



## **Republika e Kosovës**

**Republika Kosova - Republic of Kosovo**

*Qeveria - Vlada - Government*

*Ministria e Arsimit, Shkencës, Teknologjisë dhe Inovacionit/ Ministarstvo Obrazovanja, Nauke,  
tehnologije i inovacije/ Ministry of Education, and Science*

*Kabineti i Ministririt /Kabinet Ministra / Cabinet of the Minister*

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### **TEMPORARY STATUTE OF THE PUBLIC INTERNATIONAL BUSINESS COLLEGE IN MITROVICA (IBC-M)**

## **I. GENERAL PROVISIONS**

### **Article 1 Establishment**

1. Public International Business College (IBCM) (hereinafter: "IBC-M") with seat in Mitrovica, was established on the basis of the Decision of the Assembly of the Republic of Kosovo No. 08-V-578 dated 10.07.2023 on the ratification of the decision of the Government of the Republic of Kosovo, No. 21/136, dated 22.03.2023 for the establishment of the Public International Business College in Mitrovica as a higher education institution.

2. IBC-M is an independent legal entity, while from the point of view of the mission it is a continuation of the International Business College Mitrovica (IBCM) registered on 16.03.2018 as a local foundation that provides Higher Education in Kosovo at the Ministry of Public Administration (registration no. 5300419-5), and licensed as a Private Provider of Higher Education by the Ministry of Education, Science and Technology of the Republic of Kosovo. All assets of the IBCM foundation will be transferred as a donation to IBC-M. Assets refer to all assets including buildings, furniture, equipment, staff, programs, students and all other software and hardware equipment, tools and everything else that is part of the balance sheet of the IBCM foundation

### **Article 2 Name, seat, symbols and structure**

1. The name of the College is "Public International Business College in Mitrovica", the acronym "IBC-M".
2. The name in use of the college is the International Business College in Mitrovica.
3. The college uses the acronym "IBC-M".
4. The College uses the name International Business College in Mitrovica IBC-M in any official, internal and international communication, in the legal acts that are authorized or issued according to this statute, in its symbols and in its public documents.
5. The college in English uses the name 'International Business College Mitrovica (IBC-M)', which can also be used in the abbreviated form as 'IBC-M'.
6. The name of the college in Serbian is 'Međunarodni Poslovni Koledž u Mitrovici', or 'IBC-M' as acronym.
7. IBC-M College is the sole heir to the mission, programs, movable and immovable property of the IBCM foundation established and registered on 16.03.2018, in the Ministry of Public Administration (Registration No. 5300419-5).
8. The head office of the College is in Mitrovica, Str. Bislim Bajgora n.n, 40000 Mitrovica.
9. The College represents an educational and institutional heritage and as such enjoys protection by this statute.

### **Article 3**

#### **Symbols**

1. The college has the following symbols:
  - 1.1 Emblem;
  - 1.2 Seal and stamp;
  - 1.3 Flag;
  - 1.4 Robe of the rector, vice-rectors and deans of academic units.
2. College symbols are assigned by the Steering Council.
3. Academic units/departments of the college are required to use the name, emblem and flag of the college.
4. The anniversary day of IBC-M is July 10, namely the day on which the establishment of the college was approved in the Assembly of Kosovo.

### **Article 4**

#### **Mission**

1. IBC-M College will:
  - 1.1 follow the path of excellence in teaching and research;
  - 1.2 provide international education oriented from theory to practice in all educational and research activities;
  - 1.3 be open to all, on the basis of impartiality and merit, regardless of ethnicity;
  - 1.4 support economic development by offering study programs that develop professional skills relevant to the labor market;
  - 1.5 cooperate actively with other institutions of higher education in Kosovo but also in the region and Europe; and the main purpose will be:
    - 1.5.1. contribute to higher education in the English language;
    - 1.5.2. promote inter-ethnic understanding;
    - 1.5.3. develop teaching programs in a broad European and international perspective.

### **Article 5**

#### **Academic autonomy and freedom**

1. The college enjoys institutional autonomy, free from any type of political or other external influence regarding its activities.
2. College staff and students enjoy:
  - 2.1 freedom of partnership and expression within the structures mentioned in this Statute and the policies announced by the College;
  - 2.2 the right to non-discrimination, directly or indirectly, on existing or perceived grounds such as gender, race, sexual orientation, marital status, color, language, religion, political or other opinion, national, ethnic or social origin, association with any national community, property, birth or other status.

**Article 6**  
**Legal subjectivity**

1. The college has the status of a legal entity with all its rights and obligations, including:
  - 1.1 The right to sue;
  - 1.2 Regulation of its internal organization;
  - 1.3 Limiting the right to use the title of the college only to persons or organizations authorized by the steering council and by this statute.
  - 1.4 Ownership and management of land, buildings and other capital assets;
  - 1.5 Receipt and administration of funds from any legal source;
  - 1.6 Proposal taxes, fees and fines to the ministry for approval;
  - 1.7 Appointment and termination of the employment of academic and non-academic personnel as well as the exercise of all the duties of an employer, as provided for in the legislation in force;
  - 1.8 Signing contracts for goods, services and capital projects;
  - 1.9 Approval of the content and structure of its scientific, artistic and professional academic programs;
  - 1.10 Establishing legal relations with students and describing the conditions for their admission;
  - 1.11 Establishing applied teaching and learning methodologies;
  - 1.12 Application of appropriate measures for assessment and quality assurance;
  - 1.13 Granting and cancellation of titles, diplomas, vocations and academic and scientific degrees and honorary titles;
  - 1.14 Conferring honorary titles;
  - 1.15 The establishment in the capacity of the owner of commercial, non-commercial enterprises and the establishment under the authority and subjectivity of its framework, of institutes for educational, scientific-research purposes, professional and artistic services;
  - 1.16 Signing agreements with local and international carriers;
  - 1.17 Approval, content and form of the flag, seal and other emblems; and
  - 1.18 Other powers necessary for the performance of its function according to the law.
  
2. The College can make an agreement with the IBC-M Foundation regarding the receipt or use of capital that is the property of the Foundation.

**II. ORGANIZATIONAL STRUCTURE**

**Article 7**  
**College Governance**

1. The governing bodies of the college are the Steering Council, the Academic Council and the Rector. The Academic Council is a structure equivalent to the Senate (as regulated in other public universities in Kosovo).

2. All governing bodies of the College exercise their activity on the principle of majority voting, unless otherwise provided in this Statute.
3. The term of office of all governing officers and governing authorities of its members shall begin on October 1, unless otherwise provided by this statute.

## **College Steering Council**

### **Article 8**

#### **Duties and responsibilities of the Steering Council**

1. The steering council of the college (hereinafter "the Steering Council") is the main governing authority of the college.
2. The steering council has overall strategic responsibility for the effective institutional functioning of the college, as follows:
  - 2.1 Approves the college's strategic development plan and oversees its implementation;
  - 2.2 Approves the college's annual budget planning and supervises its implementation;
  - 2.3 Approves the annual report of the work of the college, prepared by the rector, with the contribution of the academic units;
  - 2.4 Elects and dismisses the rector, appoints and dismisses the temporary management structures of the college (acting rector, vice-rectors and other structures necessary for the functioning of the college).
  - 2.5 Decides on the establishment, division, shutting down or merger of academic units;
  - 2.6 Decides on internal regulations for financial management in the college, including the level of delegation of financial management powers at the level of academic units for management of funds received from the government and funds generated from abroad;
  - 2.7 Represents the college in relation to communication with the ministry;
  - 2.8 Develops and approves the rules of procedure of the steering council;
  - 2.9 Takes decisions on other issues that are defined as the competence of this council according to the legislation in force;
  - 2.10 Takes positions and or decisions related to developments and activities in the college;
  - 2.11 The Steering Council drafts the temporary statute of the college and the basic regulations for the functioning of the College.
  - 2.12 Approves the regulations proposed by the rector and or the academic council for the internal functioning of the college, which are not of an academic nature;
  - 2.13 Approves regulations for the modalities, categorizations and compensations of academic staff engagement;
  - 2.14 Selects the members of the audit committee;
  - 2.15 Monitors the operation of the financial management and control system through the internal audit committee.
  - 2.16 The Steering Council may form temporary committees to advise it on particular aspects of its work.
  - 2.17 The Steering Council monitors the implementation of the concept document compiled by the Steering Council for the functioning of the college.

## **Article 9**

### **Annual work report**

1. The steering council will publish the annual report on the completion of the college's work, in accordance with the requirements of the ministry and the Kosovo Accreditation Agency. The report should provide information related to these aspects:
  - 1.1 General strategic objectives achieved;
  - 1.2 Statistical data for the entire college and its academic and organizational units regarding resources, such as:
    - 1.2.1 Budget (public and private funds),
    - 1.2.2 Personnel (development figures);
    - 1.2.3 Infrastructure;
    - 1.2.4 Academic profile (changes in academic staff, fields of study, etc.);
    - 1.2.5 Study programs;
    - 1.2.6 Number of students (students registered for the first time, total number of students, graduates);
    - 1.2.7 Scientific research (projects, publications, participation in conferences, papers);
    - 1.2.8 International cooperation;
    - 1.2.9 The auditor's annual report on the proper use of funds.
2. In accordance with the Law on Higher Education, the steering council reports to the responsible ministry on the implementation of the strategic development plan no later than March 31 of the following year.
3. The reports must be published on the college website.

## **Article 10**

### **The composition of the members of the Steering Council**

1. The steering council consists of seven (7) members with voting rights.
2. The Ministry responsible for Education, Science, Technology and Innovation (MESTI) appoints three (3) voting members, according to the provisions of the Law on Higher Education. They must be persons of high public reputation, with proven integrity, with relevant professional and managerial skills, as well as with other practical skills, especially from the fields of business and entrepreneurship. None of the appointed members should have direct current connections with the institution in which they are appointed or be in a working relationship with another institution of higher education in Kosovo (public and private).
3. The academic council of the college by an absolute majority of all members elects four (4) members of the steering council with the right to vote, a minimum of one (1) of the members of the steering council appointed by the college comes from the international academic community, while the others come from the ranks of the academic staff of the college.

4. The academic council takes into account the criterion of representation of members of the steering council from non-majority communities and ensures a multi-ethnic composition of the steering council.
5. The academic council takes into account the criterion of gender representation when choosing members of the steering council from among the academic staff of the college.
6. The members of the steering council act independently and do not represent any other individual or group interest.
7. The following positions cannot be elected as members of the steering council:
  - 7.1 Rector, vice-rector, dean, vice-dean/program leader;
  - 7.2 Members of the academic council;
  - 7.3 Secretary General;
  - 7.4 Persons who have exercised a high party or political activity in the last five (5) years from the day the call was announced.
8. The candidacy and election of members of the steering council by the academic council is regulated by the regulation for general college elections.
9. The rector and the general secretary are ex-officio members of the steering council without the right to vote.
10. At the invitation of the management council, the vice-rectors can also participate in the meetings.
11. The president of the student parliament can participate in the meetings of the steering council, without the right to vote, when matters related to students are dealt with.

## **Article 11**

### **Mandate of members of the Steering Council**

1. The mandate of the members of the steering council lasts five (5) years, with the possibility of re-election even for one term.
2. Elections for the steering council are held in June, while the mandate of the steering council begins on October 1.
3. The mandate of the members of the steering council appointed by the college may be terminated in case of:
  - 3.1 Resignation;
  - 3.2 Dismissal;
  - 3.3 Health reasons;
  - 3.4 Conviction with a final decision for committing a criminal offense;
  - 3.5 Retirement age;
  - 3.6 Death.
4. Procedures for the dismissal of the member of the steering council can be initiated with an absolute majority of votes by:
  - 4.1 Steering Council;
  - 4.2 Academic council.
5. The decision to dismiss the member of the steering council is taken by the academic council with a qualified majority of two-thirds (2/3) of the votes of the total number of members.

6. In case of dismissal of the member of the steering council, the newly elected member will be elected for the remaining period of the mandate.
7. Members of the steering council, appointed by MESTI, can be dismissed by the Ministry with or without the recommendation of the steering council.

## **Article 12**

### **Election of the chairman and vice-chairman**

The steering council elects the chairman and vice-chairman from among its members, who do not come from among the members elected by the academic council of the college.

## **Article 13**

### **Quorum and decision making**

1. A quorum of four (4) members with the right to vote is required to hold meetings of the steering council.
2. Decisions of the management council are made by the majority of votes of the members present. In case the number of votes is equal, the chairperson's vote is decisive.
3. For the following decisions of the steering council, a qualified majority of two-thirds (2/3) of the votes of all members with the right to vote is required:
  - 3.1 For the dismissal of the rector;
  - 3.2 For the approval of the annual financial plan;
  - 3.3 For the approval of the work regulation.
4. The meetings of the steering council are called by the chairman. In exceptional cases, meetings are called upon the request of two-thirds (2/3) of the members of the steering council.
5. The agenda for the meetings of the steering council is decided by the chairman, respectively the vice chairman, in cooperation with the rector.

## **Article 14**

### **Support of steering council**

1. The rector's office provides the necessary technical and infrastructural support to the steering council.
2. At the request of the council, the general secretary is responsible for providing additional information for the decisions taken by the steering council.
3. The steering council will also have its own assistant who will be responsible for providing the legal-procedural and technical support needed by the steering council.



**Academic Council**  
**Article 15**  
**Duties and Responsibilities**

1. The academic council of the college is the highest academic body of the college.
2. The academic council is responsible for:
  - 2.1 General strategic issues related to research, studies, teaching and study programs at the college, including:
  - 2.2 Criteria for student admission;
  - 2.3 Selection and advancement of academic staff;
  - 2.4 Policies and procedures for evaluating students and holding exams to assess students' academic work;
  - 2.5 Approval of study programs;
  - 2.6 Academic standards for program development and syllabus development;
  - 2.7 Standards for ensuring and developing the quality of teaching/study and institutional functioning;
  - 2.8 The procedure for awarding qualifications and honorary academic titles;
  - 2.9 The procedure for the expulsion of students for academic or other reasons;
  - 2.10 Development of the college's intellectual property protection policy and its commercial use;
  - 2.11 Development of regulations for assessment and performance management of academic personnel.

**Article 16**  
**Councils and committees of the academic council**

1. The academic council may form councils or commissions to advise it on specific aspects of its work.
2. The academic council establishes the following commissions and permanent councils:
  - 2.1 Studies and Quality Committee;
  - 2.2 Publications Council;
  - 2.3 Ethics Council;
3. The academic council establishes the committee for statutory issues as an advisory committee. The Committee examines the cases addressed to it by the college authorities regarding the proper implementation or not of the statute and the compliance of certain acts and actions with the statute. The commission's work is regulated by special regulations.
4. The academic council drafts regulations for the composition, rules of operation and scope of these committees and councils.

**Article 17**  
**Composition of the Academic Council/The Senate**

1. The academic council consists of the following members with the right to vote:
  - 1.1 Rector;

- 1.2 Vice-rectors;
  - 1.3 Deans;
  - 1.4 By a member chosen from the academic staff of each academic unit (so the total number of persons is the same as the number of persons listed in point 1.3 of this article);
  - 1.5 College Quality Assurance Coordinator.
  - 1.6 The president of the student representative council.
2. The general secretary of the college is a permanent member of the academic council, without the right to vote.

### **Article 18**

#### **The mandate of the members of the Academic Council**

1. The mandate of the academic and non-academic members of the academic council is four (4) years.
2. The term of office of the student members is one (1) year.
3. The mandate of the members of the academic council begins on the same date of the beginning of the academic year.

### **Article 19**

#### **Chair of the Academic Council/Senate**

The Academic Council is chaired by the Chairman of the Academic Council who is elected by its members with an absolute majority of all members with the right to vote, the election of the chairman of the Academic Council is governed by the regulations of the Academic Council.

### **Article 20**

#### **Rules of procedure**

1. The academic council issues the rules of procedure and the regulations for the election procedure for the chairman and his members.
2. The chairman sets the procedures for the meetings of the academic council and its committees.

### **Rector**

#### **Article 21**

#### **Duties and Responsibilities**

1. The rector is the main management authority and the legal and institutional representative of the college.
2. The rector is responsible for the effective and regular work of the college and for its management.

3. In order to exercise his/her powers, the rector has the following responsibilities:
  - 3.1 Ensures the implementation of the regulations and decisions of the academic council and the management council;
  - 3.2 Manages the process of drafting the budget and development plan;
  - 3.3 Leads the realization of the annual budget and the implementation of the work plan;
  - 3.4 Performs tasks related to the process of recruitment and advancement of academic personnel;
  - 3.5 Performs tasks in relation to cooperation with academic units for issues of implementing study programs;
  - 3.6 Exercises the managerial duties of the college in relation to the operation, role and activity of the college.
4. The rector has the right to form commissions or advisory bodies.

## **Article 22**

### **Procedure for electing the rector**

1. The position of the rector is announced by the steering council with a public call within a period of fifteen (15) calendar days.
2. The call for the post of rector is open to internal and external candidates.
3. The minimum criteria to run for the position of rector are that he/she has a high moral integrity, is a figure with serious scientific or artistic contribution, has a background of international publications, which are required to be appointed at least in calling an associate professor and having proven university management experience and performance.
4. The candidate for rector must present a governance program against which his/her merit to be elected to such office will be judged.
5. It is considered incompatible with the position of rector if the candidate has exercised a party or political function in the last five (5) years from the day the call was announced.

## **Article 23**

### **Decision making and voting**

1. The professional commission chosen by the academic council proposes to the steering council the list of candidates who have fulfilled the formal-legal conditions according to the competition.
2. The professional committee has the task of verifying whether the candidates presented for the position of rector meet the conditions set by the competition.
3. The management council interviews the candidates who have met the conditions for competing in this position. In these interviews, each candidate presents a comprehensive vision for the development of the college's future strategy and for his/her management approach.

4. The steering council has the right to reject the list of candidates proposed by the professional committee, giving reasons, and in that case the competition is re-announced from the beginning.
5. The Rector is elected by an absolute majority (the majority of the total number of members with voting rights) in accordance with the provisions of this statute.
6. In the event that no candidate wins this majority in the first round of voting, then the two (2) candidates with the highest number of votes qualify for the second round of voting. In the event that in the first voting there are candidates who have the same number of votes to go to the second round, then, the candidates who have the same number of votes enter a vote to qualify for the second round. If none of the two (2) candidates wins an absolute majority three (3) times in a row (in all three rounds), the election procedure is repeated from the beginning, as provided in this statute.
7. The rector is appointed for a period of four (4) years, with the possibility of re-election for one term.

## **Article 24**

### **Symbol**

The authority of the rector is symbolized through the rector's badge.

## **Article 25**

### **The mandate of the rector**

1. The rector's term begins on October 1.
2. The rector's mandate may end earlier in case of:
  - 2.1 Resignation;
  - 2.2 Dismissal;
  - 2.3 Health reasons;
  - 2.4 Conviction with a final decision for committing a criminal offense;
  - 2.5 Retirement age;
  - 2.6 Death.
3. Procedures for the dismissal of the rector can be initiated with an absolute majority of votes from:
  - 3.1 Steering Council;
  - 3.2 Academic council.
4. The decision of the steering council on dismissal is valid with a qualified majority of two-thirds (2/3) of the votes of the total number of members.
5. When the rector is relieved of his duties, the term of office of the vice-rectors also ends.
6. In case of dismissal, the rector and the newly elected vice-rectors will be elected for the remaining period of the term of office of the dismissed rector.

**Article 26**  
**Election of acting rector**

1. In the case of the rector's dismissal from office, or in any case of the rector's position remaining vacant, the steering council elects the acting rector until the end of the rector's election procedure for the remaining period of the mandate.
2. The acting rector will hold the post of rector until the end of the term, if no more than six (6) months remain until the announcement of the elections in the college.
3. The acting rector is elected the person who meets the minimum criteria for candidacy, as defined by this statute.

**Article 27**  
**Complaint**

1. The rector has the right to submit a complaint to the ministry against dismissal.
2. The decision of the ministry is the final decision in the administrative procedure.
3. Against the decision of the ministry, a procedure can be initiated in the competent court.

**Vice rectors**  
**Article 28**  
**Number of vice-rectors**

The college has at most three (3) vice-rectors.

**Article 29**  
**Duties of vice-rectors**

1. The duties of vice-rectors are assigned by the rector in accordance with the provisions of this statute.
2. The rector has the right to delegate full legal responsibilities to them for a certain period of time.
3. Separate or shared responsibilities may be assigned to vice-rectors in the following areas:
  - 3.1 Teaching, academic and student affairs, and quality;
  - 3.2 Budgets, finance, infrastructure and administration;
  - 3.3 International cooperation, projects, innovation and scientific research.

**Article 30**  
**Temporary exercise of the rector's duty**

The rector appoints one of the vice-rectors to temporarily exercise the rector's duties in case of impossibility or temporary disability.

**Article 31**  
**Appointment of vice-rectors**

1. The rector proposes the list of names for vice-rectors from among the professors and lecturers of the college, after notifying the academic council. Vice-rectors are elected by secret ballot by the Steering Council with an absolute majority of votes, in a voting round. If the proposed candidate is not selected, then the rector has the right to propose a new candidate.
2. The mandate of vice-rectors is linked to that of the rector, with the possibility of re-election for one term.

**Article 32**  
**The mandate of vice-rectors**

1. The mandate of vice-rectors may end earlier in case of:
  - 1.1 Resignation;
  - 1.2 Dismissal;
  - 1.3 Health reasons;
  - 1.4 Conviction with a final decision for committing a criminal offense;
  - 1.5 Retirement age;
  - 1.6 Death.
2. The procedure for the dismissal of the vice-rector can be initiated by:
  - 2.1 Steering Council;
  - 2.2 Academic council.
3. The decision to dismiss the vice-rector was made by the Steering Council with an absolute majority of the members' votes.
4. In case of dismissal of the vice-rector, the rector proposes the new candidate for vice-rector, who is elected by the Steering Council for the remaining period of the mandate.

**Article 33**  
**General Secretary of the college**

1. The general secretary is the highest executive and administrative officer of the college, with special rights and responsibilities defined in his contract, which is signed by the chairman of the steering council.
2. The college secretary is the head of the college administration.
3. The secretary is responsible to the rector for efficient, economical and effective administration at all levels of the college. In this position, the general secretary is responsible for all issues that are not the competence of other bodies or leaders.

**Article 34**  
**Election of the general secretary**

1. The general secretary of the college is elected by the steering council according to the proposal of the professional commission appointed by the rector based on the rules of the relevant law in force and public call.
2. The mandate of the general secretary is five (5) years, with the right to re-election for only one term.

### **Article 35**

#### **Criteria for the position of general secretary**

1. Candidates competing for the position of general secretary of the college must fulfill the following conditions:
  - 1.1 Have a master's degree or equivalent with at least four (4) years of studies in law, economics or relevant fields for the leadership and management of the administration of an educational institution / university or college;
  - 1.2 Have at least five (5) years of work experience in a managerial position;
  - 1.3 Have proven professional, organizational and managerial skills and results;
  - 1.4 Have sufficient knowledge about the processes of education, art and research;
  - 1.5 Have sufficient knowledge of relevant legal and budgetary processes and procedures related to higher education;
  - 1.6 Represent a figure with high personal integrity, with a non-partisan and non-political past;
  - 1.7 Have good knowledge of the English language.

### **Article 36**

#### **Duties and responsibilities of the general secretary**

1. The general secretary of the college has the following duties and responsibilities:
  - 1.1 Is the highest official of the administration;
  - 1.2 Is the official responsible for efficient, economical and effective leadership of the college;
  - 1.3 Is the head of department directors within the Central Administration of the college;
  - 1.4 Is the official responsible for the technical preparation of the budget process;
  - 1.5 Is the responsible editor of the college newsletter;
  - 1.6 Is responsible for granting the right to access a specific database;
  - 1.7 Is responsible for other matters requested by the steering council and the rector, which are not defined by this statute.

### **Article 37**

#### **Constituent units of the college**

1. The college consists of:

- 1.1 Faculties;
- 1.2 Other academic units and educational and innovation centers, and
- 1.3 Research Institute.

### **Article 38**

#### **Prerequisites for faculty status**

1. The prerequisites for obtaining the status of a faculty are:
  - 1.1 activity in one or more special fields of academic education, in scientific research or in artistic creativity, within the institutional framework of the college;
  - 1.2 sufficient infrastructure;
  - 1.3 the appropriate number of academic staff that enables the fulfillment of academic requirements for a long-term period.

### **Article 39**

#### **Loss of faculty status**

1. The faculty loses its status if:
  - 1.1 It is subject to integration or dissolution.

### **Article 40**

#### **Internal organization of faculties**

1. Regardless of the size (the total number of academic staff, the sufficient number of full professors according to the needs of different academic fields and the percentage of permanent staff), the faculty must meet international standards (critical sizes) in order to ensure sustainable development and professional activity in all scientific fields for a long-term period.
2. The Faculty focuses its educational and research profile on the needs of the country, on the retraining and lifelong learning of professionals, as well as providing practical services to local partners.

### **Article 41**

#### **Types of studies**

1. The faculty offers the following types of studies:
  - 1.1 professional (applied) studies;
  - 1.2 basic studies - Bachelor;
  - 1.3 Master studies:
    - 1.3.1 Masters (Msc and MA), and



1.3.2 Professional Master's degree (students completing the professional Master's degree cannot enroll in scientific PhD studies).

1.4 PhD studies.

## **Article 42**

### **Faculties**

1. In its composition, the college has the following faculties:
  - 1.1 Faculty of Environment, Technology and IT;
  - 1.2 Faculty of International Business Management;
  - 1.3 Faculty of Social Sciences;
2. With the decision of the Steering Council proposed by the Academic Council, other faculties can be established.

## **Article 43**

### **Dean - election of the dean**

1. Each faculty is headed by a dean.
2. Deans are elected by the Academic Council for a period of four (4) years, from among the professors of the relevant faculty, with the right to re-election for one term.
3. Candidates for the position of dean must be individuals with relevant academic qualifications and have leadership skills and experience, as well as having at least the academic title "Assistant Professor". In cases where the study areas are professional, the dean may also have the title of Lecturer.
4. The rector proposes the list of names for the dean from among the college professors to the academic council. Deans are elected by the Academic Council with an absolute majority of the general votes, in a voting queue. If the proposed candidate/candidates are not selected, then the rector has the right to propose a new candidate.
5. Faculties that have more than one study program are appointed by a leader for each program and they support the dean's work. The Head of program is proposed by the Dean and elected by the Academic Council with an absolute majority of general votes, in a voting sequence, the mandate of the program leader is linked to the dean's mandate.
6. The Head of program is equivalent to the vice dean as known in other public universities.
7. The dean's regular term begins on October 1.

## **Article 44**

### **Duties of the dean**

1. The dean reports his/her work to the rector. The duties of the dean are:
  - 1.1 To provide effective management for administrative and managerial processes in the faculty;
  - 1.2 To provide academic leadership in the relevant fields for the development of teaching, scientific work in the faculty;

- 1.3 To undertake all the necessary measures in the implementation of the decisions determined by the academic council;
- 1.4 To lead the strategic and annual planning process at the faculty level and the drafting of the faculty's annual work report;
- 1.5 To lead the annual planning process for the realization of study programs, including the volume of engagement of academic staff in teaching, scientific activities and service activities in the institution and community;
- 1.6 To manage the system of monitoring and evaluating the performance of the academic staff according to the system approved by the academic council;
- 1.7 To lead the process of internal evaluations, management of departments and other relevant structures, according to the internal quality assurance system approved at the college level;
2. The dean can also represent the college in legal matters on behalf of the faculty only with the authorization of the rector.

#### **Article 45**

##### **Dean's mandate**

1. The dean's mandate may end earlier in case of:
  - 1.1 Resignation;
  - 1.2 Dismissal;
  - 1.3 Health reasons;
  - 1.4 Conviction with a final decision for committing a criminal offense;
  - 1.5 Retirement age;
  - 1.6 Death.
2. The procedure for the dismissal of the dean can be initiated by:
  - 2.1 Steering Council;
  - 2.2 Academic council;
  - 2.3 Rector;
3. The academic council can dismiss the dean with the absolute majority of votes of the total number of members (50%+1).
4. In case of the end of the mandate, the newly elected dean will be appointed for the remaining period of the mandate.

#### **Article 46**

##### **College's Study and Quality Committee**

1. Studies and quality committee is established as an advisory body for the college.

#### **Article 47**

##### **Duties of the college's study and quality committee**

1. The study committee is responsible for:
  - 1.1 Review of proposals for new study programs;
  - 1.2 Adaptation and change of existing study programs;

- 1.3 Requests for changing study programs by students;
- 1.4 Developing concepts, evaluating and commenting on issues of academic nature, in order to prepare reports, for which it is decided by the council of the relevant unit.
- 2 The study committee performs the assigned tasks within the system of evaluations and internal quality assurance, including:
  - 2.1 Approving the plan for evaluations of academic and administrative processes;
  - 2.2 Reviewing reports from internal assessment processes;
  - 2.3 Development of recommendations for the dean's office based on evaluation findings;
  - 2.4 Other duties specified in this statute and in the relevant regulations.

### **Article 48**

#### **The composition of the study and quality committee**

1. The members of the study committee are:
  - 1.1 Deans and heads of program
  - 1.2 One professor from each field of study
  - 1.3 Two (2) students with an average grade of at least nine (9) (according to the IBC-M grading system)
2. Academic staff members are elected by the academic council.
3. The student member is elected by the student council.

### **Institute**

#### **Article 49**

1. The Institute is part of the College with a mission in research and innovation. An institute is defined as a single or multidisciplinary unit organized to carry out educational, research and/or service activities. The IBC-M Institute is characterized by organizational sustainability and an annual operating budget determined by the college and with the institute's own revenues.
2. The Institute is a non-profit entity registered in the department for non-governmental organizations within the Ministry of Internal Affairs of Kosovo.
3. The internal organization of the institute is determined by the statute, the act of establishment and in accordance with the law on freedom of association in non-governmental organizations<sup>1</sup>.
4. The Institute is managed by the Board of Directors and the Director of the Institute.
5. The governing bodies are determined by the statute of the Institute and in accordance with the law on the law on freedom of association in non-governmental organizations.
6. The election of the Board of Directors and the Director of the Institute is regulated by the Institute's statute
7. The Institute reports to the Rector and Vice-Rector for Scientific Research or their appointees.
8. The institute may have one or more centers affiliated to it.

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<sup>1</sup> Law No. 06/L-043 on Freedom of Association in Non-Governmental Organizations

9. The institute should have active staff involved in faculty and activities that have a logical connection with the research activities of the college.
10. If the institute loses its funding source(s) and is unable to obtain new funding, the source(s) will cease operations. Notice of termination is given by the steering council with three months' notice.
11. The IBC-M college institute serves as an integrated Center of Research and Innovation.
12. The institute is considered a hub of projects that transcend traditional academic boundaries, allowing researchers and scholars to undertake the core research activities and other training services of the college.
13. The IBC-M Institute provides space for faculty research teams as well as their students and graduates gaining practical experience.
14. The College reviews applications for workspace at the institute and helps determine the location and length of projects. Short-term projects may only use the space for a few months, while other projects may spend years creating and expanding their work.
15. The institute features flexible laboratories, offices and collaboration spaces that can be customized to suit the needs of the college and students. The building also includes core research facilities available to researchers across campus, as well as external partnerships; a state-of-the-art visualization laboratory; internal and external auditors; and event and training space.

### **Programs and methods of study**

#### **Article 50**

##### **Student status**

1. Persons registered at the IBC-M College has the status of a student.
2. Student status is verified with a student ID card or other official document issued by the college.

#### **Article 51**

##### **Methods of study**

1. The college offers two ways of studying:
  - 1.1 Full time studies;
    - 1.1.1 Studies in a combined format with physical and online presence;
2. Part time studies, which are organized in accordance with the special rules determined by the academic council.
3. The student can have the status of:
  - 3.1 Full time students;
  - 3.2 Part time student;
  - 3.3 Visiting student.

**Article 52**  
**Language of teaching**

The college organizes teaching in English with the possibility of combining it in Albanian and Serbian if the academic council/senate decides to do so.

**Article 53**  
**Content of study programs**

1. Study programs include:
  - 1.1 The title of the study;
  - 1.2 The type of study;
  - 1.3 Academic title (academic title);
  - 1.4 Conditions for registration;
  - 1.5 Objectives and results;
  - 1.6 Details on program contents;
  - 1.7 Value in points according to ECTS (Subjects, thesis);
  - 1.8 Teaching forms and strategies;
  - 1.9 Student assessment methods;
  - 1.10 Basic literature.
2. The contents, structure and process of designing the programs and curricula will be determined by regulations issued by the academic council.

**Article 54**  
**Credits for basic studies and integrated basic studies**

1. Basic studies (Bachelor) have 180 to 240 ECTS points, reflecting 30 ECTS for one (1) semester.
2. With the successful completion of bachelor's studies, the academic title "Bachelor of Science", "Bachelor of Arts" and "Professional Bachelor" is obtained.

**Article 55**  
**Diploma thesis**

1. Bachelor's study programs can end with the bachelor's thesis or with an exam before the commission according to the definition made in the study program.
2. The thesis for the bachelor's degree is prepared individually by the student, proving that the theoretical skills achieved during the study can be successfully used to solve practical problems in the given scientific field.
3. The bachelor thesis can be elaborated together by two or three students (research group) and the contribution of each candidate must be clearly marked there.
4. The request for the elaboration of the thesis for the bachelor's degree by two or three students is decided by the council of the academic unit.

5. The procedure for the application, elaboration, defense and evaluation of the thesis for the bachelor's degree is determined by the council of the academic unit based on the provisions set forth in the regulation for bachelor's studies approved by the academic council.

#### **Article 56**

##### **Credits for master's studies**

1. Master studies have 60 to 120 ECTS points, reflecting 30 ECTS for one semester.
2. Successful completion of basic - bachelor's studies is a condition for registration of master's studies.
3. With the successful completion of master's studies, the academic title of scientific Master (Master of Science or Master of Arts) or Professional Master is obtained.

#### **Article 57**

##### **Master's thesis**

1. Master's study programs end with the Master's thesis in accordance with the study program.
2. The Master's thesis is prepared individually by the student, proving that the student has developed research skills and the theoretical knowledge and skills achieved during the study can be successfully applied to solve complex research problems in the specified scientific field for the master's level.
3. The master's thesis can be elaborated by two or three students (research group).
4. The application for the elaboration of the thesis for the Master's degree by two or three students is decided by the council of the academic unit.
5. The procedure for presentation, elaboration, defense and evaluation of the Master's thesis is determined by the council of the academic unit according to the regulation for Master's studies approved by the academic council.

#### **Article 58**

##### **PhD studies**

- 1 The college reserves the right to organize PhD studies.
- 2 PhD studies are the highest academic studies.
- 3 Regular PhD studies are organized in at least six (6) semesters, require 180 ECTS points and successful completion of previous studies with at least 300 ETCS points.
- 4 The condition for obtaining the title of Doctor of Science is the successful completion of PhD studies and the successful defense of the doctoral topic before the defense committee.
- 5 PhD studies are regulated by the regulations for doctoral studies issued by the academic council.

**Article 59**  
**Preventing plagiarism and unauthorized degrees of similarity**

The academic council issues a special regulation by which it determines the conditions, procedures and ways of preventing plagiarism and unauthorized degrees of similarity for the diploma topics of basic studies, master's and doctorate.

**Article 60**  
**Special study programs**

1. Faculties have the right to establish special study programs:
  - 1.1 For dual-subject study programs;
  - 1.2 For interdisciplinary study programs;
  - 1.3 For joint study programs;
  - 1.4 Top-up Bachelor Programs.

**Article 61**  
**Dual-subject study programs**

1. Dual-subject study programs are offered by academic units in a joint study program and contain two fields of study of the same unit.
2. The responsibilities of each contributing partner are defined in the study program.
3. The study program is proposed and approved by the academic council.
4. With the successful completion of the studies, the joint diploma is obtained and the graduated student obtains the professional title in both fields of study.

**Article 62**  
**Interdisciplinary study programs**

1. The interdisciplinary study programs are determined by the academic council, while they are proposed by two or more academic units for the three study levels.
2. The responsibilities of each partner are defined in the study program.
3. The Academic Council (Academic Council/senate) establishes the commission for interdisciplinary studies, which is responsible for:
  - 3.1 Development of the study program;
  - 3.2 Organizational and technical issues;
  - 3.3 Procedures for implementation.
4. The Academic Council (Academic Council/Senate) takes the final decision on all study regulations.

**Article 63**  
**Dual and joint study programs**

1. Dual and joint study programs can be developed between the IBC-M College and other colleges for the three study levels, based on the partnership agreement.
2. Dual and joint study programs are determined by the academic council and offered by academic units for all three levels.
3. The obligations of each partner institution are determined in the study program based on the joint institutional agreement.
4. The academic council selects the members for the joint inter-institutional study committee or equivalent designation according to the agreement of the partner institutions, which is responsible for:
  - a. Development of the study program;
  - b. Organizational and technical issues;
  - c. Implementation of procedures and processes in function of program implementation according to detailed specifications in the study program and partnership agreement.

**Article 64**  
**Top-up Bachelor Programs**

1. Top-up Bachelor programs can be developed by IBC-M College and in partnership with any other institution that offers level five (5) according to the National Qualifications Framework in Kosovo (NQF) and that has accreditation for offering this level, where students from the fifth level they can continue their studies at the Bachelor level in the fifth semester.
2. After completing the studies (seven semesters), the student earns the title of professional Bachelor with 210 ECTS credits.

**Article 65**  
**Other courses and programs**

1. The college has the right to offer courses and programs of a micro-credential or other nature for the public and professionals, such as education and professional training programs as well as other professional training courses of level IV and V according to the NQF.
2. The modalities of development and delivery of courses and other programs are regulated by the provisions approved by the academic council and are accredited by the National Qualifications Authority in Kosovo (NQA), while the certificates are signed by the rector or dean.
3. These courses are offered as a service to society, the economy and professionals.

**Article 66**  
**Admission of candidates to studies**

1. Each candidate enjoys the right to compete for studies at IBC-M, according to the legislation in force.



2. The conditions for admission to basic studies – Bachelor at IBC-M are:
  - 2.1 successful completion of secondary school in Kosovo, certified by a diploma;
  - 2.2 successful completion of primary and secondary school with at least twelve (12) years of schooling, certified by a relevant diploma;
  - 2.3 successful completion of primary and secondary school with at least twelve (12) years of schooling, certified by a relevant diploma, obtained in the outside world, if it is equivalent to the matura certificate;
  - 2.4 the decision on the recognition of the diploma and its equivalent is taken by the relevant Ministry;
  - 2.5 knowledge of the English language.
3. The academic council/senate issues regulations, which define in detail the conditions and criteria for registration in basic-bachelor studies.

### **Article 67**

#### **Admission to master studies**

1. Students in Master's studies are admitted on the basis of competition, according to the results of preliminary studies and their equivalence, as defined in the Law on Higher Education.
2. Students who have completed preliminary studies are allowed to enter equal competition for admission to Master's or Phd studies from all institutions of higher education in Kosovo.
3. The special criteria for admission to master's studies will be determined by the academic council/senate in accordance with the provisions of this Statute.

### **Article 68**

#### **Master thesis**

1. The Master's study programs end with the master's thesis, in accordance with the study programs.
2. The thesis of the Master's degree is prepared individually by the student, proving that the skills achieved during the study period can be successfully applied to solving complex research problems in certain scientific fields.
3. The thesis of the Master's degree can be elaborated by two (2) or three (3) students (research group), and the contribution of each candidate must be clearly noted there.
4. The application for the elaboration of the thesis for the Master's degree by two or three students is decided by the Educational/Scientific Committee.
5. The procedure for presentation, elaboration, defense and evaluation of the diploma thesis, for the Master's degree, is determined by the regulations of the relevant studies.

### **Article 69**

#### **Admission to doctoral studies**

1. Students in PhD studies are admitted on the basis of competition, according to the results of preliminary studies and their equivalence, as defined in the Law on Higher Education.

2. The special criteria for admission to PhD studies are set by the academic council/senate, in accordance with the provisions of this Statute.

### **Article 70**

#### **The number of places for bachelor's, master's and doctorate studies, as well as the method of their financing**

1. The number of places for Bachelor's, Master's and PhD studies is determined by the academic council/senate for each first year of study in each academic unit, with the proposal of the relevant council in harmony with the College's development strategy. The decision is based on the total number of students who will be educated with public expenses provided by the Ministry.
2. Part time students of Bachelor's, Master's and PhD studies, who are not financed by public funds, but who achieve excellent results in learning, can be granted a study slot, which is financed by public funds. This can be offered from the second year of study, or in the following year of study. The conditions and criteria for obtaining this right are determined by the Steering Council with the proposal of the Academic Council/Senate.

### **Article 71**

#### **The body for issuing competition rules and registration criteria**

The rules for announcing the competition and the criteria for registering new students are issued by the Academic Council/Senate.

### **Article 72**

#### **Appeal procedure**

1. Candidates who were not accepted in the first year of Bachelor's and Master's studies, as well as in PhD studies, can appeal against the decision within three (3) working days, after the announcement of the election results.
2. The final decision about the appeal is taken by the committee of three (3) members, chaired by the vice-rector for teaching and student affairs and composed of other members appointed by the Rector.

### **Article 73**

#### **Determination of academic success**

1. The following methods will be applied to determine academic success:
  - 1.1 the exam;
  - 1.2 semester project;
  - 1.3 seminar paper;
  - 1.4 workshops;
  - 1.5 professional practice;

- 1.6 practical test during exercises;
- 1.7 interpretation and presentation of artistic creativity and other works;
- 1.8 other criteria determined by the syllabus of the relevant courses.

## **Article 74**

### **Grades**

1. IBC-M will apply these grades to describe the level of exam success:
  - 1.1 twelve (12) and ten (10) (excellent);
  - 1.2 seven (7) (very good);
  - 1.3 four (4) (good);
  - 1.4 two (2) (sufficient);
  - 1.5 zero and minus three (0 and -3) (insufficient).
2. The candidate successfully passes the exam with grades from two to twelve (2-12).

## **Article 75**

### **Academic year**

1. The college organizes studies in accordance with existing study programs during the academic year, which lasts twelve (12) months.
2. The academic year starts on October 1 and ends on September 30.
3. The active study period (lectures, exercises, assessments) is divided into two semesters.
4. Winter semester, which starts on October 1 and ends on January 31.
5. Summer semester starting on February 15th and ending on June 15th.
6. The subject is taught during 15 weeks in the semester.

## **Article 76**

### **Loss of student status**

1. The full-time student loses the status for the following reasons:
  - 1.1 When deciding to leave the studies;
  - 1.2 Having finished the studies;
  - 1.3 When failing to register in the academic year;
  - 1.4 When not completing the studies in the double period of the duration of the studies;
  - 1.5 When reaching the maximum number of years of repeated registration without successfully completing the studies;
  - 1.6 In the case of exclusion, based on the decision issued after the disciplinary procedure.
2. The student can ask once to extend the duration of studies for one or two years. The academic council takes the decision. If a positive decision is made, the student will have the status of a full-time student again.
3. The student may request a temporary suspension from the status of a full time student in proven cases such as:
  - 3.1 Serious illness;

- 3.2 Care for children under three (3) years of age;
- 3.3 Pregnancy and childbirth;
- 3.4 Others justifiable reasons.
4. The final decision is taken by the dean of the academic unit.

#### **Article 77**

##### **Maintaining the status of full time student**

1. The status of full-time student is maintained within two years after all exams have been completed. During this time, the student must take the diploma exam to successfully complete the studies.
2. The student who has exceeded the stipulated time to successfully complete the degree can submit a request to the dean of the academic unit for the extension of this period for another year.

#### **Article 78**

##### **Repeated registration**

1. The student may re-enroll as a full-time student without any impediment related to the period of temporary suspension of regular student status under this statute.
2. The period of temporary suspension of the status of a full time student based on this statute is not counted in the duration of studies.
3. If the curriculum valid at the time of the student's first registration is not developed in the following year of the student's registration after the temporary suspension of the status of a full time student based on this statute, the study committee of the academic unit decides on differential exams or other additional obligations as a condition for continuing studies.

#### **Article 79**

##### **Change in the study program**

1. Change in the study program is possible between study programs to achieve the same level of education in accordance with the provisions of this statute.
2. The student can change the program by switching to a new program in the second year onwards of studies in case of change in the program, such as changes in the name of the program after the accreditation/reaccreditation process.
3. The student can change the area of study by transferring to a related program inside or outside the academic unit and the process of allowing the transfer, the criteria, and the equivalence of achievements in the old program are set by the academic unit but not in conflict with the provisions of the statute and other acts of the college.
4. Academic units shall not overlook the capacities available for the program in which the student is enrolled as well as respect the quota restrictions for that program set by the accreditation authority. Changing the spur of study cannot be done if the student has not completed the obligations of the first year in the old program.

**Article 80**  
**Procedure for changing the study program**

1. The student must submit the request for changing the study program to the study committee of the academic unit where he/she wants to continue his/her studies. Attached to the request must be evidence of successful completion of the requirements based on the previous study program.
2. The study committee determines the individual obligations for changing the study program in accordance with the specific rules of the study program.
3. The decision to change the study program must be taken by the council of the academic unit with the proposal of the study committee.

**Article 81**  
**Changing the program from another higher education institution**

When changing the study program from another college to the college, the same rules will apply as when changing the study program within the college.

**Article 82**  
**Student mobility**

1. In accordance with the study program, the student can choose and register certain subjects in other academic units of the college if the chosen subject is not developed in the faculty where the student is registered.
2. Course registration can be done with the permission of the academic unit where the student is registered and with the agreement of the academic unit where the student registers the course.
3. In the case of permission, the student is given the certificate for permission to register the given course and the amount of ECTS credits that will be earned upon completion of the course. ECTS credits earned will be counted in the student's study program.
4. In the student's official document, the data on the registered course, the fulfillment of the student's obligations and the success shown are recorded. For ECTS credits earned, the student is issued a certificate from the academic unit where the student earned them.
5. The international mobility of students and between universities and colleges in Kosovo is regulated by a special act of the college. With this act and in agreement with the college from which the guest student comes, the rights and obligations of guest students, payments for studies and other issues related to the guest student will be regulated.

**Article 83**  
**Student assessment**

1. The academic council approves the general regulations for the performance evaluation system of students within their work in the realization of the study program.
2. Study programs and course syllabi reflect the principles of continuous assessment of student work that should incorporate combined elements of the following methods:
  - 2.1 Intermediate tests;
  - 2.2 Final tests or exams;
  - 2.3 Written papers;
  - 2.4 Presentations;
  - 2.5 Practical demonstration;
  - 2.6 Interpretation and presentation of artistic creativity and other works;
  - 2.7 Study projects.

**Article 84**  
**Exam deadlines**

1. Winter semester exams for Bachelor's and Master's studies are held during the exam period set by the academic unit in the winter (February) and spring (April) periods.
2. Summer semester exams for Bachelor's and Master's studies are held during the exam period set by the academic unit in the summer period (June and August).
3. The exact period for each term is determined by the general calendar of studies, which is accepted by the academic council and open to the public. Details about the start and end date of each exam term and the course of other related processes are determined by the academic units.
4. Exam schedules will be determined in such a way that the student does not have more than two exams/tests on the same day.

**III. SCIENTIFIC ACTIVITY**

**Article 85**  
**Development of scientific research**

1. The college conducts scientific research and artistic work for the purpose of:
  1. Continuous development of the educational process;
  2. Acquaintance of students with scientific research and artistic work;
  3. Continuation of the scientific - professional and artistic development of young people;
  4. Establishing the international network of researchers and artists;
  5. Preparation and presentation of competitive interdisciplinary academic and artistic projects.
2. Scientific research is carried out by academic units of the college in two ways:
  1. From basic research with the aim of creating new knowledge;
  2. From applied research that is closely related to public needs and interest.

3. Scientific research and artistic creativity are carried out according to these basic conditions:
  1. Through public funds provided by the college;
  2. Through private funds by individual contractors with third-party.
  3. Through competition in local and international projects.

#### **Article 86**

##### **Responsibilities of the college and academic staff**

1. The college is obliged to provide suitable conditions for scientific research and artistic creativity and to enable the academic staff to achieve competitive results at the international level.
2. The academic staff of the college is obliged to do scientific research and creative work in accordance with their professional skills and the obligations arising from the strategic instructions of the academic council as well as the councils of the relevant academic units.
3. Individual evaluation of artistic work and scientific research will be taken into account in professional evaluation and professional development.

#### **Article 87**

##### **Development of research in other locations**

1. Scientific research and artistic creativity take place within the facilities and spaces of the college.
2. With the proposal of the council of the academic unit, the rector may grant permission to the academic staff to carry out research and creative work in designated locations outside the college and to participate in joint projects with other institutions.

#### **Article 88**

##### **Leap year for research**

1. College professors have the right to ask the academic council to be allowed a leap year of focused research (sabbatical year) at a foreign college or research institute.
2. The positive decision of focused research for one year requires:
  - 2.1 Presentation for the research project;
  - 2.2 At least five (5) years of engagement in teaching and research;
  - 2.3 Proven scientific competence and recognition within the international scientific community;
  - 2.4 Invitation for scientific research from a foreign institute or college.
3. During the leap year, the employee will receive the full salary.
4. After the year of focused research, the employee has the right to return to the same job position with the same conditions as before.
5. The employee has the right to reuse the leap year for focused research with full salary after a period of engagement in teaching and research of at least five (5) years.
6. The employee may be allowed free time with the proposal of the council of the relevant academic unit and the decision of the rector.

## **IV. DEVELOPMENT AND QUALITY ASSURANCE**

### **Article 89**

#### **Quality system and standards**

1. The college develops its own quality assurance system to maintain quality and achieve the objectives of its mission and activity.
2. The internal system of assurance and quality is in accordance with the local standards for quality assurance and accreditation of programs and institutional accreditation as well as in harmony with the standards and references at the European level such as ENQA (European Network of Quality Assurance) standards.

### **Article 90**

#### **Internal quality assurance system**

1. As part of the internal quality assurance system, the college organizes internal assessments for the entire spectrum of the college and its services.
2. The assessments analyze the efficiency and effectiveness of the college's operation in all areas of action.
3. The quality assurance system provides the assessed units and responsible governing bodies with indicators for quality assurance and improvement measures, as well as decisions related to personnel and organization.

### **Article 91**

#### **Types of assessments**

1. Preliminary assessments:
  - 1.1 Establishment and adaptation of study programs;
  - 1.2 Reforming study programs;
  - 1.3 Organizational measures such as the establishment, adaptation and merger of institutional units;
  - 1.4 Achieving social goals at program, academic or institutional unit level;
  - 1.5 Assessment of study programs and organization of studies;
  - 1.6 Assessment of teaching quality;
  - 1.7 Assessment of research activities;
  - 1.8 Assessment of artistic work;
  - 1.9 Assessment of the international activity of the unit or college;
  - 1.10 Assessment of administrative services for students;
  - 1.11 Assessment of managerial practices at the faculty or college level.



**Article 92**  
**Assessment of teaching quality**

1. The assessment of the quality of teaching by students is done at the end of each semester through anonymous questionnaires.
2. The questionnaires are designed in detail by the Quality Assurance Committee at the College level.
3. Student assessment of the quality of teaching is an integral part of the system of assessment and performance management of academic personnel, which will be detailed in a separate regulation.

**V. ACADEMIC STAFF**

**Article 93**  
**Duties and role of academic staff**

1. Academic staff have freedom of expression. Academic staff members have the freedom to question, and test acquired knowledge and express new ideas, dissenting opinions without putting themselves at risk of losing their jobs or whatever job status or privileges they may have at the college.
2. Academic personnel have the freedom to publish the results of their research and creative work, which is conditioned by the regulations of this statute concerning the use of intellectual property rights for the benefit of the college.

**Article 94**  
**The guiding principles of the academic staff**

1. The academic staff of the college is obliged to respect:
  - 1.1 The spirit of humanity;
  - 1.2 The autonomy of the college;
  - 1.3 Freedom of scientific and artistic creativity;
  - 1.4 Acts of the college and decisions based on them;
  - 1.5 Principles of professional and scientific honesty;
  - 1.6 Code of Ethics;
  - 1.7 The reputation of the college.

**Article 95**  
**Participation in the work of the institution**

1. Academic personnel must regularly participate in the meetings of bodies and commissions where they are assigned as members and perform such duties with dedication and professionalism.

**Article 96**  
**Types of contracts**

1. All jobs will be based on full-time and half-time contracts.
2. Exceptionally, the steering council may determine the possibility of contracts with other commitment volume.
3. The steering council issues special regulations for collective contracts for academic staff in accordance with the laws in force.

**Article 97**  
**The effects of the regular employment**

1. Personnel in regular employment cannot have another full-time employment contract in any other institution.
2. Personnel in regular employment, who may be engaged, elected or appointed in any other public institution, do not have the right to be elected to management bodies, but have the right to vote.

**Article 98**  
**Responsibilities and composition of the academic staff**

1. The academic staff has the responsibilities, which are determined by the contract and other supporting acts for the staff's duties, as follows:
  - 1.1 Teaching;
  - 1.2 Scientific research;
  - 1.3 Services to the development of the institution such as functions in commissions, working groups, mentoring and project management;
  - 1.4 Community service through college.
2. The system of assessment and management of academic staff performance and academic advancement should reflect the tasks above.
3. The academic staff consists of:
  - 3.1 Regular professors;
  - 3.2 Associate professors;
  - 3.3 Assistant professors;
  - 3.4 Lecturers
  - 3.5 Assistants;
  - 3.6 Visiting professors;
  - 3.7 Visiting researchers and scholars;
  - 3.8 Adjunct professors and assistants.
4. The official abbreviations for academic staff are:
  - 4.1 Regular professor – Prof.;
  - 4.2 Associate Professor - Prof. assoc.;
  - 4.3 Assistant Professor - Prof. asst.;
  - 4.4 Lecturer;

4.5 College Assistant – Asst.;

4.6 Researcher.

5. In accordance with the provisions of this statute, the academic council issues follow-up regulations for the process of academic advancement and re-election.

#### **Article 99**

##### **Appointment of academic staff**

1. The academic staff is appointed by the rector according to the decision of the academic council.
2. Appointment procedures will be done in a transparent manner.
3. All appointments are made after the evaluation committee, formed by the academic council, examines the application documentation. The evaluation committee evaluates the candidates, who are considered to have fulfilled the conditions for the offered position.
4. The evaluation committee reports to the council that formed it within a certain period.
5. No one can be a member of the evaluation committee if they are the spouse, partner or member of the immediate family of the candidate to be appointed.

#### **Article 100**

##### **Program for Diaspora Professors (brain gain)**

1. Diaspora academic staff who are in regular employment at a college in Europe have the right to transfer to the college without being subject to public tender procedures.
2. The rector after receiving the permission of the steering council (for the budget part) can announce; a competition for a professor or researcher from the diaspora with special terms of engagement which will be regulated by a regulation of the academic council.

#### **Article 101**

##### **General conditions for appointment and promotion**

1. Academic titles are awarded in accordance with the provisions of this statute and in accordance with the Law on Higher Education.
2. The conditions for the appointment and promotion to any title of the academic staff are regulated by the academic promotion regulation of IBC-M.

#### **Article 102**

##### **Principles of the appointment and promotion process**

1. The appointment and promotion of academic staff will be done in accordance with the provisions of this statute and based on merit and transparency. The procedure for the appointment and promotion of academic staff will be based on the principle of prohibition of conflict of interest, prohibition of incompatibility with the function and respect for integrity in academic and reasoned decision-making.

2. Academic titles previously obtained at IBCM will automatically transfer to the IBC-M public college.
3. The College retains the right to recognize academic titles obtained in other licensed and accredited institutions of higher education in Kosovo, which did not contradict the criteria of the IBC-M regulation.

### **Article 103**

#### **Removal of title**

1. The academic council, with reason and strong arguments and with the recommendation of the Ethics Council, can remove the title from the holder.
2. Reason and strong argument contains:
  - 2.1 Forgery or cheating during assessment or examination;
  - 2.2 Plagiarism or copyright infringement in the preparation of the diploma or other written work;
  - 2.3 Other unethical practice.
3. Failure to meet the criteria for re-election or maintenance of the title means return to the previous title.

### **Article 104**

#### **Code of Ethics and Council of Ethics**

1. The steering council, with the proposal of the academic council, issues the regulation of the code of ethics of the college. The code of ethics contains clear rules for the prohibition of inappropriate and unauthorized behavior for academic staff, students and other staff members, and the sanctions that are imposed on entities that consume such violations.
2. The scope of the ethical code will respect the principle of personal integrity, academic integrity, copyright, honesty in scientific research, transparency and protection of the rights of others.
3. The code of ethics also defines the specific structure and powers of the Council of Ethics, which is a body that adjudicates allegations of ethical violations.
4. The Ethics Council consists of distinguished members of the college.
5. The code of ethics will provide for sanctions for ethical violations, including the possibility of removing the titles and dismissal of academic staff and the expulsion of sanctioned students. The list of sanctions provided for in the code of ethics must be clear, proportionate to the goal to be achieved, applicable and such that it achieves the goal of properly addressing the responsibility of the addressee. In such a case, the decision of the council must be confirmed by the academic council in order to have legal effect.

### **Article 105**

#### **Rules for disciplinary responsibility, removal of titles, suspension and termination of employment**

1. The disciplinary responsibilities of college employees and the measures to be taken are determined by the regulations issued by the steering council.
2. The procedures and conditions for the removal of titles, suspension or termination of employment of the staff are determined by special regulations issued by the steering council after consulting with the academic council.

### **Article 106**

#### **Titles of honor, awards and recognitions of the college**

1. The college awarded titles of honor to deserving persons.
2. The academic council will issue special regulations for the decision-making process and procedure in the selection of winners of titles of honors, awards for distinguished students and acknowledgments.

### **Article 107**

#### **The title "Honorary Doctor" (*Doctor Honoris Causa*)**

1. The title "Honorary Doctor" ("Doctor Honoris Causa") is awarded to:
  - 1.1 Great achievements in the field of science and art;
  - 1.2 Significant contribution to the development of human relations in the support and consolidation of peace;
  - 1.3 Significant contribution to the development of the college, science, art and culture.

### **Article 108**

#### **Title "Honorary Member of the College"**

1. The title "Honorary Member of the College" is awarded to:
  - 1.1 Continuous support for the college;
  - 1.2 Significant budgetary or financial contribution to the development of the college.

## **VI. STUDENT COUNCIL**

### **Article 109**

#### **The rights of organization and association of students**

1. Students have the right to form professional associations for any purpose in accordance with the regulations in force.
2. Students have the right to peaceful assembly.
3. Students have the right to establish student organizations, to which all students can belong.

4. Each student organization has its own statute that is approved by its members in accordance with the general regulations issued by the steering council. The statute will include the principles of equal opportunities and non-discrimination.

#### **Article 110**

##### **Forms of representation of students' interests**

1. Formally, students' interests will be represented within the college through:
2. Student council.
3. Student council members will be elected in accordance with the applicable election procedures.
4. The details of the election procedure will be determined by special regulations issued by the steering council in consultation with the student council.

#### **Article 111**

##### **Budget for the Student Council**

1. The steering council allocates an appropriate annual budget for the activity of the student council with a reasoned proposal of the student council.

#### **Article 112**

##### **Student Council**

1. The Student Council is the highest body of student representation.
2. The total number of members of the student council is 7.
3. The president of the student council is elected by the vote of the majority of the members of the student representative council.
4. The steering council issues the work regulations for the student council.

### **VII. INTERNATIONAL COOPERATION**

#### **Article 113**

1. The college develops international cooperation, which includes: the organization of dual and joint studies, participation in projects, cooperation with colleges, national and other academies, the business community, public and private institutes and centers and other subjects for the purpose of advancement of the activity of higher education, scientific and professional.
2. Contracts for dual or joint programs are signed by the rector and coordinated by the office for international relations and the deans of the relevant study programs.
3. The college may sign two or more cooperation agreements for dual programs with different universities, and student registration and program selection may be optional.

4. The college can engage academic staff from the diaspora for short periods of time from one week to 9 months for positions such as visiting professors, researchers, post-doctorates and scientific projects.

## **VIII. PLANNING, FINANCIAL MANAGEMENT AND REPORTING**

### **Article 114**

#### **Financial management process in college and academic unit**

1. The Ministry of Finance provides adequate funding for the college to fulfill its obligations and responsibilities arising from the provisions of this statute.

### **Article 115**

#### **Sources of budget revenues**

1. The college, in accordance with the provisions of this statute, has the right to receive funds from the following sources:
  - 1.1 Allocations from the Ministry of Finance, for teaching, scientific research and artistic work of general interest based on the approved budget;
  - 1.2 Tuition fees and other payments paid by students;
  - 1.3 Payments for commercial services and other services;
  - 1.4 Donations, gifts and aids;
  - 1.5 Contracts with local, international, public and private bodies, for teaching, scientific research, artistic work and consulting or expertise.

### **Article 116**

#### **Concluding contracts and investing funds**

1. The college is free to contract for any purpose related to higher education, scientific research or artistic work. The College may invest funds, other than public ones, in any enterprise that has educational, research-scientific or artistic purposes if:
  - 1.1 Contracts that impose obligations on the property of public assets are in accordance with the law in force and have the consent of the ministry covering education and the ministry responsible for finance;
  - 1.2 Public funds are not put at risk.

### **Article 117**

#### **The right to use land, buildings, assets and equipment**

From the institutions of the Republic of Kosovo (hereinafter the public institutions), as long as the conditions defined by the Law on Higher Education of Kosovo are met, the college is given the right to use social and public land, buildings, public assets and equipment to served the public interest.

**Article 118**  
**Annual budget report**

1. The spent budget will be reported no later than January 31 of the following year.
2. Budget reports will be prepared based on the standards set by the Ministry of Finance - Treasury.
3. The Department of Budget and Finance of the College will prepare the annual report on the expenditure of the budget based on the legal provisions in force.

**Article 119**  
**Student tuition**

1. Student tuitions are made for specific services provided by the college during the course of study.
2. Annual student tuitions are comprehensive in accordance with the special regulations of the ministry and constitute all services provided during the regular course of studies, in accordance with the provisions of this statute.
3. Student tuition fees apply to basic studies – Bachelor's, Master's and Phd studies.
4. The steering council issues detailed regulations for the type and amount of student payment that will be in accordance with the relevant regulations issued by the ministry.

**Article 120**  
**Annual report**

1. The managing authority, which has been granted the authorization, has the duty to submit to the rector the detailed annual report regarding all aspects of the relevant management, including:
  - 1.1 Contracts and agreements;
  - 1.2 General use of resources;
  - 1.3 Account and budget flow;
  - 1.4 Employment of special personnel;
  - 1.5 Use of equipment and buildings;
  - 1.6 Fulfillment of project objectives.
2. The managing authority is responsible for submitting such a report even for the shortest period, at the request of the rector.
3. In case of misuse of the authorization, the rector has the right to suspend the authorization until a final decision is taken by the steering council of the college.

**Article 121**  
**Industrial and advisory board**

1. The industrial and advisory board is established by the Academic Council of IBC-M at the proposal of the Rector.



2. The character of the Industrial and Advisory Board (hereinafter the Board) is an advisory structure without executive competence and is based on the good will of the members, as well as on the dedication of IBC-M for raising the quality of higher education in its field of activity.
3. The board consists of representatives of enterprises and institutions, with which IBC-M has signed professional cooperation agreements.
4. After the constitution of the Board and the election of the Chairman, other members can join the Board, who sign cooperation agreements with IBC-M.

**Article 122**  
**Board members**

1. The members of the Board are representatives of the labor market, who are decision-makers in private or public companies, as well as representatives of governmental and non-governmental authorities, relevant to the field of activity of IBC-M.
2. Ex-officio members of the Board are the Rector (with voting rights), Vice-Rectors and Deans of academic units (without voting rights), as well as a representative from the IBC-M administration (without voting rights).
3. The Rector prepares the constitutive meeting of the Board, compiles the materials according to the agenda and undertakes other activities for the smooth progress of the work of the Board.

**Article 123**  
**Board bodies**

1. The Board elects the Chairman from among the representatives of the labor market, with whom IBC-M has a cooperation agreement. The Chairman of the Board leads the meetings and ensures that the information about the meetings is distributed to all its members, as well as other interested parties.
2. The board also elects vice-presidents from among the respective industries (three (3) vice-presidents, who must be from the fields of study of the respective faculties).
3. These vice-presidents, together with the Chairman of the Board, lead the meetings with the members of the respective industries.
4. The functioning and scope of the Board is regulated, by special regulations, issued by the Academic Council/Senate of IBC-M.

**IX. TRANSITIONAL, FINAL AND REPEALING PROVISIONS**

**Article 124**  
**Transitional provisions**

1. The provisional statute is proposed by the founding council of IBC-M.
2. All decisions, regulations and other acts issued by the Supervisory Board and the General Director of IBC-M continue to be implemented, until the issuance of acts harmonized with the provisions of this Statute.

3. Within a maximum of one (1) year from the entry into force of this Statute, the general elections of IBC-M will be held in accordance with the provisions of this Statute.
4. The assets of (1) "International Business College Mitrovica", established by the international Spark Foundation in 2010; as well as (2) "International Business College Mitrovica (IBC-M)" established as a local foundation in 2018; will be transferred as a donation to the Public International Business College in Mitrovica (IBCM).
5. After the donation of assets in the form of a donation from the IBC-M foundation to the International Public Business College in Mitrovica (IBCM), the foundation will be transformed into an Institute for Research and Innovation which will be an integral part of the International Public Business College (IBC-M).

#### **Article 125**

##### **Study programs in force as well as the transfer of academic promotions to IBC-M**

1. All study programs, which are being implemented at the time of entry into force of this Statute, are considered approved in accordance with the decisions on their accreditation issued by the Kosovo Agency for Accreditation (KAA) and the Ministry of Education, Science, Technology and Innovation-MESTI.
2. All academic calls received earlier under the IBCM foundation as a higher education institution will be transferred to the IBC-M public college.

#### **Article 126**

##### **Personnel contracts**

1. All full time and part time academic staff contracts will continue under the same conditions until the date specified in the contract. Extension of contracts is done in accordance with this Statute.
2. All appointment acts and contracts of non-academic personnel continue with the same conditions in accordance with the legislation in force.

#### **Article 127**

##### **Final provisions**

1. The IBCM College will harmonize the existing acts and regulations in accordance with this Statute, after this Statute enters into force.
2. Until the issuance of acts as in point one of this article, regulations and other acts in force will be applied, except in cases where they are in conflict with this Statute and the Law on Higher Education.

#### **Article 128**

### **Repealing provision**

1. With the entry into force of this statute, the provisions of the Statute of the IBC-M foundation (as a higher education institution), all regulations and decisions that are in conflict with this Statute cease to be valid.
2. In case of any ambiguity in this Statute, at the request of the Founding Council, MESTI provides clarification through a bylaw.

### **Article 129**

#### **Approval**

The statute is proposed to the Minister of Education, Science, Technology and Innovation for approval.

### **Article 130**

#### **Entry into force**

1. The statute enters into force on the day it is signed by the Minister of Education, Science, Technology and Innovation.

Approved on \_\_\_\_\_

Arbërie Nagavci

\_\_\_\_\_  
Minister of Education, Science, Technology and Innovation