



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

PJETËR BUDI COLLEGE



BOARD OF THE COLLEGE

The Board of College consists of eight (8) members, 5 with equal voting rights and three nonvoting members and has the following duties:

- Develop a strategic plan for the development of the institution.
- Monitor the efficient and effective use of resources, liquidity and securing of the College's assets;
- Develop strategies for adequate provision of funds from public and private sources, taking into account the facilitation of the establishment of subsidiary companies and institutes for the use of the results of the academic work of the College;
- Discuss and approve the annual budget plan prepared by the rector;
- Define the principles on work, delegation, levelling, promotion, suspension, dismissal and determination of the level of salaries and working conditions for the staff;
- Take decision on the establishment, termination and change of the internal structure of the study program after approval by the Senate.

RECTOR

The Rector is the main managing authority of the academic and scientific activities of the College. The Rector is responsible for the effective and orderly work of the College and for its management according to the policy set by the Governing Board and has all the necessary authority to exercise these duties.

The rector has the following duties:

- Acts on behalf of the College and represents it to the general public
- To organize, lead and manage the College
- Chairs the Academic Senate
- Lead the entire academic and scientific process of the College
- Leads academic staff
- Decide on the working rules of procedures for the academic staff of the College
- Hire, delegate, equalise, promote, suspend and determine working conditions for staff in accordance with regulations issued by the College Board and the Academic Senate
- Implement the decisions of the College Board
- Follows and ensures the implementation of the decisions of the Senate and the decisions arising from the implementation of the legal framework related to the discipline of the teaching and scientific activity of the College, as well as issues necessary acts in their implementation
- Monitors and guarantees the academic and research freedom of the academic staff of the college
- Organizes or exercises controls in the Study Programs for the quality of teaching, scientific research and qualification of the academic staff
- Administers research, including grants, donations and any other funds in support of



the research

- Forms commissions and working groups for special issues, studies and activities
- Directs the process of drafting and approving the regulation and other acts of the College
- Organizes the selection process of the academic staff of the College, and based on legal framework appoints internal and external lecturers for each of the Study Programs of the College
- Signs the first and second cycle diplomas, without the right to delegate the signature, as well as other certificates of the College
- Oversees student life and activities such as cultural groups as well as student activities
- To perform all other duties on behalf of the College, as defined by the Statute or other regulations in force

ACADEMIC SENATE

The Academic Senate is responsible for:

- General strategic issues related to research, study, teaching, and College courses, including
- Criteria for student admission
- Approval of proposals by the evaluation committee for the selection and promotion of academic staff
- Policies and procedures for evaluating and holding exams
- Approval of the content of the curricula
- Providing lifelong learning
- Academic standards for reviewing the courses and study programs
- Quality assurance and evaluation
- Procedure for awarding qualifications and honorary academic titles
- Procedure for expelling students for academic or other reasons
- Development of the College's intellectual property protection policy and its commercial use
- Providing advice on other matters that the Board of the College or the Rector may request from the Senate.

VICE RECTOR FOR TEACHING, RESEARCH AND ACADEMIC DEVELOPMENT

The main duties of the Vice Rector for Teaching, Research and Academic Development are:

- Takes care of the teaching process at the College
- Collaborates with heads of the study programs for the implementation of curricula;
- Plans and prepares the call for student enrolment for bachelor, master and doctoral studies
- Follow the reporting of teaching hours by the study programs
- Supervise and lead the work of the Office for academic development, ECTS, quality assurance and R&D



- Chairs the Study Commission-ex officio
- Maintains regular contact with KAA
- Takes care of and forwards proposals for new study programs
- Responsible for reviewing regulations for BA and MA studies
- Recognition of academic mobility and other student teaching issues.
- Prepares and supervise the calls for hiring and promoting the academic staff
- Plans the future College needs for hiring the teaching staff
- Performs other tasks that may arise from the daily routine and various requirements.

VICE RECTOR FOR BUDGET, INFRASTRUCTURE, COOPERATION STUDENT AFFAIRS

- Plans the preparations and monitors the implementation of the College budget
- Infrastructure manager
- Coordinates the cooperation with other institutions of higher education
- Coordinates local and international cooperation
- Prepares and monitors implementation the contracts for local and international agreements
- Promote university membership in international organizations
- Coordinates the organization of international conferences
- Coordinates the application of the university in international projects
- Coordinates the work of the office for international cooperation
- Coordinates the work and cooperation with the alumni
- Coordinates the mobility of academic, administrative and student staff
- Responsible for the work of IT, Information Office, Library and other student inquiries.

PROGRAM LEADERS

Coordinators of the study programs are responsible for:

- Participate in the organization and holding of lectures, exercises, consultations, exams, seminars, scientific-research work and other teaching and research issues
- Prepare and propose to the Senate the proposal of the scientific-teaching and research work plan
- Give their opinion to the Senate on the proposal for the selection and appointment of teachers, assistants, collaborators and scientific titles;
- Provide proposals for a member of the commissions and professional expertise's, analyze the success of students and their involvement in scientific-research work and propose appropriate measures
- promote and monitor internships
- Monitor and ensure the balance of the teaching staff and take care of their professional and scientific development and progress and propose the needs for new professional staff



- Perform other tasks in accordance with the Statute, regulations and other normative acts of the College,
- Other issues related to successful implementation of the study programs.

OFFICE FOR ACADEMIC DEVELOPMENT, ECTS, QUALITY ASSURANCE AND R&D

The task of the Office is to implement quality standards in "Pjetër Budi" College and to provide active support of the constituent units in improving the quality and creating a quality assurance network in "Pjetër Budi" College.

The duties of the Office for Academic Development, ECTS, Quality Assurance and R&D are:

- Organizes annual workshops on procedures and methodology for updating the current study programs and developing new programs based on the labour market needs;
- Organizes annual seminars to review the BA and MA regulations for academic student mobility;
- Supports participation in ERASMUS + and other projects;
- Training is organized for the teaching staff;
- Organizes regular annual training for administration;
- Develops master topics related to research projects/internships;
- Regularly distributes information on calls for project proposals;
- Develops guides for study programs;
- Organizes regular training on soft skills;
- Organizes fairs on academic development;
- Develops and applies project proposals at the local/international level.
- Performs other tasks that may arise from the daily routine and various inquiries.

SECRETARY GENERAL OF THE COLLEGE

The Secretary-General is the highest executive and administrative officer of the College and is

responsible for the legal aspects of the College, so that:

- Provides support and advice for the interpretation and implementation of the Statute and regulations of the College
- Follows and implements the decisions approved by the Board of the College and the Senate
- Coordinates its activity with the Board of College, Rector and Vice-Rectors, Study Program Leaders and the Student Union
- Assists and distributes the work among the administrative officials of the College, in order to complete the tasks in time and quality assurance and in case of need takes certain measures for the advancement of the service work of the administration of the College
- Provides academic, administrative staff and students with contracts
- Makes reports regarding the progress of the work of the administrative staff and



imposes disciplinary measures for possible violations of the internal normative acts of the College as well as for non-compliance with the laws in force

- Ensures the smooth running of the activity of the College in order to fulfill the mission of the College and ensures that it is in accordance with the normative acts of the Statute, Regulations and policies of the College, and other legal acts such as the Constitution, Legislation for higher education, etc.

STUDENT PARLIAMENT

The Student Parliament expresses the interests of students and is represented on the College Board, Senate and various student interest committees.

THE FINANCE OFFICE

is responsible for:

- Prepares and manages the implementation of the annual budget of the College
- Monitors and prepare reports for the Board, Rector, and Vice Rector for the Budget regarding the revenues and expenditures of the College, etc.

- Enters revenue and expenditure data into the computerized budget system.

Develops improvements in budget operations, procedures, policies and methods.

Analyzes, interprets, researches and answers questions related to financial reports, monthly budgets, etc.

- Deals directly with students on a daily basis regarding the status of their accounts
- Assists in the timely implementation of accounting based on legal deadlines for the month and year
- Ensure appropriate bookkeeping of purchase and sale is updated with accurate data from source documents (eg: banks, invoices, statements, etc.)
- Manages and controls College bank accounts on a daily basis
- Download and prints monthly and annual bank statements for accounting needs
- Controls cash flow, transfers/deposits and ensures that any cash inflow is within applicable laws
- Under the directorate of the Vice Rector for Budget, ensures the timely collection and distribution of money inside (employee payments) and outside the College (obligations to services).
- Takes care to contact suppliers of goods and services regarding prices, orders, shipments, price discrepancies and payment transfers before expiration dates
- Takes care and ensures that the expenses of the office staff are met and are always within the guidelines and budget limits, coordinates the distribution of materials, ensures proper processing
- Performs routine maintenance of the financial system regarding security, data protection, confidentiality and information obtained during the performance of work
- Deals with other financial tasks that may be required by the management of the College.

OFFICE FOR STUDENT SERVICE AND CAREER DEVELOPMENT

The student service and career development office takes care of the efficiency of the student services, so that:

- In collaboration with the Vice-Rector for Teaching determines the schedule of lectures, exercises, consultations, colloquia and exams for students
- Organizes the work between the administration and the academic staff of the College regarding the teaching process
- Takes care of the administration protocol
- Supervises and gives responsibility for the work of administrative officials
- Ensures that communication between the administrative service and students responds to human and professional ethics
- Assists in the localization of research and topics for the drafting of diplomas from the business environment, in order to establish contacts between these two areas (education and industry)
- Develops close contacts with the business community, following the latest developments in the labour market and developing curriculum programs referring to different fields of study
- Collects information for graduate students-Alumni
- Gather information to find effective ways for students to start a career in their profession
- Organizes trainings for drafting professional CVs and motivation letters, which reflect the skills and experience of the student
- Provides professional advice to conduct successful interviews
- Provides the opportunity to recognize vacancies, which are available to students.
- Registers admitted students for each academic year
- Records and updates student data in the College database
- Verifies the files of students who are subject to graduation procedures
- Provides students with the necessary documents and certificates according to student requirements and issues the same on the occasion of their graduation
- Records and archives the results of exam deadlines
- Performs other technical-administrative work depending on the requirements of management.

OFFICE FOR INFORMATION, COOPERATION AND MARKETING

The central function of the Office for Information, Cooperation and Marketing is to inform the public about the activity and decisions taken by the College "Pjetër Budi", as well as to inform students, academic and administrative staff about developments in the institution. The rights, obligations and responsibilities of the Office for Information, Cooperation and Marketing at Pjetër Budi College are:

- Collection, processing and dissemination of relevant information to the College
- Website maintenance
- Cooperation with the media regarding the organization of conferences, seminars, debates by the College "Pjetër Budi"



- Formulation of statements, announcements, communications and reports for public opinion, etc.
- Maintenance of all Social Media platforms
- Market research for student recruitment needs
- Design and print promotional materials
- Creating, monitoring and analyzing marketing campaigns

IT OFFICE AND LIBRARY

Responsibilities of the IT office at "Pjetër Budi" College are:

- Maintenance and administration of the server in the College "Pjetër Budi
 - Maintenance and administration of the database in the College "Pjetër Budi.
- Maintenance of internet and computer network
- Maintenance of the general information system
 - Report any irregularities related to the operation or parts of the computer system
 - Maintains library services for students
 - Accepts and classifies the book fund
 - Maintains a file on book records and borrows library material for study
 - Prepares the plan for the library budget regarding the purchase of books and other library material
 - Creates a network with relevant libraries in Kosovo and abroad, in order for the library for the College to be able to provide the latest scientific materials and research and scientific publications
 - Ensures the establishment of the library database and maintains the database