

**WORK REGULATION OF
COLLEGE OF INTERNATIONAL MANAGEMENT "GLOBUS"**

**Pristine,
2020**

WORK REGULATION OF COLLEGE "GLOBUS"

GENERAL PRINCIPLES

Article 1

Regulation of the College of International Management "Globus", is based on Article 22 of the Law on Higher Education of Kosovo no. 04 / L - 037, and Article 11 of the Statute of "Globus". This regulation determines the way of organizing "Globus", the functioning of the organs.

GENERAL STRUCTURE

Article 2

"Globus" consists of the following governing bodies: Board of Directors (Founders) and managing bodies: Rector, Secretary General, Teaching Scientific Council, Science and Research Council.

Article 3

The Board of Directors is elected by the founders of the College. The Board may also perform the function of the Assembly of Founders. The Board is the only body for the issuance of the Statute and Work Regulation as well as the appointment of the management structure in "Globus"

Article 4

4.1. The Scientific Teaching Council consists of teachers engaged in the scientific teaching process.

The Scientific Teaching Council is responsible for:

- Organization process of scientific teaching,
- Proposes possible candidates for Rector and
- Duties provided by this Statute

4.2. Manner of organizing meetings:

- The chairperson of the meetings of TSC is the Rector or the person authorized by the Rector.
- The chairperson sets the day and prepares the agenda.
- The chairperson opens the meeting by enabling the participants to complete the agenda.
- The meeting of STC is organized when 50 + 1 of the general members are present.
- Decisions in the meetings of the TSC are taken by a majority vote of the general members.
- If there are more proposals for decisions or conclusions, first the proposals coming out of the bodies of "Globus" are voted and the other proposals are voted through free or secret ballot.
- STC, votes in two ways: a) open and b) secret.
 - a) Open voting is a raise of hands. The declaration can be "for", "against" or "abstention"
 - b) Secret ballot is done with ballots. The voting procedure is implemented by the commission appointed by TSC.

- After the voting, the commission counts the votes and announces the results.

4.3. Acts and other documents of TSC.

- STC, issues: Decisions, Conclusions, Recommendations and other documents in the form of catalogs, information and other materials.

4.4. TSC, forms **permanent commissions** and "ad hoc", which are subordinate bodies that help with specific issues in the field of study.

4.5. TSC during its meetings keeps charge sheet in written form and recorded one. The charge sheet consists information of the work based on the held meeting are recorded. The charge sheet should contain: the number of the meeting, the date and place of the meeting, the number of present participants at the meeting, the names of those absent, the agenda, the characteristic of discussions on important issues. The charge sheet is signed by the Rector and the keeper. The charge sheet and the material examined both save on the archive of "Globus"

MANAGEMENT BODIES OF COLLEGE

Article 5

RECTOR

The Rector is the highest managing authority of the College. In accordance with the Statute of the College and this Regulation, the Rector is appointed by the Governing Board. The Rector is mandated for a period of four (4) years with the possibility of re-election.

The Rector may, as needed and in special cases, hold other management positions at the same time.

The procedure for appointing the Rector will be as follows:

- Candidates can nominee by Scientific Teaching Scientific Council,
- Candidates should present to STC their visions for the development of the College .
- STC proposes to the Directed Board two or more candidates. One of the nominees is elected by the Board as Rector of the College.
- Rector applied Board decisions. Organizes the work of the College, manages the teaching staff and the budget of the College .
- Prepares the annual curriculum and budget, which is discussed and approved by the Board.

Article 6

DEPUTY PRORECTOR

Deputy pro rector, it is the person who deals with science teaching side in college.

His duties are as follows:

- Organizes and controls the scientific teaching work.
- Follows the implementation of curricula.
- Organizes and controls the work for postgraduate specialization and the progress of postgraduate studies.

- Follows the scientific cooperation of the units of the College with scientific research institutions and other high schools.
- Drafts the calendar plan of the teaching process and submits it to the Rector for approval.
- Directs the drafting of lessons, exams and monitors their implementation.
- Follows the correct completion of school documentation by the Quality Assurance Office, which is directly dependent.

Article 7 **Secretary General**

The Secretary General is the person who follows the administrative and economic progress of the College. His duties are:

- Organizes and controls all economic and administrative activity and pursues legal correctness.
- Organizes and controls the work for drafting the draft budget of the College.
- Organizes the conduct of studies for the perspective development of the College in the fields it covers and submits them to the Rector.
- Organizes and directs the activity of services to third parties and proposes the tariffs for these services.
- Directs the work for the equipment based on teaching materials and submits to the Rector the planned and emergency requests and approves the plan for the distribution of materials.
- Organizes and controls the work for the realization of all necessary services and reconstructions in the College.
- It directly accountable on the economic and administrative staff of the College.

Prishtina, 26.06.2020
Directors

Chairman of the Board of
