



KOLEGJI DARDANIA

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STATUTE of Dardania College

Prishtina, September 2021

INTRODUCTION

The Statute is based on:

- Law no. 04/L - 037 on Higher Education in the Republic of Kosovo ("Official Gazette of the Republic of Kosovo", No. 14/September 2011)
- Administrative Instruction no. 09/2012 of the minister of the Ministry of Education, Science and Technology for the accreditation of higher education institutions in the Republic of Kosovo, 25.05.2012
- Administrative Instruction no. 23/2012 for the degrees and diplomas of the Higher Education Holders, BAL of the dt. 22.10.2012;
- Administrative Instruction no. 25/2012 of the Minister of Education, Science and Technology for the Licensing of Private Higher Education Providers in Kosovo, 10/22/12;
- Decisions on program accreditation and licensing of the Private Holder of Higher Education in Kosovo, Dardania College, and
- The legal acts and sub-legal acts that are in force regulate the scope of the Higher Education Holders in the Republic of Kosovo.

The Senate of the College in its meeting held on 10.09.2021, adopted this:

**Statute
of
“DARDANIA” College**

GENERAL PROVISIONS

Article 1

1. The DARDANIA College (hereinafter referred to as the College) is a higher education institution with a teaching and scientific character. It was established in accordance with the Law on Higher Education in Kosovo and in accordance with other legislation in force and licensed by MEST, no. of license 898/02 - 1st of dt. 01.12.2004.
2. Its purpose is to:
 - 2.1 To develop teaching and research
 - 2.2 Be open to everyone on the basis of equality and merit without ethnic discrimination
 - 2.3 To play a leading role in Kosovo's educational, scientific, cultural, social and economic development
 - 2.4 To develop its programs as international and European oriented
 - 2.5 Assist the process of raising civic democracy

Article 2

The Statute of the College, in accordance with the Law on Higher Education in the Republic of Kosovo and other bylaws, regulates the mission, organization, management, manner of election of the College bodies, studies development, the status of academic, administrative and student staff, study programs, the issue of institutional discipline, and other important issues for the College.

Article 3

College staff and students have the right to the following:

- 1 Freedom in the field of association and expression regarding the structures guaranteed by this Statute and the College's rules of organization and collection
- 2 The right not to be directly or indirectly discriminated against gender, race, sexual orientation, marital status, color, language, religion, political beliefs or other beliefs, cooperation with the national community, property, birth status or any other status - protection of personnel from any kind of discrimination

Article 4

According to the provisions of the Law on Higher Education in the Republic of Kosovo, the College is a legal person with all his rights including:

- 1 The right to sue and be sued
- 2 The right to use the flag, emblems, stamps and similar
- 3 With the authorization of the Council to prohibit the use of his name by other persons
- 4 The right to ban the presentation of any program or other unit of the College as a legal person
- 5 The right to decide on the closure or dissolution of the College in accordance with the provisions of LAL in the Republic of Kosovo
- 6 According to this Statute, the College's programs or other units will have limited authorizations

Article 5

1. Based on the Law on Higher Education in the Republic of Kosovo, the College has academic autonomy in teaching and public communication
2. The power of this academic freedom is:
 - 2.1 To plan and determine the content and structure of the academic, scientific and professional program in teaching and research
 - 2.2. Determine the methodology that it implements in the teaching process
 - 2.3 Electing Academic Staff
 - 2.4 Appoint, regulate the employment issue, and dismiss the professors, other members of the academic and administrative staff
 - 2.5 To admit students and determine the terms of their admission

- 2.6 To allocate scholarships to distinguished students
- 2.7 To give degrees and diplomas as well as to take degree and diploma by special persons for any good reason
- 2.8 Provide scientific titles and degrees of honor
- 2.9 To regulate the internal organization of the College

Article 6

6.1. Name, headquarters

- 1. The name of the College in Albanian is: Kolegji "DARDANIA" - Prishtinë;
- 2. The name of the College in English is: "DARDANIA" College in Prishtina;
- 3. The seat of the College is in Pristina, the street "Nazim Gafurri", no. 17.

Article 7

- 1. The college has its emblem, stamp
- 2. The form of the emblem shall be determined by the Council by a special decision.
- 3. The stamps have the square shape and rounded; which consist of the College logo

Article 8

The college has its anniversary. The date of this anniversary will be determined by the Council of the College with a special decision.

Article 9

- 1. All premises (buildings and courtyards) under the administration of the College, as well as any premises acquired in the future under the law, are inviolable. This inviolability means not allowing the intervention of the College of any natural or legal person (state or private), non-committal of power and law enforcement without the permission or request of the Rector or his authorized person.
- 2. An exception is the case of any serious crime and cases of natural disaster, where the intervention of the police forces can be done without the permission of the Rector.
- 3. For any violation of inviolability, the College has the right to denounce the violation and to seek the punishment of offenders in accordance with the legal provisions.

ORGANIZATIONAL STRUCTURE

Article 10

The organizational structure of the College consists of:

- a) Academic Units
- b) Organizational units

Article 11

Academic units of the College are the accredited programs:

- a) Business Administration and Economics (BA and MA);
- b) Political Science and Public Administration (BA and MA);
- c) Law (LLB);
- d) English Language and American Studies (BA);
- e) Applied Psychology and Managerial Studies (BA)
- f) Social Care and Welfare (BA)

Article 12

1. Under the provisions of this Statute relating to the organization, academic units have the same status.
2. The academic unit bears the emblem and name of Dardania College in the documentation issued to the parties.

Article 13

Upon the proposal of the Senate of the College and after the consent of the founder, the Council of the College shall make a decision to amend and supplement the programs existing and new programs proposed by the Dardania college senate.

Article 14

Depending on the size (number of academic staff, the number of professors, the academic field and the percentage of permanent staff), the programs must meet international standards according to the Bologna system, in order to ensure sustainable development and professional activity in relevant areas for a long-term period.

Article 15

Academic units are responsible:

- a) The academic units of the college have the right to establish special study programs within the Bologna framework (bachelor-master-doctorate) and to proceed to the Senate of the college to approve proposals for:
- b) Bilateral study programs;
- c) Interdisciplinary study programs;
- d) Joint study programs;
- e) On academic issues related to the subjects that are taught in programs and to propose to the College Senate their suggestions for the establishment of new study programs;
- f) To organize the teaching, examinations and students' assessment;
- g) To develop scientific research or artistic creation according to international standards;
- h) On the issue of human resources on the basis of the provisions of this Statute;
- i) To use the means correctly and efficiently as foreseen in this Statute;
- j) Ensure quality, evaluation and reporting issues, as foreseen by this Statute.

Dean

Article 16

1. Academic units are led by the Dean of the program who is elected by an absolute majority of votes by the Senate for a period of 3 years from the ranks of full professors (prof. Dr), associate professors or assistant professors who teach in the respective program rightly re-election for another term;
2. In special cases and for a certain time, the academic unit may be headed by the Acting Dean, who is proposed by the Rector from the ranks of professors, respectively lecturers of the respective Program and is appointed by the Senate of the College;
3. Candidates for the post of Dean of academic units must possess organizational skills and leadership experience.

Article 17

1. The mandate of the Dean of the program may end prematurely in case of:
 1. Resignation

2. Dismissal
3. Health Reasons
4. Conviction for criminal cases
5. Death

2. The procedure for Dean's dismissal can be initiated by the:

- 2.1 The Steering Council
- 2.2 Senate
- 2.3. Rector and
- 2.4. Teaching Council of the respective program.

3. The procedure for dismissal of the Dean of the academic unit is determined by the act issued by the Senate of the College.

Article 18

1. The Dean of the academic unit reports to the Rector.

2. The duties of the Dean are:

- 2.1 To provide academic guidance in the relevant fields for the development of teaching, scientific and artistic work of the academic unit;
- 2.2 To take the necessary measures for the implementation of the decisions and tasks assigned by the Senate;
- 2.3 To provide sufficient information regarding the provision of tools and results in teaching, scientific research and artistic activity for the Rector and the Senate according to the provisions of this Statute;
- 2.4 To represent the academic unit in the Senate;
- 2.5 To give suggestions to the Rector and the Senate for the selection of academic staff in certain subjects of the academic unit;
- 2.6. Signs graduation diplomas and certificates of attendance
courses established at the academic unit, without having the right to delegate its signature to other persons.

2.7 Decides on the exclusion of students from the program consisting of the academic units of the College;

2.8. The Dean is accountable to the Senate and the Steering Council for his work.

2.9 To perform the other duties of responsibility provided by this Statute.

ACADEMIC AND SCIENTIFIC COUNCILS

Article 19

Within the programs, the Academic-Scientific Councils are established as collegial bodies. With the Teaching-Scientific Councils run the Program Deans.

Article 20

The Academic and Scientific Councils (hereinafter referred to as the Council) consist of 5 members:

1. Dean
2. Three members selected by the academic staff of the program and
3. A student representative

On the occasion of organizing the election of deans, the candidates for the Teaching-Scientific Council are also voted. The student representative is voted by the Student Councils when organizing student elections.

Article 21

The Council is constituted at the beginning of each academic year; on the of processes of the teacher enrollment and the determination of their status.

Article 22

The Council has a decisive and advisory role.

Article 23

The Council carries out work in the following areas:

1. Proposes the candidate for Dean of academic units;

- 2 Forms professional commissions within the members of the Council commissions for student evaluation, commissions for textbook evaluation, commissions for drafting action plans, etc.);
- 3 Analyzes the reports of the review committees and after their approval proposes to the Dean the candidates for election, re-election or promotion of the academic staff;
- 4 Forms councils or working groups to which, in cooperation with other management bodies, assigns certain tasks;
- 5 Appoints the commission for the evaluation and elaboration of the master thesis, which proposes to the scientific teaching council, the approval.
- 6 Examines the annual report of the Dean;
- 7 Review existing plans according to the accreditation deadline, based on quality assurance policies, propose changes and additions made by bodies (expert groups, employers' representatives, stakeholders, graduate student representatives, representatives of non-governmental organizations (stakeholders) etc.,).
- 8 Provides instructions to the College and its units on how to implement the curriculum;
- 9 Performs other tasks in the interest of the academic unit.

Organizational units

Article 24

Organizational units operate within the College by providing support services for educational, research and scientific work as well as administrative services for academic units as provided for by law and this Statute.

Article 25

1 Within the College, the following units function:

1.1 Library of the College

1.2 College Computer Network Center

2 Other organizational units may be formed with a special decision.

Article 26

The organizational units are led by their Head.

Article 27

The head of the organizational unit is appointed by the Rector based on an open recruitment process. The head of the organizational unit reports to the Rector and the Steering Council.

Article 28

The head of the organizational unit has the following tasks:

- 1 Ensure efficient management of the organizational unit and fulfillment of the mission
- 2 Taking care of the efficient, economical and effective use of the unit
- 3 Submit regular reports to the Steering Committee, the Senate and the Rector
- 4 Suggest the Rector and the Senate for the appointment of unit staff members
- 5 To carry out other duties of responsibility foreseen by this Statute

Center for Scientific Research

Article 29

1. The Center within the College conducts research - scientific, training of new staff and students for research and research, compiles research projects and proposes them for application and implementation in order to:

1. Development of scientific research work,
2. Involvement of students in scientific research,
3. Continuation of scientific-professional development,
4. Establishment of an international network of researchers,
5. Preparation and presentation of research and scientific projects for the benefit of science and society.

Scientific research is conducted in two ways:

- 6 From basic research without immediate practical use, and
- 7 From applied searches that are closely related to public needs and interest

Scientific research is carried out under these basic conditions:

- 8 Through funds provided by the College
- 9 Through private funds from individual local and international (donor) contractors

Article 30

- 1 The College is obliged to provide appropriate conditions for scientific research and to enable academic staff to achieve competitive results at national and international level
- 2 Compensation is made by the benefit of the project and the research conducted by the Center
- 3 Organization, assignment of officials, description and their responsibilities in the Center shall be regulated by a special regulation

MANAGEMENT BODIES OF THE COLLEGE

Article 31

- 31.1 The principal bodies of the College are the Steering Council and the Senate. The Steering Council may exercise its power under this Statute and establish other bodies, committees and committees with specific tasks, and suspend them
- 31.2 All management bodies of the College shall exercise their activity on the principle of voting by majority vote unless otherwise provided in this Statute

The Steering Council of the College

Article 32

1. The Steering Council of the College (hereinafter "The Steering Council") is the main management body of the College.
2. The Council consists of 5 members with the right to vote, and they are:
 - 2.1. 2 members elected by the founder of the College;
 - 2.1. 2 members elected by the Senate with the right to vote from the academic staff of the College;
 - 2.1.3 The founder is a permanent member of the Steering Council.
3. The Rector and the Secretary are ex-officio members of the Council without the right to vote.
4. The Vice Rector can participate only if convened by the steering council.
5. The student representative may participate in the meeting of the Steering Council, without the right to vote, when dealing with issues related to students.

Article 33

1. The Chairman of the Steering Council is elected by a majority of votes from among the elected members of the Council. The chairperson has the deputy chairperson;
2. The mandate of the members of the Council lasts four (4) years with the possibility of extension for another term;
3. An absolute majority is required to hold Council meetings;
4. Decisions of the Council are taken by a majority of votes (majority of all members).
5. In case the number of votes is equal, the vote of the chairperson is decisive.

Article 34

In accordance to this Statute and the Law on Higher Education in the Republic of Kosovo, the Steering Council is responsible for:

1. Issuance of the Regulation on the Internal Organization of the College
2. Approve the new Programs, strategic plan and mission of the College, including the programs of the Center for Scientific Research, on the proposal of the Senate or in special cases, consult with international experts and oversee the activity of the College;
3. The adoption of new programs, strategic plan and mission of the College, including the programs of the Center for Scientific Research, on the proposal of the Senate or on special occasions, to consult with international experts and to supervise the activity of the College
4. Establish procedures for ensuring academic quality, including the appointment of a commission for evaluating and approving the manual for evaluation of work
5. Efficient use of resources, College capacities and property preservation
6. Decide on the establishment, termination and amendment of the internal structure after consultation with the Senate, unless otherwise provided in this Statute, and to decide on the opening and closing of its units in Kosovo centers according to the required dynamics
7. Decide on the overall organizational structure, according to the Senate proposal
8. Proposes to the founder of the College amendments, financial policy changes
9. To elect the Rector and Vice Rector on the Senate proposal
10. Proposes to the founder of the College the need for investment and purchase of equipment
11. Once a year, but also without spending a year, he may ask the finance service officer to be informed about the financial reports, the problems presented and the way they are solved;

12. To give consent for staff recruitment
13. Compiles the Steering Council Procedure
14. Decide on the announcement of the competition for admission of academic and non-academic staff
15. To propose to the founder of the College the amount of payment for student enrollment and tuition
16. Decide on awarding scholarships for distinguished students
17. Propose to the founder changes to the cost of service
18. Decide on the use of the tools in efficient and effective manner
19. Keeps evidence of College employees and inventory
20. Compiles Disciplinary Procedures and Measures at the College
21. Establish commissions, in accordance with the Statute of the College, committees which will deal with specific issues from its scope
22. Decide on the shape and content of the emblem, seal, flag and other symbols
23. Also perform other work in accordance with the Law and this Statute

Article 35

Council meetings are prepared by the Chairperson with the support of the Secretary of the College.

Article 36

The Steering Council will work on the basis of the Council Regulation prepared and approved by the Council itself.

Senate

Article 37

1. The Senate is the highest professional body of the College. He decides on all relevant matters of the College in the field of teaching, scientific and artistic research
2. The Senate, as the highest academic body, consists of:
 - 2.1 Rector
 - 2.2 Vice-Rector
 - 2.3 Program Deans
 - 2.4 A member selected by the academic staff of each program

2.5 A member of the technical - administrative staff

2.6 A student representative

3. The Senate, on the proposal of the Rector, approves the appointment of the Acting Dean for permanent reasons and for a definite period of time.

4. The Senate upon the proposal of the Rector approves the Central Commission for Quality Assurance and Evaluation.

5. The Central Commission for Quality Assurance and Evaluation consists of:

- Vice Rector for Teaching (ex officio);
- Officer from the Quality Assurance Office;
- Up to five representatives of the academic staff from the academic units;
- A student representative;
- Interested parties.

6. The Secretary of the College is a permanent member of the Senate without the right to vote.

Article 38

The Senate is chaired by the Rector. In the absence of the Rector, with the authorization of the Rector, the Senate may be chaired by the Vice-Rector, respectively one of the members of the Senate. On the proposal of the Rector, any of the professors who are members of the Senate can be appointed chair.

Article 39

Depending on the general responsibilities of the Steering Council and the responsibilities of the Rector, the Senate has the power to:

- 1.1. General strategic issues related to research, studies, teaching and courses at the College;
- 1.2. Compilation of the strategy for the academic development of the College;
- 1.3. Approval of the Statute, on the proposal of the Steering Council;
- 1.4. Reviewed the proposals of the Scientific Teaching Councils for the selection, re-election or promotion of new teachers and collaborators;
- 1.5. Determined for the teaching, scientific research and artistic activity of the College;
- 1.6. Define student admission criteria;

- 1.7. Ensure the quality and procedure of awarding qualifications;
- 1.8. Proposed the shape and content of the coat of arms, square seal and round seal;
- 1.9. Approved the Regulation on the procedure for reviewing measures against students;
- 1.10. Examine issues of protection of staff and student rights;
- 1.11. Approved curricula according to the proposal of academic units;
- 1.12. To decide on the proposals of the Rector of the College for the members of the commissions;
- 1.13. Perform other tasks specified in this Statute.

Article 40

- 1 The Senate issues its rules of procedure and approves the same in the constitutive meeting
- 2 The Rector shall determine the procedures for the meetings of the Senate and its committees

Article 41

- 1 The Senate may form temporary committees or committees to advise it on various aspects of its work
- 2 The members of the commission are proposed by the Rector of the College and approved by the Scientific-Scientific Council. Decisions make commissions by majority vote.

Rector of the College

Article 42

1. The Rector is the academic and administrative director responsible for the College.
2. The Rector shall be accountable to the Steering Council of the College for academic work of the College within its obligations.
3. The Rector is assisted by the Vice-Rector and the Secretary of the College.

Article 43

The Rector is responsible for the well-being of the College and its management within the policy established by the Council of Ministers. He will have the necessary powers to carry out his duties.

Article 44

The Rector of the College has the following duties:

- To present to the Governing Council the proposals, recommendations and opinions of the Senate, in particular concerning the educational character and mission of the College;
- To act on behalf of the College and to represent it;
- To organize, direct and manage the College;
- To chair the Senate;
- To direct and develop all teaching - educational and scientific - artistic work in the College for the preparation of senior specialists;
- Ensure efficient, economical and useful use of the College's funds;
- Organize admission competitions for new students at the College and chair the admissions committee;
- Implement the decisions of the Steering Council;
- To propose to the Steering Council;
- In special cases and for permanent reasons and for a certain time to propose to the Senate the Acting Dean of the academic unit;
- To appoint teaching support staff - scientific, administrative and technical;
- To sign the contracts of the teaching-scientific support staff and the contracts for activation of the external teaching-scientific staff;
- Announce the winners of admission competitions;
- To perform all other duties on behalf of the College, as defined by this Statute and other regulations in force.

-The Rector may establish temporary advisory committees to prepare the work assigned to him by his/her scope.

- The Rector receives support by the vice-rector

Article 45

- a) The Rector is elected by the Board of Directors from the ranks of full professors, associate professors or assistant professors.
- b) The Rector is elected by a majority vote of the total number of members. In case the candidates proposed in the first round of voting do not get the necessary votes, then the two candidates with the largest number of votes pass to
- c) the second round of voting, where the candidate who receives the largest number of votes is elected.
- d) Before the election, the candidates for dean present to the Senate their programs for the development of the College.

Article 46

- The Rector and the Vice-Rector shall be appointed for a period of three years with the option of re-election.
- Rector candidates must be individuals with relevant academic qualifications and have leadership skills.

Article 47

Rector's mandate may end prematurely in case of:

- Resignation
- Dismissal
- Health Reasons
- Penalty for a criminal offense
- Death

Article 48

- The decision to dismiss the Rector shall be taken by the Steering Council by a majority vote of the total number of members of the Council.
- Written initiative for dismissal of the Rector may be submitted by at least 1/3 of the members of the Senate.

Vice Rectors

Article 49

The college has a Vice-Rector for academic matters.

Article 50

- The duties and responsibilities of the Vice-Rector shall be determined by the Rector in accordance with the provisions of this Statute
- The Vice-Rector shall carry out his duties and responsibilities within the area he/she directs and in accordance with the Rector's instructions and the Statute provisions
- The Vice-Rector for his work answers the Rector

Article 51

The mandate of the Vice-Rector may terminate prematurely as in the following cases:

- Resignation
- Dismissal
- Health Reasons
- Penalty for a criminal offense
- Death
- The mandate of the Vice-Rector shall terminate upon the termination of the Rector's mandate, unless the Steering Council decides otherwise
- The procedure for dismissal of the Vice Rector is similar to that of dismissal of the Rector

Human Resources Coordinator

Article 52

1. The duties and responsibilities of the Coordinator shall be determined by the Steering Council
2. The Coordinator's responsibilities are:
 - Announcement of recruitment of academic and non-academic staff
 - Proposal to the Steering Council for the admission of candidates

- Evidence of employment contracts
 - Employee records
 - Evidence employees' leaves
 - Training Needs Analysis – conduct and result presentation
 - And other duties assigned by the Rector and the Council of the College
3. The Coordinator for Human Resources with the proposal of the Rector and on the basis of recruitment shall be selected by the Steering Council
4. The Coordinator's candidate must have superior academic background and one year of work experience

Secretary of the College

Article 53

- The Secretary is the highest judicial and administrative official of the College, and reports to the Rector and the Steering Council of the College.
- Ensures efficient legal and economic management at all levels of the College
- It is elected by the Steering Council with the majority of the votes of the members present, according to the proposal of the Rector and based on the open recruitment
- Applicants applying for the post of Secretary of the College must have a university degree and one year of relevant work experience.

Article 54

The duties and responsibilities of the Secretary of the College are:

- It is the highest administration official
- It is the official responsible for the legal and administrative work of the College;
- It is responsible for keeping regular records of recruitment process, enrolled students at the College, graduates, property, providing opinions and preparing the College's general acts
- Performs other work foreseen by this Statute and Law

Academic and Non-Academic Staff

Article 55

All job-positions at the College are based on full-time and part-time contracts.

Academic staff - titles and procedures for selecting academic staff

Article 56

The academic, artistic, and professional activity of the College shall be carried out by academic staff whose qualification is determined by selection in scientific and teaching titles and in titles of associates

Academic staff in accordance to the Bologna system and the Law on Higher Education of the Republic of Kosovo shall be composed of:

1. The regular professors
2. Associated Professors
3. Assistant professors
4. Lecturers
5. Assistants,
6. Young assistants

Academic Titles are regulated by a special regulation.

Article 57

1. The selection of academic staff is done in a transparent manner based on the public competition.
2. Based on the proposals of the programs of the academic units, the Steering Council announces the competition for the election of the academic staff, during the academic year.
3. Call for application lasts 15 days.

Article 58

For the title of full professor of the academic unit the candidate must have the following qualifications:

- 1.1. Have the degree of Doctor of Science (equivalent to the Faculty of Arts);
- 1.2. Demonstrate high level and academic competence and scientific experience for the subject proven by:

- 1.2.1. a significant number of monographs, textbooks, publications in international scientific or artistic journals with at least 5 main works published in international scientific or artistic journals, as first author or correspondent;
 - 1.2.2. active participation in national and international conferences;
 - 1.2.3. Well-known artistic creations or works or have had public presentations and contributed when the case of the Faculty of Arts; in particular it must have contributed to the development of culture and art;
 - 1.2.4. long-term experience in basic and applicable research projects;
 - 1.2.5 Higher educational and pedagogical skills through reasonable practice;
 - 1.2.6. skills for academic leadership;
 - 1.2.7. leadership of master and doctoral topics.
2. All appointments for titles as well as the duration of employment are made for an indefinite period.

Article 59

1. For the title of associate professor, the candidate must meet the following conditions:
 - 1.1. Have the degree of Doctor of Science (equivalent to the Faculty of Arts);
 - 1.2. Have a selected number of monographs, publications in international scientific or artistic journals, with at least 3 main works published in international journals, as first author or correspondent;
 - 1.3. To have created real artistic works or to have had public presentations, when the case is for the Faculty of Arts;
 - 1.4. Demonstrate teaching skills;
 - 1.5. To prove work, knowledge and mastery in the subject of the respective field.
2. All appointments for titles as well as the duration of employment is for 4 years.

Article 60

1. For the title of assistant professor, the candidate must meet the following conditions:
 - 1.1. To have the degree of doctor of science, (In the faculty of Arts equivalent to it);

- 1.2. Have a selected number of monographs and publications reviewed in international scientific or artistic journals with at least one major work published and reviewed in international journals, as first author or correspondent;
- 1.3. To have created artistic works or to have had public presentations, when it comes to the Faculty of Arts;
- 1.4. Demonstrate teaching skills.
- 1.5. Have at least three years of work experience in the teaching process in Higher Education.
- 1.6. The candidate who is elected for the first time, must not be older than 50 years.
2. All appointments for titles as well as the duration of employment is for 4 years.

Article 61

1. For the title of lecturer the candidate must meet the following conditions:
 - 1.1. Have a master's degree or MA (sc), (In the Faculty of Arts equivalent);
 - 1.2. Have works published in international scientific or artistic journals among which at least one work meets the optimal criteria of scientific work, published in international journals, as a first author or correspondent;
 - 1.3. To have created artistic works or to have had public presentations, when it comes to the Faculty of Arts;
 - 1.4. Demonstrate teaching skills.
 - 1.5. Have at least three years of work experience in the teaching process in Higher Education.
 - 1.6. The candidate who is elected for the first time, must not be older than 50 years.
2. All appointments for titles as well as the duration of employment is for 4 years.

Article 62

1. For the title of university college assistant, the candidate must meet the following conditions:
 - 1.1. To have successfully completed Master studies in the relevant field,
 - 1.2. Be no older than 30 years when first appointed. Exceptionally, the candidate can be elected a university assistant up to the age of 40 if he/she has the degree of doctor of science.
 - 1.3. To be enrolled in doctoral studies at the University on the occasion of re-election;
 - 1.4. Have a grade point average in bachelor and master studies not less than 8, in each of these studies.

2. All appointments as well as the duration of employment lasts 3 years.
3. Assistants hold practice classes in bachelor and master studies. Exceptionally, the re-elected assistant, in the absence of a professor for the subject, may be authorized to hold limited lectures in bachelor studies with the authorization of the academic unit council and under the supervision of a teacher from the academic unit program.

Article 63

1. For the title of new assistant of college, the candidate must meet the following conditions:
 - 1.1. Have successfully completed BA studies and be enrolled in Master studies in the relevant field,
 - 1.2. Be no older than 27 years when first appointed. Exceptionally the candidate may be elected a new assistant of the college;
 - 1.3. Have an average grade in bachelor and master studies not less than 8
2. All appointments as well as the duration of employment lasts 3 years.
3. New assistants hold practice hours in bachelor studies. Exceptionally the newly assisted re-elected assistant, in the absence of the assistant, may be authorized to hold limited hours in MA studies with the authorization of the academic unit council.

Article 64

1. After the closing of the competition, announced by the Senate of the College, the Council of the academic unit forms the Commission of at least three members for the proposal for election in a certain title;
2. No one may be a member of the commission if he/she is the spouse, partner or close family member of the candidate to be elected;
3. The review committee proposes to the Council of the academic unit for one of the candidates who best meets the conditions for election;
4. The proposal from paragraph 3 of this article, when it comes to the election of full professors, associate professors and assistant professors, after discussion in the academic unit, is sent to the Senate for review and approval which makes the selection, while the Rector concludes the contract. for the period for which they were elected on the basis of legal provisions.

5. The selection of external collaborators is made by the Senate upon the proposal of the academic units, while the employment contract is concluded by the Rector based on the legal provisions in force for the period for which he has been elected.

Non-academic staff

Article 65

The non-academic staff of the College relates to personas who are engages in:

- Professional task
- Administration
- Technical work

Specific responsibilities and qualifications for each position are defined by the Regulation on job systematization which provides a detailed description of duties and obligations for each job, qualification level, performance appraisal, etc., approved by the Council, implementation which is supervised by the secretary of the organizational unit, respectively by the Secretary of Dardania College.

STUDENT AND ORGANIZATION OF STUDIES

Article 66

College student is a person enrolled in the College, who meets his academic and financial obligations in accordance with the law and the acts of the College.

Article 67

Studies can be attended by being distant from work and without being distant from work, as provided in the College Statute and its Regulations.

Enrollment at Study Programs

Article 68

Each candidate who passes the matriculation test has the right to be enrolled at the College.

Article 69

- The student has the right to enroll in the following year of study if it performs all the obligations set out in the curriculum, the Regulation on studies and other acts
- The student can enroll again in the same year of studies according to the terms defined in the Regulations on Studies, fulfilling financial obligations to the College.

Article 70

The student must complete basic academic studies within a period not exceeding twice the normal period envisaged for the studies he has enrolled, except for special cases decided by the Academic Scientific Council.

Article 71

Student loses student status:

- When completing the studies
- When it is written off
- When not enrolled in the following year or in the same year of study
- By decision by disciplinary procedure
- When not completing the studies within the pre-defined period of time
- On student death;
- In other cases determined by the College's Rules and Regulations

Students' Rights and Obligations

Article 72

Students who are admitted to the College are entitled to:

- To attend all lectures, seminars and all other teaching activities organized by their courses according to their level and to follow, other organized teaching processes
- To utilize the library environment, the Internet and other student services in the building of the bearer
- To participate in elections for student posts in the bodies of the College;
- To be part of student organizations, subject to the definition of laws and acts of the College, statute and regulations

- At the end of the academic year obtain the grade certificate
- At the completion of the studies are provided with diplomas

Article 73

Student tasks are:

- To respect College's regulations
- Show attention to the rights of staff and students
- Be attentive towards the study programs and participate in academic activities
- Regularly pay tuition fee

Article 74

Students have the right to complain about the quality of the lecture or about the College conditions. Complaints will initially be submitted to the Dean or to the responsible person

Article 75

The program council may de-register students who fail to make adequate progress in their studies on the basis of a request that may be made to the Academic Council, whose decision will be final. Regulations that elaborate this procedure will be issued by the Steering Council on the Senate proposal.

Article 76

- The Senate may temporarily or permanently remove students from the College who do not behave well. Students who are accused of inadequate behavior will be questioned by the Disciplinary Commission.
- The suspension before the interrogation may be authorized by the Rector. Dismissed students
- either temporarily or permanently by the Senate, may appeal to the Appeals Committee, which confirms or alters the decision of the Disciplinary Commission.
- The easiest disciplinary measure is public warning, and the most severe measure is the permanent exclusion from the College.
- The Regulation which foresees the measures of these procedures is issued by the Senate.

Article 77

- Students have the right to establish student organizations in which all students can adhere
- Students' interests shall be represented within the College by the following bodies:
 - College Students' Parliament
 - Student council of the academic unit.
- Student organizations have the right to propose members to the parliament students and student councils of programs based on election results every two years.

Study Levels and Enrollment Criteria

Article 78

1. Studies are defined in the framework of study programs
2. The content of study programs for teaching is defined by regulations prepared by the academic council of the respective program, and approved by the Senate.

Article 79

The college offers these types of studies:

- a) Basic studies
 - Bachelor studies
- b) Postgraduate studies
 - Master Studies
 - Doctoral studies

Article 80

The undergraduate studies last for at least three years and with this the students earn high academic degree and receive the Bachelor's degree from the relevant field of study.

Article 81

1. Postgraduate studies, depending on the number of credits, last one year (60 ECTS) respectively two years (120 ECTS) after the completion of basic studies and with this students gain higher academic preparation and receive the academic title Master (MA) from the field relevant studies.
2. Doctoral studies are the highest studies, in which can be registered the candidates who have successfully completed the master degree of the respective field and have accumulated 300 ECTS). They usually last 3 years.
3. The condition for obtaining the doctoral title is the successful completion of the doctoral exams and the successful defense of the doctoral thesis.
4. For the principles and responsibilities for the procedure of comparability of diplomas obtained in higher education institutions before the application of the Bologna system with those after the introduction of this process, the college will apply the provisions of the Administrative Instruction issued by the Minister of Education, Science and Technology.

Article 82

Conditions for admission to basic studies at the College: Every candidate who passes the Matura test, enjoys the right to continue his studies at the College as a provider of higher education in Kosovo.

Article 83

83.1 The enrollment criteria for the Master level is the completion of relevant undergraduate studies. The candidate is enrolled through an application process.

83.2 Students are admitted to PhD studies through a student recruitment process, according to the results of the undergraduate studies.

Study Programs and Plans

Article 84

Each study course shall have a detailed curriculum.

Article 85

The curriculum, upon the proposal of the Teaching Council of the academic units, is approved by the Senate of the college.

Article 86

The curriculum contains mandatory and elective courses, which are regulated in more detail by the College Regulations.

Article 87

1. When determining the curriculum, the College should take special care that the study is:
 - 1.1. Contemporary and tailored to the opportunities and interests of students;
 - 1.2. Comparable to other higher education institutions in developed countries;
 - 1.3. In accordance with international standards and those set by the Ministry.
2. Every teacher is obliged to submit the syllabus for the course he/she teaches to the Heads of the academic unit of the College and the students at the beginning of the school year.

Article 88

The heads of the academic units of the College at the beginning of each academic year make the list of teachers and collaborators for the entire academic year according to the curriculum.

Article 89

- 1 The academic year starts on October 10 of the current year and ends on October 10 of the following year.
- 2 Teaching is organized in semesters: Winter Semester from 10.10 to 25.01 and Summer Semester from 25.02 to 10.06 of the following year).

Academic Success Indicators

Article 90

Determining academic success is done through the following steps:

1. Exam;
2. Mid-term exam;
3. Seminar paper;

4. Professional practice;
5. Practical test during exercises;
6. Interpretation and presentation of artistic creativity and other works

Dardania College exams can be organized:

- a) Orally;
- b) In writing;
- c) In writing and orally.

Article 91

1. The student is evaluated periodically throughout the learning process, while the final grade is determined in the final exam by the subject teacher:

1.1. Exams are given from all subjects that the student has registered based on the subject defined by the curriculum,

1.2. The exam can be taken by the student who fulfills all the obligations defined by this Statute and other acts of the College.

2. The success achieved in the exam is public.

2.1. Student success is expressed in grades from 5 (five) to 10 (ten).

2.2. Grade 5 (five) expresses insufficient success and to keep special records.

Article 92

The exam terms are: January, April, June, September and November term.

Article 93

Exam schedule is announced at the beginning of each year for all deadlines. The deadlines are set in detail in the College's Regulations.

Academic Titles and Diplomas

Article 94

1. As per conditions for accreditation provided by law, the College provides these academic titles and diplomas:

- 1.1. Degree for Basic Bachelor Studies (BA)
- 1.2. Degree for Master's Studies - Master (MA)
- 1.3. Degree for doctoral studies (Dr. Sc).
2. The College may issue diplomas in co-operation with its partner Higher Education providers.

Article 95

The assessment for basic Bachelor studies will be done according to the European system of Credit Transfer (ECTS). Students will be able to transfer credits from the College to the other institutions in Kosovo and abroad.

Article 96

Students earned credits at accredited courses by the respective ministries will be recognized.

Article 97

Bachelor's degree is awarded after completion of basic academic studies.

Article 98

The master's degree is awarded after the successful completion of the post-graduate studies and the public defense of master's degree.

Article 99

The assessment of postgraduate studies in the Master's Thesis is done according to the European Credit Transfer System (ECTS). Students will be able to transfer credits from the College to other higher education institutions in Kosovo and abroad.

Article 100

The doctoral degree is awarded after successful completion of postgraduate studies and public defense of doctoral work.

Article 101

The number of credits and means of students' assessment is defined by College Regulations.

Article 102

- 1 The Basic Studies Programs of the College are concluded with a Bachelor Thesis (3 years of study) or the completion of the final exam for study programs (4 years of study).
- 2 The Bachelor Thesis is individually elaborated by the student show the theoretical knowledge achieved during the study period can be successfully used to solve practical problems in certain areas scientific.
- 3 The bachelor's degree can be elaborated by two or three students (research group) and the contribution of each candidate must be clearly noted.

Article 103

- 1 All postgraduate study programs of the College shall be completed by Master Thesis work in accordance with study programs.
- 2 The procedure for submitting, elaborating, defending and evaluating the master's degree program is determined by the Senate.

Article 104

- 1 The doctoral dissertation is a scientific paper that elaborates original and unique texts on one or more topics of relevant science
- 2 The procedure for filing, elaborating, defending and evaluating the doctoral dissertation is determined by the Senate.

FINANCING

Article 105

In accordance with the provisions of this Statute, the College provides financial means from the following sources:

- 1 From tuition fees and other payments made by students
- 2 From fees for commercial services and other services
- 3 From Kosovo Ministry of Education funds for teaching and scientific-artistic research of general interest
- 4 From donations, gifts and other aids

5 From the use of the College's intellectual property

6 From contracts with state, international, public or private organizations in the field of teaching, research or counseling

7. From any other source permitted by Kosovo's applicable laws.

Article 106

1. The college has a current account

2. The funds achieved from the previous article of this Statute are deposited into the current account of the College.

Article 107

The financing methodology, its conditions and financial control are defined in more detail in the College's Regulation.

Transitional Provisions

Article 108

According to the Law and this Statute, the Regulations and Decisions for the Implementation of this Statute will be drafted within 6 (six) months.

Article 109

The Statute of the College may be amended with the request of 1/3 of the members of the Steering Council or the request of the higher education bodies in the Republic of Kosovo.

Article 110

The Statute of the College is drafted in Albanian and for the needs of accreditation/re-accreditation can be translated into English. In case of any linguistic inconsistency, the original Albanian language version is considered a priority.

Article 111

This Statute is made effective upon its approval by the Ministry of Education, Science and Technology.

The Chairperson of the Senate
Prof. Dr. Gjyldane Mulla

