

Based on the proposal of the Senate, and based on the provisions of the article 17 and 22 of the University Statute, and the Governing Council of the University “Ukshin Hoti” in Prizren, in the session held on 22.06.2022, approves of this

REGULATION

On the organization and the functioning of the Center for Teaching Excellence

Article 1

Purpose

This Regulation aims to arrange the organization and the functioning of the Center for Excellence in Teaching established by the University “Ukshin Hoti” in Prizren, in accordance with provisions of the University Statute as well as other internal acts issued by the University.

Article 2

Purview of CET

1. Center for Excellence in Teaching (CET) aims to establish and strengthen academic capacities as well as to promote the culture of excellence in teaching and learning
2. Through its activities, Center for Excellence in Teaching (CET) contributes to the advancement of the quality of teaching and learning, and toward increasing competitiveness, mobility and integrity of the academic personnel of the University “Ukshin Hoti” in Prizren.

Article 3

Abbreviations and definitions

1. With the intention to implement this regulation, the abbreviations and definitions that have been used have the meaning as follows:
 - 1.1. University – University of “Ukshin Hoti” Prizren;
 - 1.2. CET - Center for Excellence in Teaching;
 - 1.3. Academic Personnel - Academic Personnel of University of “Ukshin Hoti” Prizren;

Article 4

Mission

1. Based on the Statute and the strategic documents of the University, CET has this mission:
 - 1.1. To provide services for professional development for the teachers at the University and the higher education sector in Kosovo;

- 1.2 To support and implement the best innovative practices in teaching and learning at the University;
 - 1.3 Providing the needful space for encouragement and development of cooperation among different areas;
 - 1.4. To promote and support professional development and Lifelong Learning;
 - 1.5. The support on professional development for students and professionals in and out of the University;
 - 1.6. Strengthening of the University capacities on implementing comprehensive services in the community;
 - 1.7. Increase capacities to offer services and activities that generate income for the University.
 - 1.8. To provide continuous services to advance the academic personnel;
 - 1.9. To develop joint plans of activities with other centers, with the purpose to increase the professional development of the teachers.
2. Professional services within the CET are offered in contents and formats that contribute to improving the quality and the efficiency of teaching.

Article 5

Activity

1. Based on the purpose of this regulation, these are the activities that take place at CET:
 - 1.1. Research and identification of needs for training in the area of teaching and learning;
 - 1.2 Identifying opportunities and alternative forms to generate income for CET and the University;
 - 1.3 Designing, developing and implementing projects in the area of teaching and learning to meet the quality standard;
 - 1.4 Development and encouragement to implement modern teaching and learning methods and forms that are in accordance with the needs of the University and the other institutions of higher education;
 - 1.5. Drafting, developing and providing certified training programs and professional development for the University personnel and the other higher education institutions;
 - 1.6. Developing/drafting and providing certified training programs and professional development for the general and professional pre-university education level;
 - 1.7. Supporting and organizing conferences, symposiums, seminars, workshops, study visits and activities of professional nature.
 - 1.8. Preparing materials for the programs that CET offers;
 - 1.9. Performing services for the University, in accordance with Lifelong Learning;

- 1.10. Developing special programs for excellence in teaching and learning, for the beneficiaries and the third parties.
- 1.11. Preparing annual and mid-term plans for the professional development of the academic personnel of the University.
2. Completion of activities and tasks of the CET is done by the leading bodies and the personnel of CET as well as the support of the University.

Article 6

Status of CET

1. CET is an organizational unit within the University, which is established by Governing Council of the University.
2. The activity of CET is based on the Statute of the University, on this regulation and the other regulations issued by the University, as long as they are implemented in the functioning and the work of CET.

Article 7

Bodies and staff of CET

1. In order to do its work CET has its own bodies, which are:
 - 1.1. Administrative Council;
 - 1.2. Trainers Council;
 - 1.3. Coordinator;
 - 1.4. Administrative officer.
2. The number of CET personnel will be determined by the Governing Council of the University, based on the needs of the CET.
3. Bodies of CET (Administrative Council, Trainers Council, Coordinator and Administrative officer), function based on the principle of subordination and in the spirit of cooperation, for the need to develop the CET.

Article 8

Administrative Council of CET

1. Administrative Council of CET is the highest governing body of CET.
2. Administrative Council consists of one representative from each academic unit of the University, vice-Rector for teaching, Representative of quality assurance office and the students Representative.
3. All members of the administrative Council are elected and dismissed by the Governing Council of the University. All members of the administrative Council are elected for a 3 year mandate.

4. Administrative Council supervises the work of other bodies of the CET, approves the work plan and the budget for the activities of CET, and evaluates periodically the work and the impact of CET on improving the quality of teaching and learning at the University.
5. Members of the administrative Council of CET do their job based on the Statute of the University and on this Regulation.
6. Administrative Council undertakes initiatives to strengthen and grow capacities of CET, including projects drafting for the development of CET and establishing contacts with external parties;
7. Communicates with the Rector and other structures of the University, in order of a smooth running and coordination of work.
8. Issues decisions for the needs of operational work of CET.
9. For its work, administrative Council reports to the Rector and the Governing Council.
10. To compensate the work for the members of the administrative Council decides the Governing Council.

Article 9 **Trainers Council**

1. Trainers council of CET is a professional body and responsible for planning, organizing, implementing also developing and advancing of the activities of CET.
2. Trainer's council consists of certified trainers with a full time job at the University, and the right to vote in the Council.
3. Members of trainers Council, with no right to vote, are also the other certified trainers who are working at the University temporarily.
4. Trainers Council consists of 7 members.
5. Trainers Council has a 2 year mandate with the possibility of reelection for another mandate, to provide professional services in accordance with the demands and needs of the academic personnel of the University.
6. Members of the trainers Council research the needs for advancement of teaching and learning, they prepare modules and training programs to address the needs and demands, they mentor and support the learners of the training programs on the implementing in practice the knowledge they gained from the trainings, as well as constantly report for their work during and after the provided trainings.

7. According to the requests from the academic personnel of other high education institutions as well as the demand of education workers of the pre-university level, with the approval of administrative Council, trainers Council provides trainings and professional support for external parties as well.
8. The Council of trainers is led by the Coordinator of CET.

Article 10
Coordinator of CET

1. CET has its own Coordinator who is elected through an internal competition among the regular Academic personnel by the Governing Council of the University.
2. The criteria for the election of the Coordinator of CET is determined by the Governing Council of the University.
3. Within the competition, the Council determines the criteria for selection as well as the tasks and responsibilities anticipated for the coordinator.
4. The most successful candidate will be proposed by the administrative Council and is appointed by the Governing Council of the University for a 4 year period.
5. For the work of the Center, the coordinator reports to the administrative Council, trainers Council and the Governing Council.

Article 11
Administrative officer of CET

1. Administrative officer comes from the ranks of administrative personnel and is responsible for administrative work in relation to efficient functioning of CET.
2. Administrative officer is selected by a public competition through transparent procedures.
3. The criteria of selection is determined by the public competition.
4. Administrative Council selects a current temporary staff (not more than one year), until the selection of a full time administrative officer, through public competition.
5. Within the administrative personnel of CET even students of the University might be employed as interns.

Article 12

Meeting, decision-making, drafting and approval of documents, reporting and accountability

1. Members of the administrative Council organize at least two meetings per year.
2. Trainers Council meets at least four times per year.
3. The organization of administrative Council and trainers Council meetings, decision-making, reporting and accountability are specified on the relevant work regulation.
4. Work regulation are approved by the Governing Council of the University.
5. The Coordinator of CET attends the meetings of administrative Council, but with no right to vote.
6. Trainers Council prepares modules and training programs, other documents as guides, forms etc., which will support the work on application for programs that will be implemented within the CET.
7. Documents and programs of CET are drafted by the members of trainers Council and then are presented at the administrative Council through the Coordinator and with the support of administrative Officer.
8. The Coordinator of CET, with the support from the administrative officer, prepares an annual report to be approved by the administrative Council.
9. The Coordinator of CET, with the support from the administrative officer, prepares an annual plan to be approved by the administrative Council.
10. The decisions made by administrative Council are signed by the Chairman of the administrative Council.
11. The decisions made by trainers Council are signed by the Coordinator of CET.
12. Decisions are made by simple majority of votes where each members has one vote.
13. In cases where the number of votes in favor and against of a preposition is equal, then the vote of the Chairman is decisive.
14. Members of the administrative Council and trainers Council withdraw from voting for every matter on which they have a conflict of interest.

Article 13

Contracting work

1. The Coordinator is the handler for the activities of preparing agreements to contract work for CET.
2. The general framework for the agreements is prepared by the Coordinator whereas is approved by administrative Council and the Governing Council of the University in accordance with the law and statutes in power.

Article 14
Funding and funds managing of CET

1. For the progress of activities and services of CET, a special budget is allocated based on the work plan and the planned activities.
2. Activities of the Center may be funded from:
 - 2.1. Public funds (including University funds);
 - 2.2. Projects and donations;
 - 2.3. Provided services;
 - 2.4. From other sources in accordance with the framework of law and the statute of the University.
3. To make the funds managing easier and to provide extra financial opportunities, CET has a special bank account.
4. Payments for trainer's commitments and the work done of CET is made based on the relevant regulation issued by the University.
5. The Coordinator appoints the activity handlers for the contracted work.
6. The activity handlers are from the rank of the trainers Council, University personnel or other personnel hired by CET.
7. To perform the activities of CET, external experts of the University may be hired.

Article 15
Transitional Provisions

In the first period of establishment of CET, the Governing Council elects a temporary Coordinator, with a mandate no longer than one (1) year.

Article 16
Entry into force

This regulation will enter into force on the day of approval by the Governing Council of the University.

Article 16
Completion - Changes

Completion and changes of this regulation are done by the same procedure as that of the approval.

Chairman of the Governing Council
