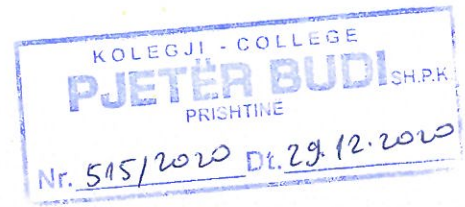




KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina



COLLEGE "PJETËR BUDI" - PRISHTINA

**REGULATIONS ON SYSTEMATIZATION AND DESCRIPTION
OF JOB TASKS ACCORDING TO THE ORGANOGRAM OF THE COLLEGE**

Prishtina, 2020



Pursuant to Article 61 of the Statute, RECTOR of College "Pjeter Budi", on date 29.12.2020, approved the following :

**REGULATIONS ON SYSTEMATIZATION AND DESCRIPTION
OF JOB TASKS ACCORDING TO THE ORGANOGRAM OF THE COLLEGE**

Article 1

RESPONSIBILITIES AND DUTIES OF THE BOARD OF DIRECTORS

In accordance with the provisions of this Statute, the Governing Board has the following responsibilities:

- To develop the strategic plan for the development of the institution.
- Monitor the efficiency and effectiveness use of resources, liquidity and securing of the College 's assets ;
- Develop strategies for the 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 plan budget prepared by Rector;
- Define the principles on employment, delegation, leveling, promotion, suspension, dismissal and determining the level of salaries and working conditions for staff;
- Decide on the establishment, termination and change of the internal structure of study and study programs after being approved by the Senate.

The duties of the Board of Directors are:

- Provide preconditions for proper administration and management of resources at the level of the College and its subordinate units ;
- Regulates the delegation of authority over resources and other administrative matters to the study of college programs in accordance with the provisions of the Statute;
- Issue regulations for the governance, direction and management of the College, as required by this Statute;
- Decide on the general organizational structure of the study programs, according to the proposal of the Senate and after consulting the programs in question;



- Organize financial control in accordance with the Law and the Statute;
- In accordance with this Statute, it regulates issues relating to:
 - Disciplinary measures and procedure for academic staff and students;
 - Payments and terms of service for staff;
 - Procedures for ways of compensating the person , based on complaints regarding their employment ;
 - Suspension or dismissal of staff;
 - Complaints against such suspensions and dismissals .
 - Establish rules for calculating costs for university services provided to third parties;
 - Determine students' tuition fees and other fees for service administration.
 - Decide on the allocation of scholarships for distinguished students. The procedure for awarding ascholarships is determined by a special regulation .
 - Elect the rector from the list of names , proposed by the professional commission of three (3) members appointed by the Senate;
 - Ensure that the general provisions of this Statute are applied in practice within the College;
 - Abiding the general provisions as determined with Statute;
 - Decide on the shape and content of the coat of arms, seal, dry seal, flag and other institutional symbols .
 - And other work in accordance with applicable law and in accordance with the statute.

Article 2

RESPONSIBILITIES AND DUTIES OF THE OF THE RECTOR

The rector have the following responsibilities:

- 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 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.

ARTICLE 3

RESPONSIBILITIES AND DUTIES OF THE 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.

ARTICLE 4

RESPONSIBILITIES AND DUTIES OF THE VICE RECTOR FOR TEACHING, RESEARCH AND ACADEMIC DEVELOPMENT

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

- Responsible for 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.

ARTICLE 5

RESPONSIBILITIES AND DUTIES OF THE 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.

ARTICLE 6

RESPONSIBILITIES AND DUTIES OF THE GENERAL SECRETARY 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.

ARTICLE 7

RESPONSIBILITIES AND DUTIES OF THE OFFICE FOR ACADEMIC DEVELOPMENT, ECTS, QUALITY ASSURANCE AND R&D

- Organizes annual workshops on procedures and methodology for updating current study programs and developing new programs based of the labor market needs;
- Organizes annual seminars to review the BA and MA regulations for academic student mobility;
- Supports participation in ERASMUS + and other projects;
- Trainings are organized for the teaching staff;
- Organizes regular annual trainings 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 trainings 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.



ARTICLE 8

RESPONSIBILITIES AND DUTIES OF THE FINANCE OFFICE

- 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.

ARTICLE 9

RESPONSIBILITIES AND DUTIES OF THE 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



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- 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 labor 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.

ARTICLE 10

RESPONSIBILITIES AND DUTIES OF THE 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



ARTICLE 11
RESPONSIBILITIES AND DUTIES OF THE 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 students
- 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

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ARTICLE 11
RESPONSIBILITIES AND DUTIES OF THE STUDENT PARLIAMENT

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



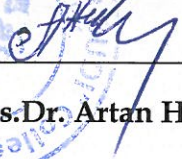
ARTICLE 13 **RESPONSIBILITIES AND DUTIES OF THE ADVISORY BODY**

Advisory bodies are a communication mechanism that initiates dialogue and cooperation between the private sector and academia in terms of updating study programs and adapting curricula to market demands; development of research projects of common interest; providing professional practice so that students apply theoretical knowledge in practice and increase the chances for employment and self-employment of graduates. Members of the Advisory Board of the College are leaders of chambers and businesses in Kosovo, who with their experience will help create bridges between the labor market and students.

Article 14 **REPEALING AND TRANSITIONAL PROVISIONS**

With this regulation, the old regulation for systematization and description of work tasks according to the organizational chart is repealed.

This regulation enters into force on the day of signature of this regulation.


Rector of the College

Prof. Ass. Dr. Artan Haziri