



COLLEGE UBT

**REGULATION ON ELECTION
PROCEDURES FOR GOVERNING
BODIES AND KEY DECISION-
MAKING POSITIONS**

Prishtina, 05.04.2024

Chapter I: General Provisions

Article 1: Scope and Application

This regulation governs the procedures for the election and appointment of governing bodies and other key decision-making positions at UBT College. It applies to the election and appointment of the following positions:

- Board of UBT College
- Rector
- Deputy Rectors and Vice Rectors
- Deans
- Heads of Departments
- Steering Council members
- Secretary of UBT College
- Unit Managers

The election and appointment procedures are conducted in accordance with the Statute of UBT College and relevant laws on higher education in Kosovo.

Chapter II: Election of the Rector

Article 2: Eligibility

The Rector is the highest academic leader of UBT College. Candidates for the position of Rector must hold a doctoral degree in a relevant field and possess the academic title of Professor or its equivalent. Additionally, candidates must have demonstrated leadership and managerial experience in higher education.

Article 3: Nomination Process

The nomination process for the Rector is initiated by the Academic Council. A joint commission, composed of three members of the Academic Council and two members of the Steering Council, is formed to evaluate the qualifications of candidates. This commission reviews the submitted documentation to ensure that the candidates meet the criteria set forth in the Statute.

Article 4: Election Process

Upon completion of the evaluation, candidates for the position of Rector are invited to present their vision for the development of UBT College to the Academic Council. Following these presentations, the Academic Council conducts a secret ballot to determine a shortlist of candidates. The Board of UBT College makes the final decision on the appointment of the Rector, based on the recommendations provided by the Academic Council.

Article 5: Term and Re-election

The Rector is appointed for a term of four years, with the possibility of re-election. The election process for the Rector must be completed at least three months before the beginning of the new academic year.

Chapter III: Election of Deputy and Vice Rectors

Article 6: Eligibility and Appointment

Deputy Rectors and Vice Rectors assist the Rector in managing the academic and administrative functions of UBT College. Candidates for these positions must meet the same academic qualifications as the Rector, holding a doctoral degree and the title of Professor or equivalent.

Article 7: Nomination and Appointment Process

The nomination process for Deputy and Vice Rectors is initiated by the Rector, who submits a list of proposed candidates to the Academic Council for review. The Academic Council evaluates the candidates' qualifications and provides recommendations to the Board of UBT College. The Board then makes the final appointment based on these recommendations.

Article 8: Term

Deputy Rectors and Vice Rectors serve a term of four years, with the possibility of reappointment.

Chapter IV: Election of the Board of UBT College

Article 9: Composition and Eligibility

The Board of UBT College is the highest decision-making body of the institution. Its members include:

- The President of UBT College, who serves as Chair of the Board
- Two members who are not citizens of Kosovo, appointed by the founder of UBT College
- Three staff members of UBT College, appointed by the founder
- Three external members, citizens of Kosovo, appointed by the founder upon the recommendation of the Board

Members of the Board must have significant experience in higher education or related fields, demonstrating knowledge in areas such as economics, industry, market trends, or other relevant professions.

Article 10: Appointment Process

The founder of UBT College appoints members of the Board, based on the recommendations of the existing Board. Members serve a term of two years, with the possibility of reappointment.

Chapter V: Election of the Steering Council

Article 11: Composition

The Steering Council is the governing body responsible for coordinating academic and administrative activities across UBT College. It is chaired by the President of UBT College and includes:

- Representatives from each academic unit
- Representatives from central administrative units
- A student representative, when necessary

Article 12: Election Process

Representatives from each academic unit are elected by their respective academic staff through an internal election process. Administrative staff and student representatives are similarly elected or appointed through internal procedures. The Steering Council serves for a term of two years, with the possibility of reappointment.

Chapter VI: Election of Deans and Heads of Departments

Article 13: Eligibility

Deans and Heads of Departments are responsible for the academic leadership of their respective faculties and departments. Candidates for these positions must hold a doctoral degree and demonstrate academic leadership and managerial experience.

Article 14: Nomination Process

Faculty Councils nominate candidates for the position of Dean, and department staff nominate candidates for the position of Head of Department. The nominations are reviewed by the Rectorate, and the Steering Council approves the final list of candidates.

Article 15: Election Process

Candidates for Deans and Heads of Departments present their academic leadership programs to the relevant Faculty Councils or department staff. Following these presentations, the Rectorate makes the final appointment, based on recommendations from the Faculty Council and Steering Council.

Article 16: Term and Re-election

Deans and Heads of Departments are appointed for a three-year term, with the possibility of re-election. The election process for these positions must be completed at least three months before the beginning of the new academic year.

Chapter VII: Election of the Secretary of UBT College

Article 17: Eligibility and Appointment

The Secretary is the highest administrative officer of UBT College. Candidates for this position must demonstrate significant administrative and managerial experience, with knowledge of higher education governance.

Article 18: Appointment Process

The Board of UBT College appoints the Secretary, following a review of the candidates' qualifications and experience. The appointment process is conducted in accordance with internal regulations.

Article 19: Term and Reappointment

The Secretary is appointed for a three-year term, with the possibility of reappointment.

Chapter VIII: Election of Unit Managers

Article 20: Eligibility

Unit Managers are responsible for managing the operational functions of their respective units. Candidates must possess relevant expertise and experience in their fields.

Article 21: Nomination and Election Process

Unit staff nominate candidates for the position of Unit Manager. Nominations are reviewed by the Steering Council, which makes recommendations to the Board for final appointment. The Board appoints Unit Managers for a term of three years, with the possibility of re-election.

Chapter IX: Transparency and Public Availability

Article 22: Publication of Election Procedures

All procedures related to the election and appointment of governing bodies and decision-makers are publicly available on the UBT College website. The documentation is also available in multiple languages commonly spoken at UBT College to ensure inclusivity.

Article 23: Election Timelines

Election timelines for all governing bodies and decision-makers will be publicly announced at least three months before the start of the academic year. The nomination period shall be open for at least four weeks.

Chapter X: Oversight and Complaints

Article 24: Election Oversight Committee

An independent Election Oversight Committee shall be established to monitor all election processes, ensuring compliance with the regulations. The committee will be responsible for addressing any grievances or complaints related to the election process.

Article 25: Complaints Procedure

Complaints regarding the election process must be submitted to the Election Oversight Committee within five working days of the election results. The committee will investigate the complaint and provide a written decision within ten working days.

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