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Statute

Mars/2020

S T A T U T E O F U B T C O L L E G E H E I P P

PRISHTINA, March 2020

In relevance with the Law on Higher Education in the Republic of Kosovo, no. 04 / L-037 and based on the requests of the Kosovo Accreditation Agency for Accreditation of Higher Education Institutions, University for Business and Technology, known by MEST, with CERTIFICATE for Licensing no. 817/02 dated 19.10.2004, based on the Decision on Establishment no. 808/02 - 1, dated 18.10.2004 issued by Prof. Dr. Edmond Hajrizi from Prishtina, January 2019, Board of BPrAL UBT College approves as follows;

STATUTE

I. GENERAL PROVISIONS

Article 1.

The founder of institution is responsible of drafting the statute and defines the basic statutory and organizational issues, the status of teachers and associates and other employees, the financing of work as well as other issues of significant importance for the functionalization and organization of work such as UBT COLLEGE HEIPP with headquarters in Pristina, and academic units under Accreditation and Licensing (hereinafter: UBT COLLEGE HEIPP), and in particular:

- *the type of BPrAL College BPrAL and the duration for which it was established;*
- *the name and headquarters of the UBT COLLEGE HEIPP*
- *objectives and activities of UBT COLLEGE HEIPP*
- *founders of UBT COLLEGE HEIPP*
- *drafting of legal framework and liability for the obligations of UBT COLLEGE HEIPP*
- *representation and presentation of UBT COLLEGE HEIPP*
- *Governance and the way of making decisions regarding governing processes*

- *organization of the PBHE College UBT;*
- *information at the BPrAL UBT College;*
- *the dismissal of BPrAL UBT College;*
- *general acts at the BPrAL UBT College;*
- *the procedure for amending and supplementing the Statute of UBT COLLEGE HEIPP, as well as*
- *other issues related to the establishment, operation and functioning of UBT COLLEGE HEIPP*

Article 2

The Statute has been drafted based on Law no. 04 / L-037 on Higher Education in the Republic of Kosovo, as well as in all other legislation in force. It extends its activity on all organizational units of UBT COLLEGE HEIPP

Article 3

The mission of the BPrAL College UBT is:

- a) To create, convey, develop and generate knowledge through teaching, research, aiming to prepare qualified specialists and future scientists;
- b) Provide opportunities to benefit from lifelong higher education;
- c) To assist economic development at national and regional level;
- d) Contribute to the enhancement of the standards of democracy and civilization of society and in the preparation of young people for such a society;
- e) Realizes basic and applied research by means of organizational, core and subsidiary units;
- f) Provides service to third parties, in compliance with the mission and legal status.

Article 4

Higher Education at PBHE The UBT College is developed in compliance with the principles and standards of the European Higher Education Framework (EHEF), reflecting the principles and objectives of the Bologna Process

Article 5

Liria akademike në BPrAL Kolegji UBT qëndron në respektimin e shumëllojshmërisë të opsioneve, të ideve e metodave dhe në garantimin e zhvillimit të lirë, kritik e krijues të mësimdhënies e të kërkimit shkencor si dhe të shërbimeve në përputhje me standardet evropiane.

Article 6

The UBT COLLEGE HEIPP as an autonomous institution is entitled to:

- a) Self-government to organize internal structures and various activities through this statute and regulations, compiled in accordance with applicable legal and sub-legal acts;
- b) Drafting and developing independent study programs and research projects;
- c) Determining the special criteria for admission of students to the study program;
- d) Allocation of funds and the acquisition of material assets, in relevance with the legislation in force;
- e) Signing independent agreements with different subjects or governments for training, qualifications or research projects;
- f) Signing agreements with institutions, business associations or other organizations, domestic or foreign, public or private;
- g) Administration of funds and other revenues available in the manner prescribed by law;
- h) Publishing activity in compliance with the needs of the teaching and research process;
- i) Selecting his personality.

Neni 7

The UBT COLLEGE HEIPP will be registered in the respective register at the MEST authority, in accordance with the Law on Higher Education in Kosovo, laws and other applicable directives for application in Kosovo.

II. TYPE AND DURATION OF UBT COLLEGE HEIPP

Article 8.

The UBT College HEIPP was established for an indefinite period of time, and the same has the quality of a legal subject

Article 9.

The Board of UBT COLLEGE HEIPP will determine by a special act the date of its anniversary of its establishment and the way of organizing this event.

III. DENOMINATION, HEADQUARTER AND SEALS OF UBT COLLEGE HEIPP

Article 10.

The UBT COLLEGE HEIPP and the legal denomination is carried out under the name written in Albanian:
- UBT College.

The name of the Institution in English is:
- UBT COLLEGE HEIPP

Neni 11.

In the legal communication with third persons, depending on the nature of the legal relationship or communication, the UBT COLLEGE HEIPP is represented under the full name written in Albanian or English and / or in both languages.

Article 12.

Name and abbreviation of BPrAL The UBT College can be changed.

The decision to change the name or abbreviation of BPrAL The UBT College is taken by the Board.

Upon changing the UBT College HEIPP and the abbreviation of its name, there will be not caused any adverse effects to the the third parties.

Neni 13.

The indentifying symbols of the institution are as follows;

- *emblem, seal, empty seal, flag and Rector's honor stoles*

Article 14.

The right to use the name of the Institution or the abbreviation of the name and identification marks of the Institution can not be transferred to other persons.

The right to use the Institution as a legal entity, the abbreviation of the name and the identification marks may be made if, in relevance with the law and this Statute, the right to govern with the Institution is transferred to another person.

Article 15.

The headquarters of UBT COLLEGE HEIPP is located in Prishtina, "Calabria" street (without a number)

UBT COLLEGE HEIPP may change its headquarters.

The decision to change the headquarters is taken by the UBT College Board.

Article 16.

The UBT COLLEGE HEIPP has its main seal and date stamp.

The main seal is round and serves to prove the authenticity of the signing of the authorized person for representation or presentation of the UBT COLLEGE HEIPP

The dated stamp is rectangular and serves to prove the authenticity of the receipt or surrender of acts or documents and the number and date of the act or the receipt or delivery of the act or document.

Article 17

The text on the main stamp and the date stamp is written in Albanian, or in Albanian and English, with the same content.

Article 18.

the external appearance and composition of the main stamp and the stamp are determined by a joint decision of the Board.

For the use of direct stamps is the President of the HEIPP UBT COLLEGE or the persons authorized by its President.

IV. SCOPE AND OBJECTIVES

Article 19.

The activity of UBT COLLEGE HEIPP is mainly focused on the development of the academic teaching process and

quality scientific research foreseen by international standards.

UBT COLLEGE HEIPP aims to achieve the following goals;

- a) Establishment of an academic institution with international non-public character in order to serve as an important alternative in providing quality studies, scientific research within the institutions of Higher Education in Kosovo and beyond;*
- b) To create the best opportunity for international quality studies in English, Albanian, etc. (in all levels of education as well as lifelong learning);*
- c) To bring and promote world qualities in studies, research and innovation;*
- d) Develop and promote local and international professional and academic capacities in accordance with the highest requirements of academic studies in the world;*
- e) To contribute to the enhancement of the quality of higher education, and to the creation of an environment and academic culture in Kosovo society, in the region and beyond;*
- f) To build an open institution for studies for all, regardless of merit, and to build the necessary professional mechanisms for successful cooperation with all relevant national and international institutions in Kosovo or outside Kosovo;*
- g) To serve as a reference center for international academic studies in the region, where the universal values of research and research, such as linguistic and cultural values, will be articulated and promoted.*

Article 20.

UBT College, in accordance with the Law on Higher Education in Kosovo, enjoys all the rights and freedoms of the autonomous, non-public academic institution, politically and economically intact.

Based on this, the UBT College has these administrative, pedagogical and academic rights:

- a) To elect the governing and professional bodies and to determine, by special acts, the internal organization and their mandate;
- b) Develop policies and development plans, as well as free communication with the public;
- c) Schedule and determine the enrollment conditions, teaching methods and the way students evaluate quality assurance;
- d) Decide on the content and structure of its academic programs;
- e) To provide academic titles and degrees of honor to academic staff.

UBT COLLEGE HEIPP is an institution with all the rights and freedoms of a single legal person that has to do with enforcing applicable law, including:

- a) The right to sue;
- b) The right to prohibition or restriction of the use of identification signs and the name of the UBT College HEIPP, without the written authorization of the President or the Board;
- c) The right to manage, administer, represent and possess all movable and immovable property of the UBT COLLEGE HEIPP, including intellectual property sought or acquired on his behalf;
- d) The right to approve all identification marks of the UBT COLLEGE HEIPP described in Article 13 of this Statute;
- e) The right to sign reciprocal collaboration agreements, with the bearers of academic institutions and various domestic organizations and abroad institutions.

Neni 21.

Academic and administrative staff as well as students enjoy inalienable rights in accordance with this Statute and other normative legal and academic acts of the BPrAL College UBT.

The fundamental freedoms and rights are as follows;

- a) The right to use space, teaching and scientific resources, information and administrative services, as well as the infrastructure of the UBT College HEIPP facility within working hours and timetable;*
- b) The right to request the provision of quality administrative, professional and academic services, but not requests that are in contradiction with the provisions of this Statute;*
- c) Freedom of expression in accordance with the domestic order and code of conduct of the UBT College*

HEIPP, as well as the other legal regulation in force;
d) The right to protection from discrimination or other forms of physical or emotional harm on racial, gender, ethnic, religious, social, cultural, political, state and origin grounds.

V. THE FOUNDERS OF INSTITUTION

Article 2.

The founder of BPrAL UBT College is: Dr. Edmond HAJRIZI from Prishtina, "Clinton Hill", H7 4/4, and possesses ID No. 1030397076, which is also President of the Board of the Institution.

Article 23.

The quality of the co-founder or co-shareholder of UBT College HEIPP may also acquire the other person (third party) based on the sale, transfer of shares, inheritance, purchase of additional shares according to the decision on the capital increase of UBT College HEIPP, or in compliance with the other grounds established by law or this Statute.

Article 24.

The Founder of the Institution, namely its shareholders, has the following rights:

- a) The right to a dividend under the law and this Statute;*
- b) The right to free distribution of shares, if the realized profit is not distributed to the dividend but for the amount of profit the basic capital of the UBT College HEIPP grows does not increase the nominal value of the existing stock;*
- c) The right to pledge shares with the enjoyment of the right to vote or without vote, depending on pledge agreement;*
- ç) The right to proportional distribution of the net assets of UBT College HEIPP in case of liquidation and bankruptcy;*
- d) The right to one vote for each share he owns;*
- e) The right to sell or otherwise transfer shares;*
- f) The right to be left out of stock;*
- g) The right to participate in governance with UBT College HEIPP in compliance with the law and this Statute;*
- h) The right to information regarding the activity of the UBT College HEIPP in accordance with the law and this Statute, as well as*
- i) Other rights set forth by law or this Statute.*

VI. ORGANIZATIONAL STRUCTURE- governing bodies

Governing of Institution

Article 25.

In accordance with the Law on Higher Education in Kosovo, the governing bodies of the UBT College HEIPP will be:

- Board;*
- Academic Council;*
- Steering Committee;*
- Rector.*

All posts of governing bodies of the BPrAL UBT College are solved with a fixed term of office.

The election of members to the Governing Bodies of UBT College HEIPP takes place at least one (3) month before the beginning of the academic year.

Academic Council

Neni 26

The Academic Council is the highest academic body of the UBT College HEIPP

The members of the Academic Council are:

- a) Rector;*
- b) Deputy Rector;*
- c) Directors and Deans of other academic units;*
- d) One (1) member from among the teachers of each faculty selected by their academic staff;*
- e) One (1) member from the students of each faculty selected by the students themselves;*
- f) The Secretary of the PBHE College UBT, who is a permanent member of the Academic Council, without the right to vote.*

The mandate of the members of the Academic Council is four (4) years, with the exception of student representatives, whose mandate is one (1) academic year.

The work of the Academic Council is chaired by the Rector as Chairman of the Academic Council or Deputy Rector. In cases where the Rector is absent, the Academic Council is chaired by the Deputy Rector, and in cases when he is absent then the Academic Council meeting is chaired by a member elected by the Academic Council itself.

The Academic Council issues the Rules of Procedure and the Rules of Procedure for the election of its members.

The Academic Council, through the Rector, provides instructions to the Board of UBT College HEIPP regarding the development of academic activities and the resources needed to support them

The responsibilities of Academic Council

Article 22.

The principal responsibilities of the Academic Council are as follows;

- a) Implement procedures for securing academic standards and review and evaluate program contents;*
- b) Discussion of general issues related to strategic development plans related to the academic part, scientific research, student enrollment (number and criteria) and subjects in the Institution;*
- c) Reviewing and approving curricula based on the recommendations of faculty councils;*
- d) Review and approve the language in which the studies are conducted based on the recommendations of the faculty councils;*
- e) Determining the rules and procedures for assessing quality assurance in studies;*
- f) Determining the rules, criteria and procedures for evaluating the student's degree of achievement, based on the recommendations of the faculty councils;*
- g) Adopting procedures for awarding scientific and academic degrees, honorary titles, diplomas and certificates;*
- h) Approval of procedures to define student status.*

Advisory Commissions

Article 23.

The Academic Council may set up advisory committees on quality assurance in its scope from Article 22 of this Statute, and may delegate duties and responsibilities limited from its scope.

Rectorate

Article 24.

The Rectorate represents the academic structure of the Institution.

The Rectorate for his work corresponds to the Board of UBT College HEIPP and for academic issues is accountable to the Academic Council.

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The Rectorate consists of:

- a) Rector;*
- b) Deputy Rector;*
- c) Deans,*
- d) Directors of Departments as well as*
- e) Secretary.*

The Rector has full authority to carry out the duties set out in sub-section 1 of this Article. Accordingly, the Rector is responsible for the implementation of academic policies and decisions approved by the Academic Council.

Rector

Article 25.

The Rector is the highest academic leader of the UBT College HEIPP, who chairs the Academic Council and represents the Rectorate of the PBHE College and outside the UBT. The Rector attends all meetings of the Board and its committees.

The Rector and Deputy Rector are appointed by the Board of the UBT College HEIPP. Candidates for these two positions must have a doctoral degree in science and a professor's academic degree or equivalent, demonstrating managerial skills. The mandate of appointments lasts four (4) years, with the possibility of a re-election. The selection procedure is as follows:

- a) The decision of the Rector is made by the Board of UBT College HEIPP.
- b) A joint commission by the Academic Council (3) and the Steering Council (2) evaluates the documentation for the candidates that have applied.
- c) The Commission according to the above point, the list with the candidates fulfilling the conditions for the Rector is presented by the Academic Council.
- d) The candidates present the visions and program of institution development to the Academic Council, so that the Academic Council, at a special meeting, by secret ballot, determine a short list of the most points candidates;
- e) The Board of UBT College HEIPP makes the appointment of the Rector and Deputy Rector.

The Head of the UBT College HEIPP Board may appoint an Acting Chair in the role of the Rector or the Deputy Rector in the event that the Rector or Deputy Rector for reasonable reasons can not exercise their function.

The Rector's main responsibilities are as follows;

- a) Implementation of the law and other normative juridical and academic acts of UBT College HEIPP;*
- b) Representation with dignity and authority of UBT College HEIPP in all relevant academic and scientific institutions, within its domain of responsibilities;*

- c) Sign the rules of work of academic staff at the Academic Council;*
- d) Sign the contract with the academic staff of the UBT College HEIPP;*
- e) In co-operation with the Board of UBT College HEIPP, to announce academic titles and honorary titles on behalf of the UBT College HEIPP;*
- f) Lead with the Academic Council;*
- g) Establish temporary academic and scientific advisory commissions within the UBT College HEIPP*
- h) To Engage Academic Council Academic Policies to Be Forwarded to the Board of UBT College HEIPP, and*
- i) Perform other duties defined by this Statute and Law.*

The Steering Council

Article 26

The Steering Council of UBT College HEIPP (hereinafter: the Steering Council) is the governing body of UBT College HEIPP

The Steering Council is chaired by the President of the Board of the UBT College HEIPP, and in his absence, President.

The Steering Council comprises, apart from the President and Rector, one representative from each academic unit of the UBT College HEIPP and representatives from the central administrative units of UBT College HEIPP (Secretary of Quality Assurance, Senior Financial Officer and a Senior Officer for student issues). A student representative may attend a council meeting if deemed necessary by the Chairperson of the Steering Council or is a request of a student organization.

The Steering Council is appointed for a period of two (2) years, with the possibility of reappointment.

Responsibilities of Steering Council

Article 27.

In accordance with the law and this Statute, the Steering Council has the following functions:

- a) Applying the decisions of the Board and its committees;*
- b) Co-ordinating the necessary actions between the Academic Council, the Rectorate, the Board of UBT College HEIPP, on the academic and strategic development of the UBT College HEIPP;*
- c) Make decisions on developmental issues and registration, vacations and examinations on the basis of the Rectorate's proposal;*
- d) Approve the schedule of sessions, the term of registration, vacations and examinations on the basis of the Rectorate's proposal;*
- e) Make comments on the Rectorate's proposals and engage in work related to the Academic Council and the Board of UBT College HEIPP;*
- f) Overall development of UBT College HEIPP, ensuring and enhancing the quality of work at UBT College HEIPP, development and implementation of modern organizational structures at UBT College HEIPP;*
- g) Supervising and controlling all developments in the UBT College HEIPP and beyond, related to its efficient functioning;*
- h) Drafts the development plan, business plan, annual plan and annual work report, as well as all other functions defined by this Statute;*

Procedures for holding meetings of the Steering Council are decided by the Steering Council itself.

The Secretary of UBT COLLEGE HEIPP

Article 28.

Secretary of the BPrAL College UBT is the highest administrative officer of the UBT College HEIPP, with the rights and responsibilities described for his job position.

The secretary is appointed by the Board of the UBT College HEIPP. The secretary shall be a highly qualified person with an utmost experience for this position.

The Secretary is appointed by electoral procedure for a term of three (3) years, with the possibility of reelection.

Responsibilities of the Secretary of UBT College HEIPP

Article 29.

For its work, the Secretary is responsible to the UBT College HEIPP Board and if it does not show results at work, it may be discharged from office prior to the expiration of the contract, based on the procedures perceived by the relevant laws.

The Secretary is responsible for all matters of administrative and legal affairs at the UBT College HEIPP, unless some of the obligations have been transferred to other bodies or other officials.

The main responsibilities of the Secretary are as follows;

- a) *Ensures the implementation of the law and other legal acts of the UBT College HEIPP, as well as for administrative and professional administrative support of academic units;*
- b) *Care for Coordination of The UBT College HEIPP services and offices, to support the organization of scientific teaching activities in accordance with the general guidelines issued by the President, Rector, Deputy Rector, Deans of faculties, as well as to observe the whole process;*
- c) *Is responsible for the management, planning, organization, checking and reporting of exams at regular intervals at the UBT College HEIPP in compliance with the regulations of the examinations and other guidelines defined by the UBT College HEIPP;*
- d) *Is responsible for the management of official documentation and archives of UBT College HEIPP;*
- e) *Supervise the realization of cooperation with other local or foreign institutions or entities (obligations and responsibilities), in accordance with the general instructions given by the President and the Rector;*
- f) *Participate in the development of development plans;*
- g) *Drafts and presents to the Rector the calendar of the teaching process of the UBT College HEIPP*

Completion of the mandate

Article 30

The Permanent Secretary's mandate The UBT College may be terminated prematurely, in case of resignation and dismissal by the Board of the UBT College HEIPP for the following reasons;

- a) *Whether convicted of a criminal offense under applicable laws in force;*
- b) *If he or she performs actions or conduct that discredit the UBT College PBHE;*
- c) *If he / she can not exercise his / her function due to the difficult physical and psychic condition, certified by the physician appointed by the PBHE College UBT, and*
- d) *If he or she refuses to carry out his / her duties, he / she is prolonged or shows disability to perform the delegated tasks.*

The Meetings of Rectorate

Renovation of Mandate

Article 31.

The Rector's meetings procedures are determined by the Rector by means of a special regulation approved by the Steering Council.

The Regulation will include the procedures for calling and how to conduct meetings, how to make decisions, archiving and storing relevant materials for the UBT College.

The Board of UBT College HEIPP

Article 32.

The Board of the UBT College HEIPP (hereinafter: the Board) is the highest decision-making body of the BPrAL College UBT.

The Board consists of:

- a) President of the UBT College HEIPP - who is also Chairman of the Board.
- b) Two (2) members, who may not be citizens of Kosovo, appointed by the founder of the UBT College HEIPP;
- c) Three (3) staff members of UBT College HEIPP, appointed by the founder of the UBT College HEIPP
- d) Three (3) members, citizens of Kosovo, who are not personnel or students of UBT College HEIPP proposed by the Board, are appointed by the founder of the UBT College HEIPP, including the Vice President of the Board.

All members of the HEIPP Board shall have experience in the field of higher education, ough to demonstrated extensive knowledge in the economic, industrial, market or fields of employment or experience in any other profession.

Board members have an initial mandate for a period of two (2) years, starting from the date of entry into force of this Statute.

The Vice Chairman of the Board is elected by the Board of UBT College HEIPP, upon the proposal of the Chairman of the Board.

The Board has the duty, after consultation with the staff representatives, and on the basis of the obligations that provide the academic staff of the UBT College HEIPP with the academic freedom to display new ideas and opinions without endangering the workplace or privileges in UBT College HEIPP, to adopt regulations regarding:

- a) The behaviour of staff within the institution;
- b) Procedures to create staff members the opportunity to make complaints about the workplace;
- c) Suspension or dismissal of staff members;
- d) Complaints against any suspension or dismissal.

Determine the amount of tuition and other payments to the UBT College HEIPP

Issue rules regarding the governance, conduct and management of UBT College HEIPP according to the Statute.

Ensure that all bodies of the UBT College HEIPP guarantee equal opportunities in employment, equal access to research and research, regardless of gender, race, sexual orientation, social status, color, ethnic and national affiliation, political or religious beliefs, as well as the age and physical and mental condition.

The Board decides on the form and content of the flag, seal, symbols and diploma, in accordance with the

applicable laws in force in Kosovo.

For each Board decision, in relation to the following matters, $\frac{3}{4}$ of the votes of eligible voting members shall be required, including at least one member appointed under the provisions of Article 32, paragraph 2, subparagraphs (a) and (c), and it:

- a) Amendments to the Statutes;
- b) Changing the activity of the UBT College HEIPP or merging with another institution,
- c) Other matters determined by the Board.

Article 33.

After termination of the mandate, their reappointment or appointment of new members of the Board shall be made in accordance with the provisions of Article 32 of this Statute.

The provisions of Article 32, paragraph 2, subparagraphs (a) and (c) of this Statute shall apply mutatis mutandis to the successor members of the Board.

Each succeeding member of the Board of UBT College HEIPP will carry out a two-year term, with the possibility of continuation.

The term of office of the Vice President shall be in accordance with the period of his membership of the Board.

Each member appointed pursuant to Article 32, paragraph 2, sub-paragraph (a) and (c) or under the provisions of this Article may be dismissed without completing the mandate by $\frac{2}{3}$ of the Board's votes in such cases:

- a) Has been convicted of a criminal offense under the applicable laws in force in Kosovo;
- b) Has made actions that discredit the UBT College HEIPP;
- c) If he / she can not exercise his / her function due to the difficult physical and psychological condition, certified by a medical report by the doctor or the commission of authorized doctors, and
- d) If he or she refuses work and duties, he or she loses or shows continuing disability to perform work and duties.

President of the Board

Article 34.

The president will lead the Board of UBT College HEIPP

The vice-president shall lead the Board of the UBT College HEIPP in the absence of the President, and shall exercise all functions of the President during illness or in the event of any other malfunction of the President.

The President of the Board of BPrAL The UBT College will have the original veto right and the crucial vote.

The President and the other member of the Board of BPrAL UBT College, apart from their physical presence, may participate in the Board's activities in other ways as per the Board's Rules of Procedure.

The President of the Board may, in the absence of the Vice-Chairperson, pass another member of the Board, appointed in accordance with Article 32 paragraph 2 subparagraph (a), the responsibilities of the President of the President under this Statute, any action taken under this provision will be reported to the next Board meeting.

In addition, the President of the Board is in charge of the following tasks;

- a) To lead the Steering Council of UBT College HEIPP;*
- b) To manage the finances and procurement of UBT College HEIPP;*
- c) Hire staff of the UBT College HEIPP;*

- d) Establish temporary advisory committees within the UBT College HEIPP;*
- e) Representation and presentation of the UBT College HEIPP to the general public; meetings*

Article 35.

Procedures for Board meetings will be determined by the Board of the UBT College HEIPP. The work of the Board is regulated by a special regulation approved by the Board.

VII. ACADEMIC STRUCTURE

Academic units

Article 36.

The UBT College consists of academic units that are: faculties, departments, institutes, centers, branches, units, etc. Academic units operate within the jurisdiction of UBT College HEIPP providing higher education programs and various projects that it covers faculties.

Article 37.

The faculty is the academic unit of the UBT College HEIPP that engages in teaching and research in specific academic fields or in other similar fields.

The Faculty is responsible for;

- a) Teaching, checking and evaluating students, scientific and professional work;
- b) For matters related to the academic progress of students;
- c) To make proposals to the Academic Council on the academic issues of the courses taught at the Faculty;
- d) For staff matters under this Statute;
- e) For the efficient and accurate use of resources determined by the Board of the UBT College HEIPP

The number and the subjects at the Faculty will be determined by the Board of UBT College HEIPP, upon the proposal of the Academic Council and the Steering Council.

The number of faculties at UBT College HEIPP will be determined by the Rectorate of the UBT College HEIPP in relevance with the proposals offered by the Faculty Council and the Dean, with the prior approval of the Board.

Faculties, depending on development requirements, can be divided or merged.

The governing of faculties

Article 38

Each faculty will be led by the Dean, who with the approval of the Board of BPrAL UBT College may have a Deputy.

Based on the provisions of this Statute, the Dean and Deputy Dean of the Faculty are appointed by the Rector of the BPrAL UBT College, previously selected by the Faculty Council and approved by the Steering Council.

The appointment of the Dean and Deputy Dean of the Faculty will last three (3) years with the possibility of reelection.

Applicants shall submit their programs to the Faculty Council.

Candidates who are selected must be persons with relevant academic and managerial qualifications and

experience.

The Dean must have the minimum scientific degree of the Doctor of Science.

Candidates for the position of Dean or Vice Dean of the Faculty may not be simultaneously candidates for the post of Rector.

The election procedure shall be governed by a special regulation.

The Dean holds responsibilities to the Rector, the Steering Council of BPrAL UBT College and the Faculty Council.

The duties of the Dean are as follows;

- a) Provide academic leadership in the subjects taught at the Faculty, in teaching and in scientific work;*
- b) Ensure the efficient, economical and accurate use of the resources allocated to the Faculty by the Rectorate and the Board;*
- c) To represent the Faculty at the Academic Council and the Steering Council;*
- d) To advise the Rector on appointments of academic staff in the subjects taught in the respective Faculty;*
- e) To organize the academic, scientific and other work within the Faculty;*
- f) Exercise other tasks as determined by the Statute.*

Deputy Dean and Coordinator

Article 39.

Each Faculty has a Dean and Vice Dean (Co-Head or Coordinator), if so decides the Board. The duties of the Deputy of the Faculty shall be determined by the Dean of the Faculty.

Mandate

Article 40.

The mandate of the Dean and Deputy Dean may expire prematurely, with the resignation or removal of the President or Rector for the following reasons:

- a) If convicted of a criminal offense under applicable Kosovo laws;*
- b) Perform actions that discredit the UBT College;*
- c) If he / she can not exercise the function due to the physical and psychological reasons, certified by a medical report by the doctor or the commission of authorized doctors, and*
- d) If he or she refuses work assignments, he or she delays or shows incapacity to carry out the delegated tasks;*

If the President or the Rector suspends the Dean for violation of the law, by-laws or the Statute of the UBT College HEIPP, the decision on the suspension shall be confirmed by the Board of the UBT College HEIPP within 30 days of the suspension by the President or Rector. If the Board also confirms the suspension, it means that the Dean has been dismissed from his duty on the day the decision is adopted on the suspension of the suspension.

If the Dean is discharged from duty, the Rector, upon proposal of the Board, appoints the dean of office of Dean until the new Dean is resolved. The procedure for the election of the new Dean is proceeded in accordance with the law and this Statute. In such cases, the Dean discharged from duty can not be re-elected

The Faculty Council

Article 41.

Each Faculty has a Faculty Council.

The Faculty Council shall comprise the Dean and two (2) members of the academic staff of the respective Faculty, two (2) representatives of the students delegated by the students of all relevant faculty levels with a term of one (1) year, one (1) representatives from the Business or Institutions and one (1) member of the Alumni.

The main responsibilities of the Faculty Council are:

- a) To discuss general issues related to study curricula, scientific research, student enrollment (number and criteria) and subjects at the Faculty;
- b) To review and propose study curricula;
- c) To examine and propose the language in which the studies are conducted;
- d) To propose rules and procedures for quality assurance evaluation in academic studies;
- e) To review and evaluate the contents of the curriculum;
- f) To propose rules, criteria and procedures for assessing the degree of student achievement;
- g) To propose development and registration issues, vacations and examinations;
- h) Make comments on the proposals of the Rectorate and the Academic Council, when requested by him;
- i) Discuss and propose issues related to the advancement of the process of studies;
- j) Make proposals to the Academic Council on the academic issues of the courses taught in the Faculty;
- k) Make proposals to the Academic Council on staff matters under this Statute;
- l) To elect his own representative at the Academic Council of BPrAL UBT College;
- m) To advise, discuss and make proposals for appointments of academic staff in the subjects taught in respective faculties;
- n) Exercise other tasks as foreseen by the Statute.

Other academic units

Article 42.

The number and function of the other academic units of UBT College HEIPP (research and scientific and professional institutions, institutes, centers of excellence, etc.) will be determined by the Steering Council of the UBT College HEIPP with consent and after consultation with the Board.

These formed organizational units can be divided or merged.

Each academic unit, formed under this article, will be an integral part of the UBT College HEIPP and can not be presented as a legally independent entity.

The number of faculties and positions in each unit shall be determined by the Board upon proposal of the Rector.

The manager

Article 43.

Each unit will be headed by a manager.

The Manager is appointed by the Board of BPrAL UBT College, according to the procedures established by the Board.

The Manager shall be responsible to the Board.

The tasks of the Manager are as follows;

- a) *To manage the organizational units by enabling the efficient and economic use of resources allocated to it by the Board of the BPrAL UBT College;*
- b) *Represent the organizational units in the Academic Council and the Steering Council;*
- c) *To advise the Rectorate on appointments of staff members to the organizational unit;*
- d) *Exercise other duties attributed to the Manager, as determined by the Statute.*

The manager may represent the academic unit with a special authorization of the Board through the Rectorate.

The Manager's mandate may expire prematurely with resignation from the President or Rector for the following reasons:

- a) *If convicted of a criminal offense under applicable Kosovo laws;*
- b) *Perform actions that discredit the UBT College;*
- c) *If he / she can not exercise the function due to the physical and psychological condition, certified by a medical report by the doctor or the commission of authorized doctors, and*
- d) *If he or she refuses work assignments, he or she delays or shows incapacity to carry out the foreseen tasks of work.*

The manager may represent the academic unit with a special authorization of the Board through the Rectorate.

The Manager's mandate may expire prematurely with resignation or removal from the President or Rector for the following reasons:

- a) *If convicted of a criminal offense under applicable Kosovo laws;*
- b) *Perform actions that discredit the UBT College;*
- c) *If he / she can not exercise the function due to the physical and psychological condition, certified by a medical report by the doctor or the commission of authorized doctors, and*
- d) *If he or she refuses work assignments, he or she delays or shows incapacity to carry out the foreseen tasks of work.*

VIII. STRUCTURE OF STUDIES AND RESEARCH

Plan and Programs

Article 44.

UBT College HEIPP organizes the curriculum based on the curriculum and the curriculum accredited by the competent institutions of the Republic of Kosovo and international ones.

The contents of curricula are proposed by the Faculty Councils in accordance with international standards and are approved by the Academic Council.

Study Degree's

Article 45.

The HEIPP Diplomas are these levels IV, V, VI, VII, VIII, according to the National Qualifications Framework, lasts in compliance with the period defined in the Plan and Program, and the European Credit System (ECTS), in compliance with global standards.

Students must complete their studies in accordance with ECTS foreseen in the study program.

Studies in joint degree programs, double degrees, combined diplomas, vocational qualifications and lifelong learning, certifications, trainings, etc. are defined by the plan and program approved by the Academic Council, both by form and by content.

Doctoral studies (third degree) last for six (6) semesters or three (3) academic years, with a total of 180 credits according to the European Credit Transfer System (ECTS).

The manner of overseeing the research and evaluation of doctoral candidates is determined by a special regulation approved by the Academic Council.

The Rector in case of reasoned student request may extend the graduation term for the period for which there were reasons for non-fulfillment of the obligations arising from the student's study program.

Evaluation

Article 46.

The way of assessing the degree of achievement during the BAR's degree studies The UBT College will be determined by a special regulation approved by the Academic Council.

The success achieved in the studies is assessed on the basis of the professional and scientific criteria defined by the syllabus.

Success is expressed with a corresponding grade based on the percentage of achievement according to the criteria set out in the curriculum. The note is written in letters and expresses the equation of the specified percentage with a separate document for the equivalence of grades with the degree of achievement in percentage.

Students are evaluated throughout the academic year and are officially subject to exams in subjects submitted in regular and special periods approved by the Academic Council.

Public and academic documents

Article 47.

In relevance with the Law on Higher Education in Kosovo, the UBT College HEIPP issues relevant academic documents during the studies (certificates and grades certificates), but also upon the successful completion of basic studies, postgraduate studies and other degrees .

UBT College HEIPP issues the following documents in these cases:

- a) Certificate;*
- b) Diploma for Executive Programs*
- c) Degree for Bachelor studies;*
- d) Degree for Master Studies;*
- e) Degree for Doctoral Studies;*
- f) Joint Diplomas, Double Degree (based on agreement with partner institutions);*
- g) Supplementary Diploma (Diploma Suplament), as well*
- h) Other documentation required by law.*

Academic titles

Article 48.

Academic titles are defined by the Academic Council in order to be appropriate to international academic and professional practice and may vary from faculty to others.

The board may award the honorary title of the UBT College HEIPP to any person who, in his opinion, has performed a service of interest to the UBT College HEIPP

Admission

Article 49.

The Rector, upon proposal of the Academic Council, and assessing the need of the institution, admits the staff for vacancies.

Appointment of the academic staff is carried out by the Rector of UBT College HEIPP

The academic staff connects the employment relationship through a contract, which may be full-time in regarding the specific needs.

Requirements

Article 50.

Requests for appointment and promotion at each level of academic staff are the relevant academic qualifications and experience for the position to be held:

- a) To earn the title Professor, the candidate must have at least the PhD degree or equivalent degree and demonstrate a high level of knowledge in the field of study. This knowledge should be evidenced by publications in international scientific journals, with participation in international scientific conferences and other scientific research activities and evidence for academic leadership;
- b) To earn the title of Assistant Professor, the candidate must have a doctoral degree or equivalent degree, have publications in international scientific journals, have done artistic work or public presentations, demonstrate discourse skills, and testify for scientific work and mastering the subject in the relevant field;
- c) To earn the title of Assistant, the candidate must be competent in lecturing or research and have a master's degree; and
- d) The most detailed criteria for the criteria and the manner of awarding academic titles are set out in a separate Regulation.

Duration and renewal of the contract

Article 51.

Professors retired from the Board may be awarded the rank of Professor Emeritus, or even engage in research projects. The tasks delegated to these professors will be assigned by individual contract.

The Sketch for "Deserved - Sabbatical Leave" for up to one year for the academic staff will be appointed by the Board after consultation with the Academic Council.

Contract termination

Article 52.

The Rector of institution may terminate the contract with staff academic members when in compliance with Article 40 when there is witnessed a severe violation of the Ethics Code.

IX. STUDENTS

Drafting of students statute

Article 53.

Student is the person enrolled in studies at the UBT College of Poverty.

His student status proves on the basis of the relevant document, the form of which is perceived by the Academic Council.

Regular, part-time and distance students

Students can be regular, correspondence, and distance.

Regular students are those students who study under curriculum based on studies but in incomplete times.

Correspondent and distance students are students who study the same full-time program, while the form is defined by regulation.

The status of the regular student, with correspondence, as well as the distance student is the student at all times as long as the duration of studies prescribed by regulations is foreseen.

The regular students as well as the part-time students are asked to fulfill the study expenses in arelevance with the special acts of the UBT College HEIPP.

Admission of students

Article 54.

Admission of students to studies is done on the basis of a regulation approved by the Academic Council, in accordance with this Statute.

The Regulation includes provisions on the criteria for enrollment of new students and the provisions for admission of students transferred from other higher education institutions, provided that each transferred student who is willing to graduate at the UBT College HEIPP is required to pass the minimum one full academic year at the UBT College HEIPP

The number of students is set by the Academic Council for each calendar year and for each academic unit (60 ECTS) based on a plan approved by the Rector.

Rights and Obligations of Students

Article 55

Students admitted to HEIPP UBT College are entitled to:

- a) Participate in all lectures, seminars and other lectures organized in their subjects in their positions;
- b) Use library facilities as well as other student services;

- c) To participate in elections for student positions at the HEIPP UBT College
- d) Qualitative study and education process according to appropriate study programs;
- e) Free thinking and presentation of personal ideas;
- f) Participating in professional projects in accordance with his / her abilities and needs of the HEIPP UBT College
- g) In consultations;
- h) In the selection of the professor for passing the exam, if the HEIPP UBT College has many professors of that profile;
- i) Organizing sports activities for the purpose of psycho-physical preparation of the student;
- j) Participating in the work of student organizations in accordance with their rules;
- k) In the submission of objections or appeals to the relevant bodies of the HEIPP UBT College, if the student's rights have been violated;
- l) Receive identification cards;
- m) At the end of the academic year, obtain a certificate of academic grade.

Students are obliged to;

- a) To enforce the rules and order of the UBT College HEIPP
- b) To respect the staff and rights of other students;
- c) Regularly follow the academic discipline and discipline, and participate in academic activities;
- d) To perform the obligations stipulated in the study contract;
- e) Bring well, inside and outside the UBT College HEIPP environment, in order to create and maintain good image for the UBT College HEIPP;
- f) To attend classes regularly, to perform the foreseen tasks with study programs and special acts of the UBT College HEIPP;
- g) Participate in the assessment of the quality of teaching and the teachers in the form and manner envisaged by acts of UBT College HEIPP;
- h) To enroll in the next semester or year if they have met the criteria and criteria foreseen by study plans and programs;
- i) Pass the exams in the manner and timeline foreseen by general acts and special acts of UBT College HEIPP, Academic Units and
- j) To complete the studies according to the perceived programs within the deadlines foreseen by general acts of the UBT College HEIPP;

Students have the right to complain about the quality of teaching, terms and other services by the PBHE College UBT. Complaints are initially submitted to the Dean or the civil servants responsible for student affairs.

Depending on their type, claims and appeals are reviewed by the respective Board in accordance with the Rules for review of complaints and claims, which make a merit decision in accordance with the law and this Statute.

Termination of the study

Article 56.

The Faculty Council may propose to the Rectorate the removal of the student, in case he / she fails to progress during the studies. Student leave is conducted after prior examination by the relevant Commission appointed by the Academic Council and according to the procedures foreseen by the respective regulation approved by the Board.

The Rector may remove from the UBT College HEIPP, permanently or temporarily, those students who don't bear the proper behaviour. Students accused of non-educational behavior may be interviewed by the Disciplinary Commission, who will then propose to the Rector for measures to be taken against them. Removal prior to

interviewing may be authorized (ordered) by the Rector. students enjoy the right to appeal to the Board, which may confirm or change the Rector's decision. The Regulation clarifying these procedures will be drafted by the Board of the UBT College HEIPP upon the proposal of the Academic Council.

Student status is terminated especially in the following cases:

- *completion of studies,*
- *derecognition of studies,*
- *Not enrolling the academic year (or semester),*
- *in other cases provided for by law, bylaws and by the Statute of the UBT College HEIPP or by special acts of the academic units where the student is studying.*

Right to breach the obligations which derive from the contract

The right to termination of the student's obligation is allowed in the following cases:

- during pregnancy;
- for students who are parents at the same time and have 1 year old child;
- in other cases foreseen by law, sub-legal acts and the Statute of the UBT College HEIPP;

Based on the above mentioned conditions, the student may be extended the period of studies, depending on the duration of the circumstances that prevented the regular attendance of the studies;

Academic year

Article 57.

UBT College HEIPP organizes studies on approved study programs during an academic year.

The academic year may last not less than seven months and not more than 12 months.

The academic year for basic studies starts depending on the study program, on October 1 and not later on 1st of December of the same calendar year, and ends on September 30, respectively on November 30 of the following calendar year. This rule is not valid when it comes Master Doctoral study programs, which can begin every semester, depending on the decision of the Rectorate and the Academic Council.

The curriculum (lectures, seminars, etc.) is divided into two semesters: Winter Semester and Summer Semester.

The academic calendar is approved by the Academic Council on the proposal of the Rectorate.

Language of studies

Article 58.

UBT College HEIPP organizes studies in English, Albanian and some other languages.

The Academic Council by taking into account the proposal of the Rectorate, decides on the language in which certain academic studies shall be conducted.

Change of study branch and the language of studies

Article 59.

The student can change the study program when he completes it and starts the new program or when the student has completed ECTS from the previous program which is accepted in the new study program.

In such cases, the student is enrolled in the respective semester, equivalent to the number of received courses in relation to the semester and the number of credits.

The student may change the course and the language of study from one language to another language, when assessed by the faculty council, upon the student's request, and after its approval by the UBT College HEIPP Transfer Commission.

X. FINANCES

Funds

Article 60.

UBT College HEIPP is a non-public educational institution.

Funds are generated from various sources, such as:

- a) donations from individuals, associations or foundations from inside and outside Kosovo;*
- b) tuition fees and other student fees;*
- c) grants and payments from research and scientific work;*
- d) Revenues from the development and implementation of projects;*
- e) Use of Intellectual Property of UBT College HEIPP;*
- f) Use of facilities of the UBT College HEIPP for conferences, seminars, meetings and similar activities;*
- g) contract for academic and non - academic services, as well as*
- h) Any other source permitted by the laws of Kosovo.*

Audit

Article 61.

UBT College has an independent internal audit unit, which periodically controls the provision of proper budgeting and the prevention of potential financial misuse.

The audit unit reports to the Board on how to use

XIV. REPRESENTATION AND PRESENTATION OF UBT COLLEGE

Representation of UBT College HEIPP

Article 65.

The UBT College HEIPP represents and presents the President in all legal matters and is authorized to conclude all contracts and other legal affairs, including contracts on real estate purchase.

Article 66.

The President may authorize another person for representation of UBT College HEIPP

Authorization from the previous line may be given as a separate authorization, which applies to a particular job or as a general authorization applicable to all cases.

The President is obliged to supervise the use of the authorization for representation and presentation of UBT College HEIPP

Article 67.

The President, as well as the persons represented and represented by the UBT College, are obliged to protect the interests of the UBT College and its founders.

In performing the representation work, the President and the person authorized by him are obliged to abide by the law and other provisions and are liable for violations of the law and damages caused by the undertaking of acts during the representation of UBT College HEIPP.

Attorney

Article 68.

The President of the BPrAL College UBT can give the proxy a certain person.

The Prosecution contains the authorization for contract and performance of legal works and actions related to the rights and obligations of the BPrAL College UBT.

The procurator may not contain the authorization for the alienation and real estate burden of the PBHE College UBT.

Proxy is issued for all or for certain units of activity of BPrAL UBT College, which should be mentioned in the given proxy.

Article 69.

Proxy can be given as an individual or collective proxy.

Individual prosecution can be given to many persons, in which case each procurator has authorization from the prosecutor.

Collective bribes can be given to two or more persons, in which case the affairs and legal actions are valid if there is the consent of all procurators.

The attorney can not transfer the proxy to third parties and the same can be revoked at any time.

XV. PROFITS, LOSSES AND BUSINESS RISKS

Determining Profits

Article 70.

For every business year UBT College HEIPP approves the financial plan of business, which foresees its revenues and expenditures.

The financial plan is approved by the UBT College HEIPP upon proposal of the Steering Council.

Article 71.

The work results of the UBT College HEIPP are determined with respective accounts, in accordance with the law.

Gross profit of UBT College HEIPP is determined when the revenues incurred are offset by business expenses, financial expenses, non-business and extraordinary expenses and revaluation costs.

The Net Profit (surplus) of the UBT College HEIPP is determined when taxes, taxes, contributions and other charges based on business outcomes and the amount of mandatory reserves in accordance with the law are offset by gross profit.

XVI. EMPLOYMENT OF WORK AT HEIPP College

Article 72.

The UBT College HEIPP ceases to exist in the event of liquidation or bankruptcy, under the conditions provided by law and this Statute.

The UBT College HEIPP may cease to exist if:

a) the measure of the prohibition of carrying out the activity by the court or other competent body is pronounced;

b) the founder of the UBT College HEIPP decides to terminate the work and cease;

c) Incorporate or merge with other institutions or entities;

d) with the decision of the President it is established the invalidity of the registration of UBT College HEIPP, goes bankrupt;

e) does not perform the activity for 2 years without interruption, and in other cases provided for by law.

Article 73.

The UBT College HEIPP loses the quality of the legal entity by being omitted from the register in which it is enrolled.

XVII. GENERAL ACTS

Article 74.

General acts of BPrAL College UBT are considered regulations, decisions and other acts that generally regulate issues of activity and implementation of UBT College HEIPP

Pursuant to the provisions of this Statute, the President of the UBT College HEIPP, by its own decision, determines the systematization of the jobs and the conditions for performing work in the workplace for the staff of the UBT College HEIPP

Apart from the abovementioned acts in the HEIPP may also issue other acts.

Article 75.

The proposal of the general act is provided by the President, the Rector or other authorized person.

Article 76.

General acts are published by the UBT College HEIPP on the announcement table or electronically by the UBT College HEIPP and enter into force eight (8) days after their announcement.

General acts can not have retroactive effect (application).

Exceptionally, the general act may have retroactive effect if the acquired rights are not diminished.

From a copy of the general acts is stored as permanent value documents in the UBT College HEIPP archive.

XVIII. STATUTE CHANGES

Article 77.

This Statute is amended and supplemented in any case when it is found that it is not harmonized by law, respectively when it is ascertained that the ways of regulating cases are not in accordance with the interests of higher education.

Changes are made by decision on change - amendments to the Statute.

Article 78.

Amendments and additions to the Statute are made by the Board of the UBT College HEIPP by an appropriate decision, according to its own initiative or the initiative of the President.

If the Board does not approve the initiative for amendments to the Statute, it is obliged that the Governing Council inform it of the reasons for not accepting the initiative.

Article 79.

This Statute is approved in the procedure defined by law, as well as the provisions of this Statute on the issuance of general acts at the UBT College HEIPP.

Amendments and additions to the Statute are made in accordance with the procedure for its issuance.

If changes to the Statute change the data recorded in the respective register, the changes are valid from the date of registration of the changes in that register.

If changes to the Statute do not change the data recorded in the relevant register, amendments and additions shall take effect within eight (8) days from the date of the announcement.

XIX. PUBLIC WORK AND CONFIDENTIALITY

Article 80.

The entire range of duties performed at UBT are publicly available

The Faculty has a duty to timely and accurately inform the public about the realization of its activity.

BPRAL The UBT College informs the general public through public information media, providing special press releases, publishing various information, and publishing information in the newspaper and internal announcement table.

Article 81.

The UBT College HEIPP will not publicly reveal information that discloses internal secrecy.

Confidentiality is considered the data which:

- The President or even the Rector determine them as business secrecy,
- have to do with taking measures in emergency situations,
- The state and the government have declared it credible.

XX. TRANSITIONAL AND FINAL PROVISIONS

Article 82.

Persons who have appointment for each post, from the day this Statute comes into force, will continue their appointments under the terms of the contract until the date when new appointments are made in accordance with the provisions of this Statute.

Article 83.

Any kind of activity that is practiced at the UBT College HEIPP, regardless of its legal origin or validity, which is not in disregard with this Statute, will continue to be effective and effective until the Founder decides

Article 84

The Founder will be only responsible for the interpretation of this Statute.

Article 85.

The proposals of the Academic Council, the Steering Council, or the Rectorate regarding the amendments to the Statutes shall be adopted by the Board.

Article 86.

The current students of UBT College HEIPP will continue the study programs in which they are registered, in accordance with the rules of this Statute.

Article 87.

The Steering Council and the Rectorate shall report regularly to the Academic Council and the UBT College HEIPP on the implementation of this Statute.

Article 88.

This Statute shall enter into force eight (8) days from the day of its publication in the notice board of the UBT College HEIPP.

Article 89.

The general acts foreseen by this Statute shall be issued within 60 days from the date of entry into force of the Statute.

Article 90.

For matters not regulated by this Statute, the law is directly applicable.

Article 91.

This Statute has been approved and signed in Prishtina, February 2009, and it has been amended and completed in September 2015 in relevance with the requirements defined by the Law on Higher Education in the Republic of Kosovo.

The Statute is drafted in Albanian language, in duplicate enough for the Founder respectively UBT College HEIPP

and other relevant bodies.

PRISHTINA, PRESIDENT OF THE UBT COLLEGE,

March, 2018 Prof. Dr. Edmond HAJRIZI, d.v., _____