



# KOLEGJI DARDANIA

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Pursuant to the provisions of Article 39 of the Statute of "DARDANIA" College with residence in Prishtina, the Senate of the College, on 20 September 2021, adopted this

## REGULATION ON THE SENATE OF THE COLLEGE

### I. GENERAL PROVISIONS

#### Article 1

1. This regulation defines the organization and manner of scope of work of the Senate of "DARDANIA" College (hereinafter: the Senate).
2. The Senate is the highest professional body of the College.
3. It decides on all relevant matters of the College in the field of learning, scientific and artistic research.
4. Depending on the general responsibilities of the Steering Board and the responsibilities of the Rector, the Senate has the competence to:
  - 4.1. General strategic issues related to research, studies, teaching and courses at the College;
  - 4.2. Drafting the College's academic development strategy;
  - 4.3. Approval of the Statute, upon proposal of the Steering Board;
  - 4.4. Determined for the teaching, scientific and artistic research of the College;
  - 4.5. Establish student admission criteria;
  - 4.6. Ensure the quality and the procedure for awarding qualifications;
  - 4.7. Proposed form and content of the emblem, square and round seal;
  - 4.8. Adopt the Regulation on the procedure for reviewing measures against students;
  - 4.9. Review issues of protection of the rights of staff and students;
  - 4:10. Approve curriculum plans;
  - 4:11. Decide on the proposals of the Rector of the College for committee members;
  - 4:12. Perform other duties assigned to this Statute.

#### Article 2

1. The Senate, as the highest academic body, consists of:

- 1.1. Rector;
  - 1.2. Program deans;
  - 1.3. A member selected by the academic staff of each program;
  - 1.4. A member of the technical - administrative staff.
  - 1.5. A student representative;
  - 1.6. The Secretary of the College is a permanent member of the Senate without the right to vote.
2. The Senate is chaired by the Rector. In the absence of a rector, the Senate is chaired by one of the senate members.

**Article 3**

The Senate is constituted each beginning of the academic year on the occasion of teacher engagement and determination of their status.

**Article 4**

Senate competencies are of a decision-making and advisory nature.

**III. PREPARATION AND CALLING OF SENAT MEETINGS**

**Article 5**

1. The Chair of the Senate invites members of the Senate, making known the topic of discussion at least two days before the meeting is held.
2. The Senate has quorum if more than half of the members are present.
3. Decisions are made by the majority of votes of the members present. If the number of votes is equal, the chairman's vote is decisive.

**IV. CHARING THE MEETING AND DECISION-MAKING AT THE MEETINGS**

**Article 6**

1. Meetings of the Senate according to this regulation are led by the Rector as a Chairperson or, in his/her absence his deputy, or one of the members of the Senate.
2. Prior to the start of the meeting, the Chairperson shall confirm the number of members present and absent and notifies the attendees that the majority of the members are present at the meeting and that final decisions may be taken.

**Article 7**

The Chair of the Senate opens the meeting by asking the attendees whether they agree with the proposed agenda. After scheduling the agenda, the meeting begins according to items of the agenda.

**Article 8**

Senate members participate in the discussion on all items of the agenda, ask for explanations, pose questions and ask for answers from the referrals.

**Article 9**

1. Review of the items of agenda is directed separately, according to the rule first in principle and then in particular.

2. The manner of conducting the review is proposed by the Chairperson. The Chairperson may propose that the time period for the review of the item of the agenda shall last 5 minutes.

**Article 10**

1. No one may take the floor in the discussion before giving the floor by the Chair, intervene in the participant's discussion or obstruct the work of the meeting in any other manner.

2. The Chairperson has the right to issue a remark to the member who prevents the normal work of the meeting, take the floor and remove him/her from the meeting if the agenda is broken.

**Article 11**

1. The discussion according to the special items of the agenda shall last as long as the discussions of all the submissions are completed.

2. The Chairman closes the discussion and proposes to move to decision-making.

3. Based on the material proposals, the opinions presented during the discussions, the Chairperson formulates resolutions or decisions and submits them to the vote.

**Article 12**

1. On the proposals of the decisions is decided by an open vote, which is done by raising the hand, while the results of voting are numbered.

2. A decision shall be deemed approved if more than half of the members present are declared.

**V. MINUTES****Article 13**

1. For the work of the Senate, minutes is held at the meeting.

2. The minutes shall be drafted by a member assigned by the chairperson at the beginning of the meeting.

3. The minutes on the work of the Senate contain the basic data: the date and place of the meeting, the sign and the number of the meeting, the number of the present members of the Senate and absent members, the other persons presenting, the name of the chair and the name of the Recording Clerk, the agenda, names of the submitters and participants in the discussion with short content of the discussion and the results of the voting according to the special items of the agenda, the separate opinions of the members of the Senate and other important matters.
4. At the end of each item of the agenda, the conclusion is marked according to the order of formulation, as presented by the Chairperson.
5. The minutes shall be processed in original and in sufficient number.
6. The original minutes is signed by the chairperson and the recording clerk and the same is kept with the other material of the meeting.

## VI. FINAL PROVISIONS

### Article 14

Issues that are not regulated by this regulation shall be regulated by separate decisions of the Senate.

### Article 15

This Regulation shall enter into force on the day of its adoption and shall apply from the date of its adoption.

CHAIR OF THE SENATE

Prof. Dr. Gjyldane Mulla

