



KOSOVO ART ACADEMY STATUTE

PRISHTINË, 2nd of September 2019

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This statute is drafted according to Law no: 04L / 037 on Higher Education
of the Republic of Kosovo.

Part I: General Provisions

Article 1

Kosovo Art Academy is a private provider of Higher Education, established as a legal entity and registered with the Kosovo Business Registration Agency with a license from the Ministry of Education, Science and Technology.

Part II: Name, Headquarters, Structure and Symbols

Article 2

The name of the Academy is “Kosovo Art Academy sh.p.k” - Prishtina. As the date of establishment of Kosovo Art Academy based in Pristina in the Republic of Kosovo will be recognized 26.08.2015. The founder of the academy is Mr Valmir Bujupaj, in co-ownership with LABA Academy of Fine Arts based in Florence (ITALY).

Article 3

Kosovo Art Academy is a legal entity with all rights and obligations including but not limited to:

- 1) The right to sue and be sued,
- 2) The right to own property,
- 3) The right to enter into legal relations with public and private institutions, foreign and domestic,

4) And any other action/omission which does not conflict with the legislation in force.

Part III: Head Quarters and Symbols

Article 4

Headquarters is located at Rr. Leke Matranga nr.23 10000 Prishtinë - Kosovë.

According to the provisions of the Law for higher education in the Republic of Kosovo, Kosovo Art Academy is a Legal entity institution with all of its rights including:

- The right of using flag, stamps and other emblems;
- The right through official amendments from its board's authorisation, to represent and/or forbid the representation of the academy or any another unit of Kosovo Art Academy as a juristic institution;
- According to this statute, the academy, its study programs and any of its other units will have limited authority;
- Kosovo Art Academy has its own emblem, stamp, blank stamp, and protocol stamp;
- The emblem form is defined by the Board of Directors with the special verdict;
- The stamp and the blank stamp are of circular shape and the KAA logotype is represented in the middle of it.
- The protocol stamp is on the rectangular shape and KAA logotype is represented in the upper left corner.

Part IV: The mission of Kosovo Art Academy

Article 5

"Kosovo Art Academy creates a transformative academic environment that provides a high level of teaching, artistic creativity and research in the arts disciplines using new technologies, to highlight the full potential of students and teachers to create and cultivate and evolve in the field of contemporary art and design in Kosovo and in the Balkan region".

The mission of the Kosovo Art Academy is to provide the highest level of teaching and research with the aim of qualitative artistic formation associated with new technologies, for students wishing to pursue their career in the creative industries.

We aim to promote the Kosovo artistic identity on the same level of the Italian and European art style, meeting the needs of our regions as well as a more cosmopolite creative market.

The mission objectives of the institution Kosovo Art Academy are as per the following.

- a) Organize modern and efficient academic and technological study paths*
- b) Contribute to the Artistic and Scientific/Technological research*
- c) Create stable and efficient collaboration with local and regional companies, leaders in the field of photography, graphic design and design sectors for the benefit of our students and our economy and our country Artistic Identity.*

Article 6

Kosovo Art Academy (hereinafter referred to as "Academy" or abbreviated as "KAA") was established in Kosovo as a Private Higher Education Institution that engages in teaching and artistic/scientific research. As per expressed in our mission and vision, the Academy shall rich is goal through six main milestones:

- 1) Promote the European standards of teaching in the Balkan Panorama.
- 2) Reform the Academy structure through international protocol aimed to create an internationalization of our Academic system;
- 3) To become a leading centre for Artistic and Scientific research and academic education;
- 4) To play a leading role in the educational, cultural, social and economic development of the Republic of Kosovo and South-East European regions;
- 5) To help create and sustain high standards of teaching and research;
- 6) To use its resources for the public good and development of community artistic identity;

Article 7

The Academy is committed to providing everyone with equal opportunities without discrimination in any field such as:

- Gender;
- Race, Ethnic or Social Belongings;
- Sexual Orientation;
- Marital Status;
- Language;
- Religion;
- Political orientation;
- Nationality;

- Reports with National Communities;
- Wealth;
- Birth or any other status.

The Academy grant and protect the fundamental rights of its Academic and Administrative Staff, and students bodies of Freedom of speech, cultural expression and associations within the walls of the academy.

Article 8

The Academy is an independent Institution answering to the current legislation in the matter of higher education, with freedom of research and training for its Academic department and students according to its regulations, policies and statute.

It shall have the power:

- 1) To decide on the content and structure of its academic, scientific, artistic and professional teaching and research programs;
- 2) decide on the methodology of teaching and study applied;
- 3) To elect its own leaders;
- 4) Determine and regulate the employment status, dismissal of its professors, other academic staff and support staff;
- 5) To accept students and to recommend the conditions for their admission;
- 6) To award and recall the issued titles and degrees;
- 7) To regulate its own internal organization.

Part V: Leadership and Organizational Structures

Article 9

The Academy is composed by Academic and Administrative Department in accordance with the highest standards of dedication, integrity, transparency, accountability, honesty and the conduct of international normative in the field of Higher Education.

Article 10

The leading administrative structure of the Academy is composed by:

- 1) Founders;
- 2) Board of Directors;
- 2) President CEO;
- 3) Administration and HR Office;
- 4) Finance and Accounting Office;
- 5) General Secretariat Office.

The academic structure of the Academy is composed by:

1. Academic Senate;
2. Director of Studies;
3. Student Assembly;
4. Departmental Council.

Independent Bodies:

1. Ethical Council;
2. Quality Assurance Office;
3. Quality Assurance Commission.

Article 11

The Founders are:

- 1) **Valmir Bujupaj** with 70% of shares.

- 2) Libera Academia di Belle Arti L.A.B.A. s.r.l with 30% of shares, represented by **Carlo Nigi**

Article 12

1. The Founders appoints and dismisses the members of the Board of Directors, except for the academic and students members, and exercises all other powers provided by Law no. 06 / L - 016 for commercial companies.

2. The meeting of the Founders convenes at least one (1) time per year and is communicated by written or electronic notification to the BoD and must contain the place, date, time of the general meeting and the agenda and be sent not less than 15 days before the date foreseen for the general meeting.

3. The Meeting of the Founders includes a representative of the Student Assembly, the head of Senate, Head of Quality Assurance and the Head of BoD.

4. The Meeting of the Founders has the purpose to oversee the academic performance and development of the academy and collect the feedback from the representative of the main academic and administrative bodies.

5. The Extraordinary Meeting of the Founders may be convocated where necessary by the Board of Directors any time, with a written request sent to the founders not less than 15 days before the date foreseen.
6. The Extraordinary Meeting of the Founders may be convocated where necessary by the Student Assembly any time, with a written request sent to the founders not less than 15 days before the date foreseen.
7. The Extraordinary Meeting of the Founders may be convocated where necessary by the Academic Senate any time, with a written request sent to the founders not less than 15 days before the date foreseen.
8. The Extraordinary Meeting of the Founders may be convocated where necessary by the Quality Assurance Office any time, with a written request sent to the founders not less than 15 days before the date foreseen.

Article 13

The Board of Directors (Referred also as Governing Board) is the highest body that manages all administrative, financial, technical affairs, and develops Strategic Policies.

The Governing Board shall respond to, and implement, all requests addressed by the Academic Senate, taking into account the administrative and financial capabilities of the Academy.

The Board of Directors is composed of **7 (seven)** voting members and 3 (three) non-voting members and those are:

- 1) Chairman of BoD: External Member

- 2) President/CEO is a member ex-officio;
- 3) Head of Senate - **no-voting member**;
- 4) Administrative Head is the member ex-officio;
- 5) **1** Ambassador delegated from Academic Senate;
- 6) 3 External members from artistic, academic and business community;
- 7) Head of the Students Assembly - **no-voting member**;
- 8) **1** Student Ambassador delegated from Students Council – **no-voting member**.
- 9) Additional Student Representative

Student representatives make up for at least 25% of all decisional, executive and consultative bodies across the institution.

Article 14

The duties and responsibilities of the Board of Directors are:

1. To Manage all administrative, financial, technical affairs, and develops Strategic Policies;
2. To Respond and implementing, all requests addressed by the Academic Senate, taking into account the administrative and financial capabilities of the Academy;
3. To implement the recommendations of the Quality Assurance Office and the Quality Assurance Commission;
4. To Review all recommendations and requirements of the student assembly;
5. To approve internal policies, regulations and procedures.
6. To Appoint the Head of administrative offices, and
7. To Establish Ad Hoc Committees and commission every time a need shall arise.

Subject to the provisions of this Statute, the Board of Directors shall have the following responsibilities:

- 1) Maintain focus and improvement on the mission of the academy of all the academy bodies;
- 2) Utilizing resources efficiently and effectively, enhancing the Academy's liquidity and safeguarding the Academy's property.
- 3) Planning for the adequate provision of funds from private and public sources, taking into account the facilitation of establishing subsidiary companies to utilize the academic work of the Academy;
- 4) Assigning, evaluating, scaling, adding, suspending, rejecting, cancelling and deciding on payments and terms of service of the statutory members.
- 5) To formulate a scheme for delegating authority over funds and other administrative matters to departments.
- 6) To organize the financial control as foreseen hereafter.
- 7) After consulting with staff representatives regarding its obligations, ensure that the academic staff of the Academy has freedom within the law, to test and evaluate knowledge learning and to bring forward new ideas, even controversial opinions or not popular, without risking losing their jobs or privileges at the Academy;
- 8) Issue regulations regarding:
 - Staff Courtesy
 - Procedures to give staff members time to correct their mistakes at work.
 - Suspension or dismissal of staff members
 - Complaints against suspension or dismissal

9) Decide on tuition or other tuition fees at the academy.

10) Issue regulations on the governance and management of the academy as required by this Statute or as may be desirable and sustainable.

11) To promote and ensure that all parties to the Academy enjoy equal opportunities for equal employment and acceptance in studies and research, irrespective of gender, race, sexual orientation, marital status, ethnicity or nationality, political or religious affiliation and belief and within reasonable limits, including age, physical and mental condition, and,

12) Conduct to the highest standards of selflessness, integrity, objectivity, sincerity, honesty and leadership motherhood. In the case of dismissal, no member shall act as a delegate to any group of any kind, no one shall accept no mandate: all members must always act solely for the benefit of the Academy as a whole;

13) Decide on the form and content of the wallet, stamp, symbols and diploma.

Article 15

Manners of Voting on the Board of Directors:

1. Decisions of the Board of Directors shall be taken by majority vote.
2. The voting commission shall exercise its right to vote only on the presence of at least 70% of its members.
3. Voting Results and agenda shall be registered with by the General Secretary which shall record the minutes of the meeting.

Article 16

- 1 . The Chairman of the Board of Directors is selected with the majority of the votes of its members;

2. The Chairman of the Board of Directors is recommended by the Founders;
3. The Chairman of the Board of Directors has to be a distinguished member of the community with high recognition in the academic and artistic field and/or community service and/or business-related to creative industries.
4. The external Members are recommended by President CEO or Academic senate a shall be distinguished members of the local community and/or academic community
5. The member's mandate is five year's with a possibility of continuing.

Article 17

The meetings of the Board of Directors shall be organized by the general secretary, on periodical terms.

The meeting of the Board of Directors shall be called at least 2 times per academic year.

The Chair of the Board of Directors has the right to call an extraordinary session of Bod Meeting through an official communication to all its members at least 15 days in advance.

Article 18

Academic Senate

The Academic Senate is the highest academic body, completely independent of the other administrative bodies of the Academy, it's called to decides on academic matters following the Kosovo Art Academy statute's and mission and, the up to date legislation in the matter of High Education of the Republic of Kosovo.

The Members and Chairman of the Senate are elected and their status shall correspond as per the following.

1. Chairman of the Senate;
2. Heads of all the academic departments;
3. One Elected member from the department council from each department;
4. The head of Student Assembly
5. The Secretary of the Student Assembly
4. The Department student Representatives;
5. The senate can also appoint up to 3 non-voting community representatives approved by the Board of Directors, from national or international experts.

Student representatives make up for at least 25% of all decisional, executive and consultative bodies across the institution.

Article 19

1. The Senate Chairman is the director of studies who is nominated, following the Senate Members Recommendation by the BoD;
2. The Senate and its members are elected for a mandate of 5 (five) years;
3. All members of the Academic Senate have the right to vote except the General Secretary which shall represent the interests of the Administrative offices and the up to three community representatives;
4. The meeting for the constitution of the Senate shall be convened by the Governing Board through the Administration.

Article 20

The Senate shall be responsible for:

1. Approves the Study Programs,
2. Proposes the Strategic Development Plan of Studies,
3. Guarantee Academic autonomy,
4. Elect the Chairman of the Academic Senate, which is by duty also the Academic Director of Studies
5. Elect a representative Ambassador to the Governing Board,
6. Proposes the Academic Budget Plan,
7. Approves the annual plan of academic, research and scientific activities,
8. Elect the Appeals Commission for Student Grading,
9. Propose the admission criteria of the students,
10. Approve the holders of Study departments,
11. Approve the establishment of relations with other institutions, both internally and internationally,
12. Approve, propose changes to the program within the academic year,
13. Proposes and approves the Code of Ethics for the Academy,
14. Approves all the Academic Regulations.
15. Approves all the Academic related documents.
16. Take care of all other Academic and Scientific Affairs.

Article 21

The Senate may appoint committees or commissions to advise on specific aspects of its work Such as Ethic Commission, Strategic Plan Commission, Academic bad practice Commission, Appeal Commission etc.

Those ad-hoc commissions will be composed of designated members which shall report to the Academic Senate although exercising independent duty and obligations.

Article 22

In addition to the committees or commissions provided in Article 20, the Senate shall have a standing committee on academic policy and a planning committee in which officials, and directors of other units, participate.

Article 23

The function of the Academic Policy Committee and the Planning Committee will be to prepare recommendations for the Senate on the future development of the Academy's academic work.

Article 23

The procedure for the meetings of the Senate and its committees or commissions shall be regulated by the Chairman.

Article 24

The rules on the direction and operation of the senate shall be prepared and approved as a regulation of the Board.

Article 25

1. Members of the Academic Senate belong to the category of Professor and or hold a Doctor or Master Degree.

2. The meeting for the formation of the Senate shall be convened by the Board of Directors through an official communication made not less than 15 days before the scheduled meeting through the General secretariat;
3. The Members of the Academic Senate shall be elected by the Academic staff through a department council meeting.
4. The Department Council is formed by all the professors of each Academic department and has as the only purpose to appoint a Head of Department and an additional Department Representative which function as Deputy Head of Departments through a majority election system;
5. Head of Departments and Deputy Head of Departments are by-election, members of the Academic Senate;
6. Additional members of the academic senate are also the Head of the Student Assembly and the Student Ambassador;
7. The students' representative members of the Academic Senate shall represent not less than the 25% of the members;
8. The student representatives are Academic Senate non-voting members;
9. The student representatives shall bring to the attention to the Academic Senate their proposal based on discussion and investigations conducted in the Student Assembly meeting;
10. The General Secretary represents a non-voting member of the Academic Senate.
11. The General Secretary shall bring to the Senate attention the issue and general matters of the administrative bodies.

Article 26

1. The Academic Senate shall have a Senate Chairman.
2. The Academic Senate shall provide the Board of Director with the selection of three possible candidates for the position of Director of Studies.
3. The Board of Directors shall consider each candidate through standards of:

3.1 Academic Experience

3.2 Professional Experience

3.3 Experience in the field of Research

4. The Board of Director shall vote, through a majority system the Director of Studies from the three candidates nominated by the Academic Senate;
5. The elected of Director of Studies is automatically the chairman of the Academic Senate;
6. The Chairman of the Academy Senate shall represent the Academic Senate interests and initiative and by extension the Department council interest in front of the Board of Director;
7. The Chairman of the Academy Senate is the highest executive position of the Academic bodies.

Article 27

Functions of the Academic Senate are to:

1. Approves the Study Programs;
2. Proposes the Strategic Development Plan of Studies;
3. Guarantee Academic autonomy;
4. Elect a representative to the Board of Directors;
5. Proposes the Academic Budget Plan;
6. Approves the annual Academy plans of research and scientific activities;
7. Create the academic Appeals Commission;
8. Propose the admission criteria of the students;
9. Approve the establishment of relations with other institutions, both nationally and internationally;
11. Approve, propose, and evaluate changes to the Programme of Studies within the academic year;
12. Approves the Code of Ethics for the Academy;
13. Approves Academic Regulations;
14. Take care of all other Academic and Scientific Affairs.

Article 28

Dismissal of Chairman and Senate Members.

1. Dismissal of members of the Senate shall incur in cases of non-compliance with the Statute of the Academy;
2. Dismissal of members of the Senate shall incur in cases of failure to comply with academic regulations;
3. Dismissal of members of the Senate shall incur in cases of Ethical and legal violations;
4. Dismissal of members of the Senate shall be made upon the proposal of one-third of the members of the Senate,
5. The chairman of the Senate is dismissed by the Academic senate members with a distrust vote session, with 2/3 of the votes in agreement with the distrust motion.
6. The proposal of the Senate members is reviewed by the Ethics Committee, and if violated, it recommends dismissal,
7. The approval of the dismissal of the Chairman of the Senate shall be approved by the Board of Directors upon the proposal of the members of the Senate and the consideration of the Ethics Committee.
8. Upon the dismissal of the Chairman of the Senate or any of the members of the Senate, a proposal for their replacement shall be made.

Article 29

Director of Studies

The Director of Studies is accountable to the BoD. The duties of the Director of Studies are:

- 1) To provide academic leadership in his unit,
- 2) Ensure the efficient, economical and useful use of the funds of the Accorded by the Board,

- 3) To represent the Academic Senate,
- 4) To Advise the President CEO and Board of Directors on the appointment of Academic Staff members,
- 5) Perform the other duties of the Academic Director provided in this Statute.

Article 30

The Academic Director may act on behalf of the Academy or on legal matters on behalf of the Academic Department which s/he manages only with the consent of the Board of Directors.

Article 31

Is the right of the Student Assembly to have Student representatives make up for at least 25% of all decisional, executive and consultative bodies across the institution.

Student Assembly (Referred also as Student Union) is the higher, recognized, independent, student-run and student-led organization in the Academy. It shall represent the interests of all the enrolled students in the academy, should also involve and inspire each student and provide a student-based representation organ.

Every single student that enrolls at the Kosovo Art Academy automatically becomes a member of UNSKAA; and that means having access to all of the union services, facilities, and activities.

Formation of Student Assembly:

1. The Academy guarantees the formation of the Student Assembly as an independent body from other bodies of the Academy
2. Shall be recognized and involved by the Kosovo Art Academy and shall have spaces available for meeting and activities in the Academy building

Article 32

1. All Students of Kosovo Art Academy elect the representatives of the relevant department to form the student assembly.
2. The Student Assembly consists of 6 members.
3. The Student Assembly consists of 5 voting members and 1 non-voting member.
4. The Student Assembly non-voting member is represented by the General Secretary.
5. The Student Department Representative shall vote for a Head of Student Assembly from the full Students union.
6. The elected Head of Student Assembly shall Nominate a student secretary with the approval of the Student Representative.
7. The General Secretary will conduct the agenda and assist the student assembly.

Article 33

The dismissal of the Head, Secretary and Member of the Student Assembly is:

1. Worthy under-representation of student interests, non-compliance with regulations, breach of the code of ethics, leads to dismissal of Student Assembly bodies.
2. The dismissal of the members of the Student Assembly is done upon the proposal of 1/3 of the members of the Assembly,

3. Members of the Assembly shall dismiss the Head of the Assembly by 2/3 of the votes.
4. The proposal of the Student Assembly members is reviewed by the Ethics Committee, and if a violation is found, it recommends the dismissal proposal.
5. The approval of the dismissal of the Head of the Student Assembly shall be approved by the Board of Directors upon the proposal of the members of the Student Assembly and the consideration of the Ethics Committee.
6. Upon dismissal of the Head of the Assembly, or any of the Members of the Assembly, a proposal for their replacement shall be made.

Article 34

The procedure for meetings of the Board of Directors shall be determined by the Co-Chairs, with the advice of the Secretary.

Part VII; President/CEO

Article 35

The President CEO shall be responsible for the effective and orderly operation of the Academy and its management within the policy set by the Board of Directors and shall have the necessary authority to enable these duties to be exercised. The President will be especially responsible for:

- 1) Submitting proposals to the Board of Directors regarding the educational importance and mission of the Academy, taking into account the recommendations and opinions of the Senate.

- 2) Implementation of Board decisions.
- 3) The organization, management and management of the Academy.
- 4) The signing of Contracts and Agreements on behalf of the Academy,
- 5) The signing of Academy Investment Contracts.
- 6) Introduces the Academy to various cultural and academic events.
- 7) Represents the Academy in all local and international institutions.

Article 36

The President CEO is nominated by the founders and appointed by the Board of Directors for a five-year term, with the right to Reelection.

Article 37

The President CEO has the duty and right to hire and appoint the administration managing position of the Academy with the approval of the Board of Directors.

Article 38

The President CEO may incur in early termination of is mandate approved by the board decision when: he has severe health or mental problems; a morally and emotionally charged family situation; his ability to cope with the decision of the executive leadership are lacking fundamental values.

Article 39

The Board may appoint one of the Heads of Administrative Departments as Deputy CEO and temporarily exercise the office duties of President CEO in its absence.

Part VIII: The Departmental Council

Article 40

1. Each academic department represents within itself and all its members the Departmental Council.

In the case that a member of the teaching staff is involved in the teaching activities in two or more department, s/he will be part of both the Departmental Council.

2. The Departmental Council, in an official meeting, shall propose and appoint two representative members.
 - The Head of the Department (First Representative)
 - The Deputy Head of the Department (Second Representative)
3. The Representative members of each department shall be appointed following a votation process based on the Majority Vote system were at least 80% of the members of the department council are present.
4. The chosen representative of each Department will compose the Academic Senate with the other two representatives of any other Department within the academy.
5. The Council Representatives of each department within the Academy shall nominate the Director of Studies of the Academy which automatically will also cover the charge of the Head of the Academic Senate.

The department of studies is an academic unit of the Academy in charge of the teaching activities in all the academic departments and will be responsible for:

- 1) Propose to the Senate new study programmes, alteration and evaluation of the existing ones, changes in any academic matters relating to subjects taught in the Department of Studies to improve the achievements of the Department and the student experience.
- 2) Student exams and assessments,
- 3) Issues related to students' academic progress,
- 4) Staff matters as provided in this Statute,
- 5) Fair and efficient use of funds allocated to the Department by the Board of Directors.

Article 41

The number and subject of studies of the Academy Departments shall be determined by the Senate and approved by BoD.

Each department of Studies including the internal path of specialization, as they are created, can also be dissolved or merged.

Article 42

The following Departments of studies will continue to operate until the Academic Senate decides otherwise:

1. Department of Design
2. Department of Photography & Video
3. Department of Graphic Design & Multimedia

Article 43

The number of departments and the position of staff in each department shall be determined by the Board of Directors upon the proposal of the Academic Senate.

Article 44

Each Department will be headed by a person chosen by the Council of Department.

Article 45

Departments are led by department heads and report to the Director of Studies. The heads of departments will be nominated by the Director of Studies, normally by professors who lead the core modules of the Academic Department.

Article 46

Every department shall have a Professor responsible for each programme of studies and the eventual path of specialization.

Article 47
Responsibilities of Heads of Departments

The Head of Department is responsible for all the academic department objectives and functionality. Lead the department supporting the department council, and report directly to the director of studies.

Article 48

The Head of Department answers to the Director of Studies and its responsibilities are:

1. To coordinate and make the periodical report on the development of the department concerned; provide academic guidance on the development of teaching and scientific work in the Department.
2. Organize semester meetings with professors and representatives of the Student Assembly.
3. Ensure the financial, economical and beneficial use of funds allocated to the Department by the Board of Directors.
4. Represent the Senate Departmental Councils.
5. Advise the Director of Studies and Board of Directors on the appointment of the member of the Academic Staff.
6. Perform the other duties provided by the Director of studies.

Article 49

The Leader may act on behalf of the Academy or behalf of the Department in legal matters only if instructions are provided by the Director of Studies.

Article 50

The responsible of departments in case of the absence of the Head of departments shall cover the head roles.

Article 51

Each Department shall have a council whose members shall be formed by:

- 1) The Head of Department,
- 2) Responsible for the path of specialization,
- 3) Professors, lecturer, Language Lector of the Department,
- 4) Two or more student representatives make up for at least 25% of all decisional, executive and consultative bodies across the institution.

The Department Council advises the Head on all matters relating to the Department and it is responsible for overseeing student progression, as well as for making recommendations to the Senate through the head;

The Department Council is responsible for curricula changes for teaching methods and other academic issues. It makes decisions by its scope according to the principle of majority vote.

Article 52

Student members of the departmental council or organizational unit are excluded from the discussion based on students or staff members individually, as these issues are always considered to be confidential.

Part IX: Other Administrative Sectors

The number and function of other units of the Academy shall be determined by the Board of Directors. Units created in this way can be dismantled or merged. Units exist and act as such until the Board of Directors decides otherwise.

Article 53

Each unit shall be an integral part of the Academy and no unit shall have any form of independent legal person.

Article 54

The Board decides on the number of departments and staff positions of each unit. For the unit that has the teaching or research function, or that assists with these functions, the Board of Directors can make a decision only after consulting the Senate.

Article 55

The Director/Head of the unit is appointed by the Board of Directors or President CEO.

Part X: Student admission and transfer from other institutions.

Article 56

The admission of students in the first year of studies is done by the protocol and regulations of the Academy. Bachelor studies may be accepted for students who have completed secondary school in Kosovo or outside of Kosovo recognized by the Ministry of Education of Kosovo. Master studies are accepted for students who have completed at least a recognized Bachelor's degree study programme.

Recognition of studies from other national and/or international institutions.

Article 57

1. For the registration or continuation of studies in the programs of the Academy, in accordance with the rules of the Lisbon Convention on Recognition and in accordance with the specific regulations of the Ministry of Education of the Republic of Kosovo, the Academy shall accept the qualifications (titles, diplomas, examinations) of licensed and accredited institutions. Legally recognized by the respective Ministers of different countries in higher education.

2. In accordance with the MEST Administrative Instruction, on the principles and procedures for the recognition of higher professional diplomas and university degrees awarded outside of the Republic of Kosovo, it is the competence of the Academy to recognize higher professional diplomas and study titles, University degrees and certifications of certain periods of study.

3. If the qualifications are recognized, the student has the right to continue his studies at the Academy.

4. The Academy accepts students' achievements in a licensed Higher Education Institution in Kosovo, under the Law on Higher Education and in accordance with the MEST administrative

Instruction, on Principles and Procedures for the Recognition of Graduate Schools of Higher Education, professional and university degrees.

5. If they are familiar with the current academy study programmes, due to the suspended or completed path in a similar higher education institution, the student has the right to continue its studies at the Academy.

6. Students applying to the Academy for further studies in other Licensed Institutions may be registered with another institution by respecting the deadlines set by MEST in the matter of registration and migration of studies. The academy will recognize the exams and credits awarded according to the student curricula.

Article 58

1. The recognition procedure shall be conducted by the general secretary office of the Academy.

2. The decision to recognize studies is based on information extracted from the relevant European database and coordinated with the State Council for Recognition, which is responsible for applying the Lisbon Recognition Convention.

3. The Senate authorizes the Director to recognize all clear cases.

4. Records of acceptance of qualification shall be kept permanently by the Administration of the Academy.

Article 59

1. In disputed cases, where the data are insufficient to make a decision, the request for recognition shall be addressed to the relevant study commission and the following information shall be given:

- 1.1. Complete file with all data.
 - 1.2. Available data and comments on the specific case from the State Recognition Council or equivalent institution.
2. The Committee on Studies shall submit the report to the Senate with a proposal for a decision within 60 days of the submission of the request.
3. The decision of the commission may be as follows:
- 3.1. Full recognition of the diploma from abroad;
 - 3.2. Submission of the list of additional exams required for the purpose of full recognition;
 - 3.3. Rejection of the request due to major inconsistencies in study programs.

Part XI: Academic Degrees

Article 60

The Academy will provide the following academic degrees:

- Bachelor's Degree
- Master degree (if the title will be accredited)

Article 61

Academic titles shall be granted in accordance with the provisions of this Statute. Academics may be deprived of those titles if the Board of Directors, following the recommendation of the Senate and having heard the individual, considers that there are good reasons for such action.

The "good reason" syntax means cheating or failing to evaluate a grade exam, including plagiarism, copyright infringement, or unethical behaviour when preparing exams, dissertation or other academic work.

Article 62

Basic Bachelor Degree studies last 3 years and must reach 180 ECTS credits.

Article 63

The way of organizing Master studies – The master candidate will be provided by a full programme and regulation issued by the Senate, upon obtaining a Master Degree licence from the Ministry of Education and Science.

Article 64

The master's degree will be awarded upon successful completion of the relevant studies programmes organized in 2 full academic years after obtaining the Bachelor Degree.

Article 65

The Master's degree is awarded when the student shall reach 120 ECTS credits through the master academic programme.

Article 66

The content of the Bachelor and Master's degree programs will be determined by regulations developed by the departments and approved by the Senate.

Part XII: Exams

Article 67

1. Exams serve as a regular way of assessing knowledge and course objectives.
2. Exams may be organized separately for each subject or may be combined for several subjects in accordance with the study program (examination by commission).
3. Exams are held in the following ways:
 - a. Writing Examination;
 - b. Oral Presentation;
 - c. Written and oral examination;
 - d. Simulation of a project.
4. The exams are evaluated by an examiner or an exam committee.
6. Exams may be evaluated by an exam committee if the student has arisen a formal writing complaint based on discrimination or other bad practice by the Examiner.
7. The examination procedure is determined by each academic module.
8. The way of determining the knowledge, the grading and the final vote will be determined by the syllabus of each module.

Article 68

1. Exams for bachelor and master studies are held during the exam period.
2. Exam sessions are in place each academic year in October, February and June.
The exact period for each term is determined by the general calendar of studies, which is accepted by the Senate and open to the public.
3. Details about the start date and end of each exam deadline are set by the Academic Senate.
4. For extra-year Bachelor students and Master students, other extraordinary exam deadlines may be organized.
5. Exam deadline schedules, including daily schedules, are announced at the beginning of the academic year.
6. Exam schedules, once announced, are mandatory for both the examiner and the student.

Article 69

1. The assessment of the student's learning profit is expressed by a mark out of ten, assigned by an end of module exam.
2. The final exams of each course are designed to ascertain the candidate's preparation in the discipline on which the exam is concerned.
3. The assessment is carried out by assessing the conduct of the final exam with the results of any intermediate assessment tests (revisions) provided.
4. Each exam will be available for booking from 6 weeks to 2 days before the exam session.

5. The exam Agenda must be announced no later than three days before the exam deadline.
6. In all cases where the student is absent or withdrawn from the exam, the exam is considered to be failed (scored 5).
7. Upon request, the student may be allowed by the head of the Academic Department to take the exam earlier if s/he participates in an international exchange program or doing a practical study abroad during the exam session.

Article 70

1. The student has the right to file a written complaint to the Director of Studies against the grade received. The complaint must be filed within two business days after the results have been announced.
2. The complaint needs to be filed providing an exhaustive explanation of why there is the belief of bad judgment from the examiner.
3. Upon receipt of the formal complaint, the Director of studies shall forms the Examination Committee composed of three members within 3 business days, where the examiner shall be excluded.
4. If the oral exam is repeated, the evaluation by the commission shall be made on the following working day after the commission has been appointed.
5. In the event of an objection to a mark received in written examination session, the Examination Committee shall be reviewed the exams with the implicated examiner, and evaluate the grading system.
6. No objection can be raised against the Commission's decision.

7. The student-written exams and practical exams shall be kept for at least one (1) year.

Article 71

1. The student has three useful exam sessions to confirm a positive achievement to the module and pass the exam.

2. If the student does not succeed on one or more exams in three useful sessions shall repeat the module and not being admitted on the next module where is shared the same subject.

3. The student may, after presenting a formal complaint explaining the reasons, be allowed by the Director of Studies to take the same exam for the fourth time. The exam can then be held before a three-member committee appointed by the head of the academic department.

Part XIII: Academic Staff

Article 72

The Academic Staff of the Academy consists of:

- 1) Professors of the Academy;
- 2) Lecturers;
- 3) Language lecturers;
- 3) Professor's Assistants.

All these positions can be held on a full-time, part-time or hourly basis contract position.

Article 73

The professors, assistant professors, lecturers and Language lecturers are appointed by the Academic Senate after consulting with each department.

The authorization for the appointment of teaching or research assistants shall be made on the proposal of the department heads and approved by the Academic Senate and BoD.

Article 74

All appointments for new academic staff involvement are made after the Senate has reviewed the proposals of the department heads. The committee selected by the department and HR interviews candidates who are considered to have fulfilled the requirements for the job offered.

- 1) The Hiring Commission for Academic staff reports to the Head of Departments.
- 2) In nominating candidates, the Head of Department selects a suitable candidate from the HR Selection and proposes them to approval from the Academic Senate and Board of Directors.

Article 75

Conditions for appointment and promotion to any academic member of Kosovo Art Academy

- 1) For the title of Full Professor of the Academy, in the field of arts or architecture and other fields where there is no Doctor of Science degree, the candidate must have at least a Master's degree, demonstrate a high level of knowledge in the subject where s/he is applying, attested by:
 - a) Significant Contribution to art and creative exhibitions;
 - b) Significant publication on Academic journals;

- c) Substantial Contribution to its field of studies;
- d) Professional Experience on its field of Studies;
- e) Professor position held in another high education institute

2) For the title of lecturer, the candidate has to show high skills for teaching in the pedagogic aspect and to prove academic work, normally provided with possession of a master's degree. The candidate must be in possession of a post-graduate degree and at least 3 years of experience in higher education. The candidate must be recognized for its professional and scientific work, and prove participation in national or international conferences and other activities; The lecture status can be revised after 3 years and can be promoted Professor if the conditions as point 1 are applied.

3) For Assistant Professor Title, the candidate must have at least Master degree, have published in scientific or artistic journals, have created artistic works or had public presentations, demonstrated great skills in teaching and have proven scholar and masterwork in the subject area.

4) For the title of Language lector, teaching and research assistant the candidate must show competence in teaching and have an average grade of basic studies of not less than 8 (eight).

Article 76

All appointments will be made based on academic merit, without discrimination on any grounds.

Article 77

All nominations for a professor, lecturer and lectors titles shall be held for an initial period of four years; they may be confirmed or revoked by the Academic Senate on the recommendation of the departmental council with the possibility of re-election.

Every professor who has been reappointed and every member of staff who reaches the age of 60, if he does not apply for a higher post, may hold on his own appointment.

Article 78

A retired professor may be appointed by the Board of Directors to the position of appointing professor. The duties of the appointing professor are set by the individual contract.

Article 79

The staff member may be dismissed only for reasonable reasons, such as:

1. The conviction for a criminal offence which the BoD deems to be a discredit to the Academy,
2. Actions that the BoD deems to be scandalous or immoral.
3. Inability to perform duties for physical or mental reasons attested by an official medical report nominated by the BoD.
4. Behaviours that indicate failure or persistent refusals, negligence or inability to perform duties or to comply with the terms of employment at the discretion of the Academic Senate.
5. Choosing to use and teach obsolete software and technologies and not what has been openly designated by the Programme of Studies approved by the Academic Senate.
6. Failure to comply with the Academy's code of ethics and regulations.

Article 80

The Board shall issue regulations, provide implementation when needed in governing the procedure for dismissal of a member of the academic staff based on the preceding section.

Article 81

No full-time staff member may take any similar contracted position outside the Academy without the permission of the Board of Directors and Academic Senate, including working in private or public organizations, other Academies or higher education institutions within or outside the Republic of Kosovo. The Board of Directors shall set certain conditions for granting of the permission.

Part XIV: Students' rights and obligations

Article 82

Students admitted to the Academy have the following rights:

- 1) Attend all lectures, seminars, workshop and lessons organized according to their status;
- 2) To use university libraries and laboratories and other student services and facilities;
- 3) To participate in the elections for the positions of students in the Academic Bodies, under these obligations:

- a. Implement the regulations issued by the Academy;
- b. To properly respect the rights of any students;
- c. Pay close attention to their studies and participate in academic activities;
- d. Keeping positive and proactive behaviour within the Academy premises and in the community;

4) To be elected in the Student Assembly, the student shall have successfully concluded the first academic year.

Article 83

Every student has the right to complain about the quality of teaching and academy experience at large.

The student shall express his concerns in an anonymous way with his/her student representatives who shall bring the matter to the attention of the Student Assembly, the Academic Senate and other involved bodies.

Student satisfaction must be taken seriously in every academic aspect and continuously ascertained by the Quality Assurance Commission and office.

The President CEO, the Director of Studies and Bod are all responsible for providing the best experience to the Academy students.

Every proposal of the Student Assembly shall be evaluated and discussed by the senate and arise on the Board of Directors meetings.

Article 84

The Senate may decide to expel or suspend from the Academy permanently or temporarily student/s who misbehave and do not adhere to the Code of Ethics for studies. Students accused of misconduct or bad academic practice have the right to be heard by the Disciplinary Committees which are nominated by the Academic Senate.

Student/s have the right to appeal to the Appealing Commission which decision is final.

Part XV: Finances and Financial Control

Article 85

In accordance with the provisions of this Statute, Kosovo Art Academy defines the means of financing from these sources:

- 1) From study fees, administrative fees, and other fees that students provide;
- 2) Payments for commercial services and/or other services the Academy may provide;
- 3) From research, scientific, artistic funds of general interest from National and International institutions;
- 4) From donations and gifts;
- 5) By exploiting intellectual property;
- 6) From contracts with organizations in the field of teaching, research and expositions;
- 7) From the Founders Investment of the Academy;
- 8) And all other sources permitted by the laws in force in the Republic of Kosovo.

Article 86

Kosovo Art Academy's funds generated has expressed in Article 84 are deposited into the Academy bank accounts.

Article 87

Under the authority of the Board of Director, The Finance and Accounting office is responsible for preparing the annual revenue and expenditure estimation. As well as managing the budget and the resources of the assets evaluated and approved by the BoD.

Part XVI: Notes and Agreements

Article 88

The General Secretary office of the Academy shall be responsible for maintaining regular records of:

- 1) Enrollment Applications;
- 2) Students enrolled in all study and research programs;
- 3) Graduates;
- 4) Academic Staff under an employment contract;
- 5) Property,
- 6) Research projects,
- 8) Research and consulting contracts,
- 10) Other requirements by of the BoD.

Article 89

All staff and students of the Academy must cooperate with the Secretary of the Academy by providing the information required to be kept as stated in the preceding section.

Article 90

All the personal data relating shall be kept respecting their private nature and may only be disclosed for the purposes required by law or this Statute.

Article 91

Agreements, both institutional and private, are created solely for the benefit of academic and educational development.

Agreements that academic staff can make should be designed in such a way that these agreements do not bring any disadvantages or obstacles to the Academy.

Article 92

The Agreement arrangements are authorized by the Board of Directors to be sealed by the President CEO as suggested by the Academic Senate and Administrative Heads.

Agreements that can be made are:

1. Agreement for cooperation in the academic field;
2. Agreement for cooperation in practical work;
3. Investment agreements to increase staff;
4. Students Development Agreement;
5. Assets and Facility Insurance Agreement;
6. Agreement on banking services and various financial institutions.

Part XVII: Internal Organizations

Article 93

The Staff has the right to peaceful assembly and the right to form a Staff Union to represent their collective interests before the authorities of the Academy and for other purposes provided by law.

Article 94

The assembly consisting of student members will be the supreme decision-making body of the Student organization.

Article 95

The Student Organization established in accordance with this section shall freely and fairly elect representatives and being involved with not less than 20% of attendance to any academic body.

Article 96

Students have the right to peaceful assembly.

Article 97

Students are also entitled to form associations or associations for any purpose permitted by law.

Part XVIII: Final and transitional provisions

Article 98

The Board of Directors, the Academic Senate, the Department Council, and all the units of the Academy, shall be established and are recognized by this Academy Statute from the first student cycle present in the Kosovo Art Academy.

Article 99

As soon as practicable after the entry into force of this Statute, the founders shall:

- 1) Provide dates for the election and appointment of the BoD, Academic Senate, and other bodies designated by this Statute;
- 2) Establish the procedure for reviewing the establishment in accordance with the provisions of this Statute;
- 3) Establish the procedure for the formation of the student organization and the election of the Student Assembly.

Article 100

Every Regulation of the Academy, which is provided by law and is not contrary to this Statute, shall apply and implement the statute unless the Board of Directors decides otherwise.

The Kosovo Art Academy Statute is provided in both English Language and Albanian Language. Although the translation should reflect the same meaning in every part on both documents, The Kosovo Art Academy Official Statute is Drafted in the English Language, and the English version of this statute shall be taken as referment in case of any inequality and/or disparity.

Prishtina. 02.09.2019

FOUNDER:

Prof. Valmir Bujupaj

A handwritten signature in black ink, appearing to read 'Valmir Bujupaj', written over the printed name.