



Working Regulation of Permanent Commission for Habilitation

Article 1

The Commission for Habilitation will base its work on the law on higher education of the Republic of Kosovo, as well as in Statute of University AAB, in full accordance with Bologna Process.

Article 2

The work of the Commission, generally, is not public, in order to be free of influence form outside.

However, the Commission is obliged to report regarding its activities to the Senate of the University in regular basis.

Article 3

The Commission decides on the proposals, done by the dean of each faculty, for the election of the academic staff of the University AAB in accordance with the law on higher education of Republic of Kosovo as well as in full accordance with the statute of the University AAB. The decisions of the Commissions are voted by the Senate and approved by the Rector.

Article 4

The President of the Commission calls the meetings of the Commission. The President of the Commission must call meetings of the Commission also in cases when the Senate or the Rector of the University asks him to do so. The meetings should take place not later than 2 weeks after the request has been received in written form.

Article 5

The written request for the meeting of the Commission, with discussion points attached to it, must be sent to the members of the Commission, at least 7 days before the meeting takes place.

Article 6

At the beginning of each session, the chairman of the meeting should ask confirmation of the minutes from previous meetings and should report regarding the execution of the decisions from previous meetings.

Article 7

The work of the Commission is led by its President who is elected within the members of the Commission by simple majority of votes. In cases when the President is not present, the meeting is chaired by a member of the Commission, authorized clearly by the President of the Commission.

Article 8

The Rector has the right to propose to the Senate the President of the Commission. The members of the Senate have the right to propose another candidate.

Article 9

The Commission is made by 5 permanent members. Two members are appointed by the Rector, two by the Senate and one by the Student's Organization. The mandate of the members can be renewed.

Article 10

The mandate of the members of the Commission is 3 years, with exception of the representatives of the students, who has one year mandate, which can be renewed.

Article 11

The Commission can make decisions if in the meeting is present at least a half of the members of the Commission. The President of the Commission, or the person authorized by him should confirm at the beginning of the meeting if there is enough quorum to take decisions.

Article 12

The President of the Commission should do a detailed list of the present members at the meetings.

Article 13

The President of the Commission or the person authorized by him can end the meeting or postpone it, if there is no quorum or for any other acceptable reason. In such cases he should decide on date, place and exact time for the next meeting.

Article 14

The Commission takes decisions by majority of votes of present members. It is duty of the President to inform the Senate about the voting results. The Commission should send general report to the Senate at least once a year.

Article 15

The voting procedure is generally open but the Commission has the right to decide for secret voting. In such cases the question in the ballot list should be clear in order to get YES or NO votes.

Article 16

The Commission should take minutes in every meeting where should be stated clearly time and date, names of the participants and the absent members as well as the names of other persons invited to take place.

The minutes should be signed by the chairman of meeting and by the minutes holder. Copies of the minutes should be sent to Rector and to the Senate of the University, not later than five days after the meeting took place.

Article 17

The responsibility to archive properly the minutes is on Rector's office.

Article 18

All the changes of these procedures can be taken from the procedures decided by the Senate.

Article 19

This procedure will be implemented starting from the day of adoption by the Senate of the AAB University.