academic personnel elected or appointed to another public function as described in paragraph 1 of this article, means the election or appointment as follows: President of the Republic of Kosovo; Deputy in the Assembly of Kosovo; Member of the Government of the Republic of Kosovo; Member of the Constitutional Court of the Republic of Kosovo; Officials appointed by the Assembly, the President of the Republic and the holders or members of collegial governing bodies of independent institutions and agencies; Officials appointed by the President; Members of the Prosecution Council of Kosovo or other functions in the justice system; General Secretaries in the Ministry; Heads of Independent Agencies.
3. Excepted from the category which are defined in paragraph 2 of this article, are all academic personnel who provide support to public institutions, as advisors, consultants or are members of professional commissions and part of various groups of experts.
4. Members of faculty councils among the non-academic personnel cannot be elected members of the Senate.
5. In order to avoid the eventual conflict of interest, according to this article, all those who represent and defend the University in the administrative and judicial bodies don't have the right to be elected for the governing bodies of the University, in which bodies the decisions of university can be contested by dissatisfied parties.
6. Governing bodies in the essence of paragraph 1 of this article include representation in the following bodies: Faculty Council; Vice Dean; Dean; Vice Rector; Rector; Senate and Governing Council.
7. For Vice Dean positions; Dean; Vice Rector; Rector; Member of the Senate and Member of the Faculty Council, members of the University's Governing Council, who are under a regular mandate, cannot be elected, unless they resign in advance. In case of the resignation of the member of the Governing Council, the Senate of the University, who is under the mandate, elects the new member of the Governing Council, in accordance with the Procedure Rules of the Senate.

8. In contested cases, regarding the right to vote or the right to run for office, the decision can be appealed to the CEC.
9. Regarding the complaint according to Article 2 of this Regulation, the CEC issues a decision in written form and must justify it as provided by the relevant provisions of the Law on General Administrative Procedure. The decision of the CEC is final in the administrative procedure.

Article 7

Rules, election procedures and the composition of Faculty Councils

1. Each faculty has a Council. The members of the Council are:
 - 1.1. Dean;
 - 1.2. Vice Dean(s);
 - 1.3. Up to 15 members chosen from the professors of the faculty;
 - 1.4. Up to 2 members chosen from the faculty assistants;
 - 1.5. One member elected from the non-academic personnel of the faculty;
 - 1.6. A student representative elected by the Faculty Student Council.
2. As members of Faculty Council are elected up to 15 professors, who have the academic title of full professor, associate professor, assistant professor, given that they have acquired the academic title from the Senate of the University, before the announcement of the University elections, accordingly with this regulation.
3. In faculties where the total number of professors, as defined in paragraph 2 of this article, does not exceed the number of 15, all professors who register/apply as members in Faculty Council are automatically mandated.
4. 2 (two) members is the maximum number of assistants elected for the Faculty Council.
5. In faculties where the total number of assistants, as defined in paragraph 4 of this article, does not exceed the number 2 (two), all assistants who register/apply as a member of the Faculty Council are automatically mandated.
6. Regardless of the other provisions of this regulation, the member of the Faculty Council, who as a mandated member of this body, is appointed Dean or Vice-Dean of the relevant Faculty, his/her mandate won't be replaced.
7. Member FC are elected based on the priority list of winning votes accordingly with this Regulation.
8. For the Faculty Council members election, from the ranks of professors (regular professor, associate professor and assistant professor), all professors who are in a regular employment relation with the faculty have the right to vote, according to this regulation.
9. For the election of the Faculty Council member among the assistants, according to this regulation, all assistants who are in a regular employment relation with the faculty have the right to vote.
10. For the election of the Faculty Council member among the non-academic personnel, all non-academic personnel who are in a regular employment relation with the faculty have the right to vote.

11. A representative from the ranks of the students in the Faculty Council, is elected according to the Faculty Student Council proposal, in accordance with the provisions of the Regulation on student elections and the Work of Parliament and Student Councils.
12. The Secretary of the Faculty, who carries process in the Faculty Council, is responsible for the legitimate work done in the Faculty Council.

Article 8

Verification of mandates of Faculty Council members

1. The Faculty Council at its first meeting verifies the proposal for the approval of the mandates for its members, based on the report of the Faculty Secretary of the regularity of the election.
2. The reports are voted (according to paragraph 1 of this article), if no mandate has been contested. In cases of a contested mandate, at first the uncontested mandates will be voted, and then a separate vote is taken for each of the contested mandates.
3. The candidate for member of the Faculty Council whose mandate has been contested or the decision on the verification of the mandate has been postponed, has the right to continue participating in the meetings of the Faculty Council, but doesn't have the right to vote.
4. In case of dissatisfaction regarding the verification of the mandates for the Faculty Council members, the candidate, whose mandate is contested, according to the provisions of this regulation, has the right to appeal to the CEC. The decision of the CEC is final in the administrative procedure.
5. After the verification of the mandate, the members of the Faculty Council sign the ethical statement as follows: *"I declare that I will perform my duties with honor and loyalty, with fairness and impartiality, with conscience and responsibility, that I will conscientiously and devotedly represent the interests of the Faculty and the University in general, and I will adhere to the Statute of the University and the applicable legislation in the Republic of Kosovo"*.

Article 9

Elections for the Senate, Academic and Non-Academic personnel

1. One member of each Faculty academic personnel is elected as a member of the Senate.
2. The faculty representatives in the Senate are elected by the academic personnel of each Faculty as defined in the Statute, respectively article 167, paragraph 2.
3. For the purpose of a valid meeting for the member election of the Senate from the academic and non-academic personnel, with the right to vote, half of the academic and non-academic personnel should be present.

4. The representative of the faculty in the University Senate, is considered the candidate who got the most votes from all of the academic personnel that had the right to vote.
5. For the election of the Faculty's representative in the Senate, the entire academic personnel who have a regular employment relation with the faculty, in accordance with the provisions of this regulation, has the right to vote.
6. The representative of the non-academic personnel in the Senate, is considered the candidate who has gained the most votes of from the participated voters, those from the ranks of the non-academic personnel with regular employment relation in all faculties and in the Administration Central University.
7. For the election of the representative of the non-academic personnel in the Senate, all non-academic personnel in regular employment at the University have the right to vote.
8. If during the voting for a member of the Senate among academic and non-academic personnel, all candidates receive an equal number of votes, the second round of voting is organized.
9. In cases when there are two or more candidates with equal votes in the second round, the selection of candidates is made in the presence of the candidates, by sortition. The sortition is done by the CEC.
10. All the candidates are listed on the balled, in an alphabetical order, when voting for members of the Senate from academic and non-academic personnel. All the participant voters, have the right to only vote one candidate for member of Senate, respectively one candidate among the non-academic personnel.
11. The General Secretary of the University is an ex-officio member of the Senate without the right to vote but is responsible for the legitimate work of the Senate.
12. For a vacant position, of the faculty representative of the Senate, from the ranks of the academic or non-academic personnel according to the procedures defined in this regulation, no later than 10 days, the Faculties and the Central Administration of the University (in the case of the non-academic personnel representative in the Senate) shall organize elections for the new member of the Senate. The position may remain vacant for various reasons such as, resignation, termination of the contract, retirement, death etc.

Article 10

Candidacy for the Faculty Council and Senate

1. The academic and non-academic personnel of the University have the right to register/apply as a candidate for the mandate adjusted with the provisions of this regulation and the Statute. The members of the CEC and ECF can run in elections of the University, at the level of the Faculty Council, but not in managerial and governing positions of the University (Dean, Senator or Rector).
2. According to this regulation, all interested candidates are entitled to apply to more than one mandate.

3. If a candidate is elected to more than one body of the University, before beginning to mandate and in accordance with the provisions of this regulation must decide in which body he/she will mandate.

Article 11

Election of the temporary chairman of the Faculty Council and the temporary representative-Dean in the Senate

1. The Faculty Council elects the temporary chairman of the Faculty Council with the majority of votes of the Faculty Council members, at the first meeting of verified mandate of Faculty Council members.
2. If the candidates proposed for the chairman position of the FC, doesn't receive the majority of the members' votes then the second round of voting is organized for the two candidates with the largest number of votes. In cases there are two or more candidates with equal votes, then the selection of candidates is made in the presence of the candidates, by sortition. The sortition is done by the CEC.
3. In the second round of voting, the winning candidate is considered the candidate who receives the most votes according to the priority list.
4. In case of equal votes between the candidates in the second round, then the CEC makes the decision by sortition, in the presence of the candidates.
5. All the candidates are listed on the balled, in an alphabetical order. The participant voters, have the right to only vote one candidate.
6. The temporary chairman of the CF is also the representative of the Dean of the Faculty in the Senate until the election of the Dean.

Article 12

Nomination of candidates for the Dean's position

1. Every member of the Faculty Council has the right to propose a candidate for the Dean's position.
2. The Dean Candidate proposals must be well justified and must include a short biography of the candidate.
3. Candidates proposed for the Dean position of must have at least the academic title of Associate Professor in accordance with article 68, paragraph 2 of the University Statute.
4. CF members can vote for only one candidate through secret ballot.
5. Only the two most voted candidates from CF members can be nominated as potential Dean candidates, to be elected in the Senate.
6. The final vote takes place for the two candidates who have an equal number of votes.

7. If after the final round the result is still equal, then, in the presence of the candidates, the nominated candidate to be voted in the Senate is announced through sortition.

Article 13

Lists of voters

1. The administration of the faculties and the Central Administration of the University are obliged to provide for the Central Electoral Commission the complete data of the personnel's' right to vote, considering the limitations in this regulation.
2. In case any Faculty refuses or delays to submit the data, the Governing Council of the University will initiate disciplinary proceedings against the responsible persons, after being notified by the Central Electoral Commission.

Article 14

Content of the voters list

1. The list of academic and non-academic personnel with the right to vote for the Faculty will be prepared by the Secretaries of the relevant Academic Units.
2. The list of Central Administration personnel with the right to vote will be prepared by the Unit Management of Human Resources.
3. The lists of personnel with the right to vote will include the following data:
 - 3.1. For academic personnel:
 - 3.1.1. The serial number;
 - 3.1.2. The name and the surname;
 - 3.1.3. Date, month and year of birth;
 - 3.1.4. Academic title;
 - 3.1.5. The faculty
 - 3.2. For the non-academic personnel:
 - 3.2.1. Serial number;
 - 3.2.2. Name and surname;
 - 3.2.3. Date, month and year of birth;
 - 3.2.4. The position;
 - 3.2.5. Faculty / Central Administration.

Article 15

Registration of Council and Senate candidates

1. Every member of the academic or non-academic personnel has the right to run as a member of the Faculty Council and as a member of the Senate, except for the cases provided in Article 6 of this regulation and other restrictions.
2. Registration procedures are prepared for each Faculty.
3. The registration of candidates takes place on the day determined by the CEC.
4. The registration day must be at least 3 days before the Election Day.
5. Academic and non-academic personnel, who are unable to attend physically the candidacy registration, should be given the opportunity to register through written-electronic applications.
6. A relevant form of registration, according to appendix 1 of this regulation, will be available in the dean's offices and on the official website of the University. After filling, the form is submitted in the e-mail of the relevant Faculty secretary.

Article 16

Content of the candidates' list

1. The Secretaries of the relevant Academic Units will prepare the Faculty candidates list for the Faculty Council, Dean and members of the Senate.
2. The Central Electoral Commission is obliged to examine each candidacy registration in terms of validity, referring to the list of voters, the provisions of these rules and procedures defined in this regulation.
3. The Unit Management of Human Resources will prepare the list of candidates of the central administration for the Senate.
4. The official lists of candidates will be verified and approved by the Central Electoral Commission for each Faculty and the Central Administration, including data as following:
 - 4.1. For the academic personnel:
 - 4.1.1. Serial number;
 - 4.1.2. The name and the surname;
 - 4.1.3. Date, month and year of birth;
 - 4.1.4. Personal number;
 - 4.1.5. Academic title;
 - 4.1.6. The faculty.
 - 4.2. For non-academic personnel:
 - 4.2.1. Serial number
 - 4.2.2. Name and surname;
 - 4.2.3. Date, month and year of birth;
 - 4.2.4. Personal number;
 - 4.2.5. The position;
 - 4.2.6. Faculty/ Central Administration

5. The Central Electoral Commission will publish the official list of the personnel, who are running, at least one (1) day before the elections. The list will be published in the Dean's Faculty offices of the and on the website of the faculties and University.

Article 17

Central Electoral Commission-CEC

1. The Central Electoral Commission will fulfill its obligations, according to Law no. 04/L-037 of Higher Education, University Statute and regulations in force.
2. The Governing Council elects the Central Electoral Commission, when the elections are announced. CEC is responsible for organizing and supervising general elections at the University, including student elections.
3. The CEC consists of the General Secretary and two professors with a regular employment relation with the University. The chairman of the CEC, the other member from the ranks of teachers, who is automatically the deputy chairman, while the General Secretary of the University is the secretary of the CEC.
4. The CEC shall engage up to two University personnel members as assistants, for administrative matters during the election period.
5. Members of the CEC cannot be the Rector, the Vice-Rectors, the Deans, the Vice-Deans, the Members of the Senate, the Members of the Governing Council and program heads of the University's faculties.
6. The CEC's responsibilities are:
 - 6.1. definition and implementation of election dynamics;
 - 6.2. preparation of election lists;
 - 6.3. issuing decisions about objections against the list of elections;
 - 6.4. certification of election candidacies;
 - 6.5. determination of the total number of mandates;
 - 6.6. evaluation of the candidate list;
 - 6.7. chairing election procedures;
 - 6.8. identification of final lists of those entitled to vote;
 - 6.9. determination of election results
 - 6.10. the announcement of the election results;
 - 6.11. certification of mandates;
 - 6.12. the replacement of the mandates;
 - 6.13. coordination of the election commissions of the Faculties for the constitution of the Faculties Councils
7. When the mandate in the University bodies, ends prematurely, for the persons elected according to this regulation, the same composition of the CEC and the ECF are competent to implement the procedures regarding the replacement of the respective mandate.

Article 18

Complaints

1. The personnel member has the right to appeal against the decisions of the Electoral Commission of the Faculty, according to the procedures defined in Article 2, paragraph 2.2 of this regulation.
2. The decision related to the complaint according to paragraph 1 of this article must be taken within two working days. The decision in the second instance is issued by the CEC and is taken within two working days after receiving the complaint and is final in the administrative procedure.
3. The personnel member with the right to vote for the election of the relevant bodies, also has the right to file a complaint to the Central Election Commission, regarding the election procedures.
4. The relevant form, the appendix 2 will be available at each polling station in the Faculty as well as on the University website.

Article 19

Electoral Commission of the Faculty

1. The Electoral Commission of the Faculty consists of three members:
 - 1.1. Secretary of the Faculty, chairman of the ex officio election commission;
 - 1.2. Two faculty professors, nominated by the Faculty Council;
2. The election of ECF members is done by the majority votes of the Faculty Council members.
3. If no candidate received the majority of votes after the first ballot, according to paragraph 2 of this article, the four most voted candidates compete in the second ballot. The two candidates with the highest number of votes get elected for each of the positions provided in paragraph 1, under paragraph 1.2 of this article.
4. Minutes of the election commission are compiled and signed by the chairman and members of the ECF.
5. The chairman of the ECF with the consent of the Central Electoral Commission calls the meetings of Faculty electoral commission.

Article 20

General election date

1. When the Governing Council announces the date of the general elections of the University also elects the members of the CEC, according to the provisions of this

regulation. The elections take place according to the dynamics determined by the CEC. On the election day, the polling stations and the time interval of holding the elections.

2. The Central Electoral Commission in coordination with the electoral commissions of the Faculties must announce the location of the polling stations.

Article 21

Voting method

1. Voters with the right to vote must personally cast their vote in the ballot box, in the polling station of the respective Faculty.
2. No voter has the right to vote in more than one polling station.

Article 22

Supervision of the electoral process

1. The elections must be held by the electoral commissions of the Faculties, under the supervision of the Central Electoral Commission.
2. Elections can be monitored by institutions, organizations and other interested parties, in accordance with the University Statute and the relevant legislation in force.

Article 23

Voting procedures and ballot papers

1. During the voting time, at least two members of the Faculty's Electoral Commission must be present at all times to ensure the orderly progress of the election procedures.
2. The Electoral Commission of the Faculty must undertake procedural measures for the further progress of the elections, as listed below:
 - 2.1. Creating a safe environment for voting and maintaining the secrecy of the vote;
 - 2.2. Opening and closing polling stations at the specified time and keeping polling stations open during the specified election period;
 - 2.3. Provision of materials needed for voting;
 - 2.4. The distribution of electoral materials;
 - 2.5. Marking of the voting procedures in the Electoral Commission's protocol;
 - 2.6. Sealing of voting boxes;
 - 2.7. Marking the number of ballots and counting the votes;
 - 2.8. Marking of election results

Article 24

The flow of the election and voting procedure

1. The election procedure takes place according to the following sequence:
 - 1.1. The election commission asks the voter to bring an identification document (letter of identification, passport, driver's license);
 - 1.2. The election commission asks the voter to identify with one of the personnel categories;
 - 1.3. The election commission finds the voter in the voters' list;
 - 1.4. The electoral commission asks the voter to sign the voters' list;
 - 1.5. The electoral commission gives the voter the appropriate ballots;
 - 1.6. The voter votes in the voting booth;
 - 1.7. The electoral commission replaces a ballot if the voter has damaged it and keeps an official note about this;
 - 1.8. The voter throws the ballot into the ballot box;
 - 1.9. The voter leaves the polling station immediately after voting;
 - 1.10. The electoral commission keeps notes in the protocol of any violation of regarding these procedures.

Article 25

Ballot and validity

1. Each ballot paper must contain the names of all candidates. Candidates are listed on the ballot by an alphabetical order by their first and last name.
2. Each voter has the right to vote on the ballot for as many candidates as there are mandates in competition in the given elections. A suitable description of the voting method should be provided at the beginning of the ballot.
3. Ballots are valid when the maximum or the smaller number of predetermined candidates have been voted.
4. Ballots are not valid when more than the specified maximum candidates are voted, as stated in the ballot. Also, when no candidate is voted or when the ballot is destructed purposefully, according to the standards and practices applied by the CEC of the Republic of Kosovo the ballot is not valid.

Article 26

Election results and the Sortition

1. The Central Election Commission is obliged to announce the official results of the elections within 24 hours after closing the polls.
2. In cases where two or more candidates have received the same number of votes, then the sortition must be organized by the Central Election Commission, which will decide on the final allocation of mandates. This principle applies to all cases that have equal votes in the voting process, according to this regulation.
3. The draw must be organized in the presence of the candidates. Absence of the candidate, after the invitation in a regular and safe manner, means relinquishing the mandate.

Article 27

Complaints period after the announcement of the results

1. The dissatisfied party with the announced election result has the right to appeal within 2 working days.
2. All written complaints regarding election procedures, submitted after the expiration of the period set, as defined in paragraph 1 of this article, will be rejected as late complaints.
3. The Central Election Commission decides about all complaints within the period of 2 working days after accepting the complaints.
4. After the end of the period defined in paragraph 1 and paragraph 3 of this article, the Central Electoral Commission must announce the final results of the elections.

Article 28

The validity of the provisions of this regulation

1. The provisions of these rules and procedures apply to all regular personnel of the University "Ukshin Hoti" Prizren.
2. For all issues that are not included in this regulation, the provisions of the Statute and other relevant legal and sub-legal act in force.

Article 29

Transitional provisions

Due to the small number of academic and non-academic personnel, some academic unit may not be completed with Faculty Council members, as allowed by the statute. In such cases this is completed even after the election period by accepting new personnel based on individual request.

Article 30

Final provisions

1. The CEC and other entities as determined by this regulation take care of the correct implementation of these procedures.

2. The authentic interpretation of this procedure is given by the Governing Council. Meanwhile, legal options are given by the CEC in coordination with the legal office of the University.
3. Amendments and additions to this Regulation can be made according to the same approval procedure.

Article 31

Entry into force

1. After the certification of the elections, the individual decisions of the winners of mandates according to this regulation enter into force at the moment of signing, while their mandate begins according to the provisions of the University Statute.
2. The acting Dean signs the decision about the election of the temporary chairman.
3. The Rector of the University signs the decision about the election of the Senate member among the non-academic personnel.
4. The acting Dean signs the decision about the election of the Senate member among the academic personnel of the academic units.
5. The temporary chairman of the Council signs other decisions about the election of Faculty Council members.
6. This regulation enters into force on the day of approval by the Governing Council of the University "Ukshin Hoti" Prizren.