

**STATUTE**

**OF**

**COLLEGE OF INTERNATIONAL MANAGEMENT "GLOBUS"**

**Pristina,**

**2018**

College of International Management "Globus" according to the Law of Business Organizations in the Republic of Kosovo (Law No. 02 / L-123), as well as of its amendments adopted by Law 04 / L-006, Law for Higher Education in the Republic of Kosovo (Law 04 / L-037), as well as in accordance with its provisions and statutory authorizations for amending and compliance of the Statute of the Company, the Board of Directors of the College "Globus" L.L.C. on 17.09. 2018 decided to issue the new Statute of the College "Globus" sh.pk:

***S T A T U T***

***CO LEGE OF INTERNATIONAL MANAGEMENT "GLOBUS" -*** L.L.C

***Limited liability Company***

**GENERAL DISPOZITIONS**

**Article 1**

**This Statute regulates:**

* 1. **Establishment, name and affiliation form of the College;**
  2. **Name and headquarters of the College ;**
  3. **Logo and seal;**
  4. **Founding capital;**
  5. **Legal representation;**
  6. **Vision, Mission, Goals and activity of the College;**
  7. **Activity according to economic activities ;**
  8. **Governing, managing and operational bodies of the College;**
  9. **Election of governing bodies ;**
  10. **Decision - taking of the governing bodies and management bodies;**
  11. **Staff titles and degrees, academic freedom;**
  12. **The rights, statute and obligations of student organizations and student;**
  13. **Domestic and international institutional cooperation of College**
  14. **Decision on profit distribution and loss coverage;**
  15. **Changes and additions to the statue of College ;**
  16. **The procedure to change the Statute;**
  17. **Termination of College work;**
  18. **Other issues.**

**ESTABLISHMENT, NAME AND LEGAL FORM OF THE COLLEGE**

**Article 2**

**Type of Business organization (company)**

College of International Management "Globus" is a Limited Liability Company (L.L.C.), Which is organized and operates in accordance with the Law on Business Organizations, Law no. 02 / L-123/2007, and the Law on Higher Education in the Republic of Kosovo, Law no. 04 / L-037/2011, as well as with all other bylaws that may derive from these laws and that regulate the activity of providers of higher education and Limited Liability companies in the Republic of Kosovo.

**Article 3**

**Name and headquarters of the Business organization (company)**

**2.1.**Full Name of Business organization is: **College of International Management "Globus"**

**2.2.**The short name of the College is - **"Globus" College**

**2.3.**The headquarters College in Pristina is : *Republic of Kosovo, Pristina - str: Bedri Pejani , No. 1, +10000.*

***2.4.***The headquarters branch College in Podujevo was: *Republic of Kosovo, Podujevo - str: Zahir Pajaziti nn.*

**2.5.**Legal Form of College is a Limited Liability Company (L.L.C.)

**2.6. T**he College is registered in the Ministry of Trade and Industry - MTI, respectively the Kosovo Business Registration Agency (KBRA) and has a Business Certificate with number: 70427404, Fiscal number 600211651 and unique number: 811326661

**2.7.**The business organization may establish academic and research units within the country, in accordance with the legislation in force, as well as abroad, in accordance with the legislation of that country, without violating the Kosovo legislation.

**Article 4**

**Logo and stamp**

**3.1. T**he college has a round and square stamp for special protocols for the campus in Prishtina and the branch in Podujeva;

**3.2. T**he college has the dry seal;;

**3.3.**The College has its own logo with the name College of International Management "Globus";

**3.4. T**he model of the logo and stamp of the College are approved by the Board of Directors by special Decision.

**Article 5**

**Founding capital**

The initial founding capital was provided by the founder, as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr.** | **Name and surname** | **personal number** | **Percentage of shares** | **Value of founding capital** |
| 1. | Ahmet ARIFI | 1011055962 | 100% | 300,000.00 Euro |

**Article 6**

**Legal representative**

**5.1.**Legal representation is made by the Secretary General with external parties and in the interest of the College;

**5.2.**The Secretary General has the right to issue special decisions to authorize College officials according to their responsibilities and positions of representation in certain matters;

**VISION, MISSION, GOALS AND ACTIVITY OF COLLEGE**

**Article 7**

**Mission**

The mission of "Globus" College is to offer university studies as a center of higher education in Kosovo, in the field of international economic sciences, competing in the country, the region and beyond, with a staff trained in prestigious local and international universities, with a modern management that is ready to accept the challenges posed by modern education to equip young people and others with knowledge of management and entrepreneurship for international business and management and sufficient professional development skills in accordance with the requirements and standards of the international labor market

**Article 8**

**Vision**

The vision of “Globus” College is to offer quality university studies in the field of management and international business, preparing students fully capable of responding to the challenges of the modern international economy, in particular to the European Union and modern international business management.

**Article 9**

**Goals of the College**

**8.1.**Globus College was established to pursue the following goals:

a) Development of higher education activities;

b) Implementation of research and development activities;

c) Ensuring education that is comparable and competitive with the higher education of European countries;

d) Provision of education conceived according to contemporary European standards, based on the objectives of the Bologna Process;;

e) Promotion of business education/contemporary management and transfer of “Know-How” to the management of economic development.

9.2 In achieving its goals, the College will provide academic freedom to all of its teachers and students, whom it guarantees the right to present controversial ideas and opinions without risking their jobs or the privileges they enjoy.

9.3 In achieving the goals under this article, as well as throughout its activity, the College will provide the students and teachers with the opportunity of counseling between them and the management in regards to all academic matters.

**Article 10**

**ACTIVITY**

The economic activities of "Globus" College are:

| **Code** | **Description** | **Type** |
| --- | --- | --- |
| 8542 | Higher education | primary |
| 7220 | Experimental research and development in the social sciences and humanities | secondary |
| 6202 | Computer consulting activities | Others |
| 6209 | Other information technology and computer service activities | Others |
| 5819 | Other publishing activities | Others |
| 8559 | Other education pkt | Others |
| 1813 | Pre-printing and pre-publishing preparation services | Others |
| 9319 | Other sports activities | Others |
| 7022 | Business consulting activities and other management advice | Others |
| 8413 | Adjustment and improvement for a more efficient operation of businesses | Others |
| 5829 | Publication of other software | Others |
| 5811 | Publication of books | Others |
| 5814 | Publication of magazines and periodicals | Others |
| 9609 | Other activities pkt | Others |
| 7810 | Activity of employment agencies | Others |
| 9101 | Library and archive activities | Others |
| 7112 | Engineering and technical consulting activities | Others |
| 9329 | Other entertainment and recreation activities | Others |
| 8299 | Other business activities in support of businesses pkt | Others |
| 7219 | Research and other experimental developments in natural sciences and engineering | Others |
| 7320 | Market research and public opinion measurement (surveys) | Others |

**GOVERNANCE, MANAGEMENT AND OPERATIONAL BODIES OF THE COLLEGE IN PRISTINA AND BRANCH IN PODUJEVO**

**Article 11**

The Organizational Structure of Globus College includes two academic units:

1. Globus College - Center Prishtina;
2. Globus College - Podujeva Branch.

**Article 1 2**

**Organizational structure of governing, management and operational bodies**

1. **The governing bodies of the College "Globus" - Center Prishtina and Podujeva branch are:**
2. Shareholders Assembly;
3. Board of directors;
4. The Teaching Scientific Council - (TSC);

1. **The Managing Bodies of College "Globus" - Center Prishtina and Podujeva branch are:**
2. Rector ;
3. Vice Rector ;
4. Dean ;
5. Vice Dean ;
6. Secretary General ;
7. Quality Assurance Manager (QAM) ;
8. Branch Manager of Podujevo;

**III. Executive Bodies of "Globus" - Center Pristina , are :**

1. Holders of Bachelor and Master study programs;
2. Operating staff - clerks.

**Article 1 3**

**Shareholders Assembly**

13.1. The Assembly of Shareholders (hereinafter referred to as the Assembly) is the highest governing body of the College, consisting of all shareholders registered on the Shareholders List, which is kept by the College and which corresponds to the list of shareholders listed in Article 5 of this Statute. The Assembly of Shareholders chooses the Chairman of the Assembly, who at the same time serves as Chairman of the Board of Directors.

13.2. The voting rights in the Assembly shall coincide with the property rights of Shareholders of the Business Organization (Company), while decisions in the Assembly, except in the cases expressly defined differently by this Statute and by the Rules of Procedure of the Assembly of Shareholders, are taken by a simple majority (50.01%) of all votes present in the Assembly of Shareholders where the quorum has been determined, in accordance with Article 13.2 of this Statute.

13.3. The Assembly is in charge of approving and amending the Statute and Rules of Procedure of the Assembly of Shareholders of the College, as well as for the approval of College's strategic documents and development policies and overseeing the financial activity and management policies of the other College bodies.

13.4. The Assembly appoints the Board of Directors, which is in charge of governing the College between the two Assemblies, as well as for the implementation of the College's strategic documents and development policies.

13.5. The Assembly of the College decides exclusively for the issues listed below::

(a) Amending and supplementing the Statute and the Rules of Procedure of the College’s Assembly of Shareholders;

(b) Increase or reduction of the company's base capital;

(c) Consolidation of issued and outstanding shares;

(d) Division of issued or outstanding shares or the issuance of additional shares;

(e) Composition of the Board of Directors;

(f) Liquidation of the company;

(g) Seeking protection in bankruptcy or insolvency laws; and

(h) Appointing an external auditor for the company's financial activity.

13.6. All decisions from paragraph 5 of this Article shall be taken by a majority of 2/3 (two thirds) of all issued and additional shares.

13.7. The College Secretary shall also serve as Secretary of the College’s Assembly of Shareholders and shall keep records of decisions and minutes of the Assembly, under the supervision of the College’s Chairman of the Assembly of Shareholders

**Article 1 4**

**Board of directors**

14.1. The Board of Directors of the College is the highest management body composed of five directors elected by the Assembly of Shareholders of the College, which manages the College between the two Assemblies. The Board of Directors has a three-year mandate, with a possibility of reelection. In the event that for any reason a position on the Board of Directors remains vacant, the Board of Directors may decide by the votes of all remaining Board members to substitute that position with a new director, who will hold office up to the end of the initial mandate of the Board of Directors, or until the first Regular Assembly of Shareholders of the College, when the latter decides for its replacement. In the event that for any reason the Board does not have a quorum for decision-making, the Remaining Directors or Director will have the power to convene the Assembly of Shareholders for the purpose of filling the vacancies in the Board of Directors.

14.2. The Board of Directors of the College is elected by the shareholders who will consist of 5 (Five) members.

14.3. Governing Board members can be elected from the ranks of the College's founders, bodies managing of the College, scientific worker and pedagogic research different expert and reputable manager of the company with international business and other renowned personalities from local, international economic and social life.

**Article 1 5**

**Teaching - Scientific Council (TSC)**

15.1. The Teaching-Scientific Council (TSC) consists of the professors of the College in regular employment;

15.2. Assistants in regular employment select their representatives in proportion to their number, even 1/3 of the total number.

15.3. The student union of Globus College elects a representative.

15.4. The administration elects a representative.

15.5. The Teaching-Scientific Council (TSC) works in sessions.

15.6. The Teaching-Scientific Council drafts the Rules of Procedure for its activity for teaching-scientific work, which, among other things, envisages the field of its activity for teaching-scientific work.

15.7 The Teaching-Scientific Council, on the proposal of the Rector, selects the program holders according to the levels of studies in Prishtina and the branch in Podujeva.

15.8. The Teaching-Scientific Council (TSC) is chaired by the Rector of the College and in his absence the Vice Rector or Dean.

15.9. The Teaching-Scientific Council (TSC) has 3 standing committees - the Quality Assurance Committee, the Disciplinary Committee, the Complaints Commission.

15.10. The Quality Assurance Commission is responsible for implementing and monitoring evaluation procedures in accordance with the Statute and regulations of the institution. The Commission ensures the implementation of international standards and the standards of the Kosovo Accreditation Agency and proposes relevant recommendations to the Academic Council. The commission approves evaluation deadlines, approves the composition of evaluation teams and promotes a culture of quality.

15.11. At the beginning of each academic year, the committee in the first meeting elects the Chairman of the committee. The chairman of the commission is elected by a majority vote of the members of the commission. The task of the Chairman of the commission is to organize the work of the commission.

15.12. The Quality Assurance Committee has a total of eight members: five elected members - three teaching staff members, one student representative and one administration representative; and three ex-officio members: the Rector, the Secretary of the College, and the Head of the Office of Quality Assurance.

15.13. The Disciplinary Commission is formed by the Academic Council to review the cases brought before this commission by the students, staff and management of the College. The Commission has five permanent members appointed by the Academic Council, of whom three are representatives of the teaching staff, one representative of the students and one representative of the administrative staff.

15.14. The members of the Disciplinary Commission shall refrain from participating in the reviews of this commission in cases where: (a) The supervisor or their subordinate is subject to review in the Disciplinary Commission; (b) When they have family or friendly ties with the persons under consideration; and / or (c) There is a conflict of interest, as specified in the Code of Conduct or other normative acts of the College.

15.15. The rules and procedures of the Disciplinary Committee are detailed in the Code of Conduct of the College and other normative acts of the College. The same will be made public to all students, staff and other stakeholders for the College.

15.16. The Appeals Commission serves as the second instance for reviewing appeals against decisions taken by the Disciplinary Commission.

15.17. The Academic Council appoints five members of the Appeals Commission, three of whom are teaching staff representatives, one is a student representative and one is an administration representative.

15.18. The members of the Appeals Commission shall refrain from participating in the reviews of this commission in cases where: (a) The person supervising or subordinate to them is subject to review before the Appeals Commission; (b) When they have family or friendly ties with the persons under consideration; and / or (c) There is a conflict of interest, as specified in the Code of Conduct or other normative acts of the College.

15.19. The rules and procedures of the Appeals Commission are detailed in the Code of Conduct of the College and other normative acts of the College. The same will be made public to all students, staff and other stakeholders for the College.

15.20. The Teaching-Scientific Council (TSC) works in accordance with the Rules of Procedure of the TSC.

15.21. The Teaching-Scientific Council (TSC), reviews and decides on the following issues:

a) Takes the Decision for the opening or closing of the study levels and within them for the opening and closing of the study programs of the College,

b) Approves the Strategy of the study, scientific and research programs of the College,

c) Based on the proposal of the leaders of the study levels, reviews and approves the Study Curricula and curricula of study subjects,

d) Reviews and approves the Plan of study visits of the pedagogical staff in local and international institutions,

e) Reviews and approves the Plan of scientific and professional development of the pedagogical staff,

f) Dismisses the plan for the establishment of a new academic staff by respecting certain criteria such as gender structure, etc.

g) Reviews and approves the Plan of Study Visits of students in the country and abroad,

h) Reviews and approves the plan of publications of the College, especially of university textbooks for the needs of students,

i) Reviews and approves the practical work plan of students in companies, institutions and other organizations with international business,

j) Based on the proposals of the leaders of the study levels, makes a Decision for announcing the competition for admission of students for each academic year,

k) The Teaching-Scientific Council (TSC), determines the conditions for the registration of students which are regulated by the Regulation of the study regime,

* 1. Based on the proposal of the leaders of the study levels, makes a decision for announcing the competition for admission of the academic staff,

l) Appoints an Interview Panel for admission and re-election of academic staff,

m) Approves Regulations and rules on issues of:

* *work of the College,*
* *selection of academic staff,*
* *student work,*
* *functioning of the Quality Assurance Office - QAO*
* *student assessment system,*
* *preparation and defense of diploma theses,*
* *code of conduct,*
* *accepts diplomas and credits for transferred students based on the Law on Higher Education in Kosovo, MEST Administrative Instructions according to the criteria of the Bologna Declaration,*
* *awarding scientific and academic titles and degrees "Honoris Causa" and the titles "Professor Meritus",*
* *all regulations and procedures provided by the Law on Higher Education in Kosovo, Administrative Instructions of MEST and Regulations and criteria provided for accreditation by KAA*

- The Teaching-Scientific Council (TSC) reviews and decides on all issues related to the teaching-scientific and research work from the scope of the College.

**COLLEGE MANAGEMENT BODIES**

**Article 1 6**

**Rector**

16.1. The Rector is the main managing authority of the University.

16.2. The Rector is responsible for the effective and orderly work of the University and for its management according to the policy set by the Governing Council, and has all the necessary authority to exercise these duties.

16.3. The duties of the rector are specified in the employment contract.

**Article 1 7**

17.1. The Rector of the College is elected by the Board of Directors by a majority vote.

17.2. The Rector is elected by the Board of Directors from the list of candidates proposed by the Professional Commission of five (5) members, which commission is formed by the Teaching-Scientific Council (TSC). The professional commission has the duty to verify whether the candidates submitted for the position of rector meet the conditions provided by the competition.

17.3. The Board of Directors has the right to reject the list of candidates proposed by the Professional Commission on the grounds.

17.4. The Rector of the College is elected by the Board of Directors by a majority vote.

17.5. If no candidate wins this majority in the first round of voting, then the two candidates with the highest number of votes qualify for the second round of voting. If neither of the two candidates wins the absolute majority three times in a row, the election procedure shall be repeated from the beginning, as provided in this Statute.

17.6. The mandate of the Rector is five (4 ) years with the possibility of re-election.

17.7. The mandate of the Rector begins on October 1 of the following academic year.

**Article 18**

1. The Rector has the following responsibilities:

1.1. To act on behalf of the College and to represent it;

1.2. To organize, direct and manage the College;

1.3. To lead the academic staff;

1.4. Decide on the work regulation for the academic staff of the College within the framework set by the Board of Directors;

1.5. To hire, delegate, level, promote, suspend and determine the working conditions for staff in accordance with the regulations issued by the Board of Directors and the Teaching-Scientific Council;

1.6. To chair the Teaching-Scientific Council;

1.7. To submit to the Board of Directors proposals regarding the educational character and mission of the College taking into account the recommendations and opinion of the Teaching-Scientific Council;

1.8. Implement the decisions of the Board of Directors;

1:11. Sign contracts on behalf of the College with third parties;

1:12. Sign diplomas and other official certificates of the College;

1:13. to propose the candidates for the post of vice-rectors, to be elected by the Teaching-Scientific Council;

1:14. to nominate candidates for the post of Secretary General;

1:15. Announce all academic titles;

1:16. The Rector has the right to form an advisory commission;

1:17. to perform all other duties on behalf of the College, as defined by this Statute or other regulations in force.

**Article 19**

The Rector of the College may be dismissed before the end of his term in the following cases**:**

* Upon personal request,
* If the Founders do not accept the annual work report of the College, and
* In agreement with the Founders.
* Resignation;
* Dismissal;
* Health reasons;
* Punishment for a criminal offense;
* Retirement;
* Death.

2. Procedures for dismissal of the rector can be initiated by an absolute majority of votes by:

2.1. Board of Directors;

2.2. Senate.

3. The procedure for dismissal of the rector is determined by the regulations issued by the directed Council. The decision of the Board of Directors for dismissal is valid by a qualified majority of 2/3 of the votes of the members.

4. In case of dismissal of the rector, the mandate of the vice-rectors ends.

5. In case of dismissal, the newly elected rector and vice-rectors shall be elected for the remainder of the term office of the dismissed rector. 6. In case of dismissal of the rector, or in any case of vacancy for the position of rector, the Directed Council elects the acting rector until the end of the procedure for the election of the rector for the remaining term. The Acting Rector will hold the post of Rector until the end of the term, if there are no more than 6 months left until the announcement of the elections at the University. The acting rector is elected the person who meets the conditions provided for the election of the rector, article 27 point 3 of the Statute.

**Article 20**

1. The Rector has the right to file a complaint against his dismissal.

2 .A procedures can be initiated against the decision in the competent court.

**Article 21**

**Vice-Rector**

1. The duties of the vice-rectors are appointed by the rector in accordance with the provisions of this Statute.

The Rector has the right to delegate full legal responsibilities to them for a certain period of time. Joint responsibilities may be assigned to vice-rectors in the areas of:

1.1. Teaching and student affairs;

1.2. Budget and Finance;

1.3. Scientific research;

1.4. International cooperation;

1.5. Development and quality.

**Article 22**

The Rector appoints one of the Vice-Rectors to temporarily exercise the duty of Rector in case of temporary incapacity or incapacity of the Rector.

**Article 23**

1. The Rector proposes the list of names for vice-rectors from the ranks of University professors, after consulting with the Senate. The Vice-Rectors are elected by the Directed Council by an absolute majority of votes, in a voting queue. If the proposed candidate is not elected then the rector has the right to nominate the new candidate.

2. The mandate of the vice-rectors is related to that of the rector, with the possibility of re-election for another term.

**Article 24**

The Vice Rector assists the Rector in his affairs and duties.

The Vice Rector in the absence of the Rector performs the work and duties of the Rector.

The Vice Rector is the person who deals with the scientific teaching side in the 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 higher 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.

- Carries out coordination and cooperation with local and international institutions.

**Article 25**

The Rector of the College may be dismissed before the end of his term in the following cases **:**

* Upon personal request,
* If the Founders do not accept the annual work report of the College, and
* In agreement with the Founders.
* resignation;
* Dismissal;
* Health reasons;
* Punishment for a criminal offense;
* retirement;
* Death.

1. Procedures for dismissal of the rector can be initiated by an absolute majority of votes by:

2.1. Board of Directors;

2.2. Senate.

3. The procedure for dismissal of the rector is determined by the regulations issued by the Steering Council. The decision of the Board of Directors for dismissal is valid by a qualified majority of 2/3 of the votes of the members.

4. In case of dismissal of the rector, the mandate of the vice-rectors ends.

5. In the event of dismissal, the newly elected rector and vice-rectors shall be elected for the remainder of the term of office of the dismissed rector.

6. In case of dismissal of the rector, or in any case of vacant vacancy of the position of rector, the Steering Council elects the acting rector until the end of the procedure of electing the rector for the remaining term. The Acting Rector will hold the post of Rector until the end of the term, if there are no more than 6 months left until the announcement of the elections at the University. The acting rector is elected the person who meets the conditions provided for the election of the rector, article 27 point 3 of the Statute.

**Article 26**

1. The Rector has the right to file an appeal to the competent court.

**Article 27**

**Dean**

1. The Dean and the Vice-Dean are elected by the Teaching Scientific Council (TSC) by a simple majority of votes and propose to the Board of Directors for approval for a period of four years, from among the professors of the College, with the right of re-election for another term.

2. Candidates for the post of dean and vice-dean must be individuals with relevant academic qualifications and have skills and experience in leadership as well as have at least the title of assistant professor.

3. The elected Dean proposes to the Teaching-Scientific Council (TSC) the possible vice-dean for the joint mandate who are elected in the Council and forwarded to the Board of directors for approval.

4. For the election of the new dean, the Scientific Teaching Council (TSC) elects a delegate from the professors of the College, who temporarily holds the mandate of the dean at TSC until the procedure for the election of the new dean is completed. Then the new dean takes office as provided by this Statute.

5. The regular mandate of the Dean and the Vice-Dean begins on October 1.

**Article 2 8**

1. The Dean is accountable to the Rector for his work. The duties of the dean are:

1.1. Provide academic guidance in relevant areas for the development of teaching, scientific and artistic work in the faculty;

1.2. Ensure efficient, economical and effective use of funds allocated to the faculty by the Board of Directors;

1.3. Take all necessary measures in the implementation of the decisions and tasks set by the Faculty Council;

1.4. Provide sufficient information regarding the use of tools and results in teaching, scientific research and artistic creativity for the Rector and the Board of Directors according to the provisions of this Statute;

1.5. Represent the Faculty Council in the University Senate;

1.6. To advise the Rector and the Senate on the appointment of academic staff in faculty subjects;

1.7. To nominate candidates for vice deans;

1.8. To perform the other duties of the dean provided in this Statute.

2. The Dean may represent the University for Legal Matters on behalf of the faculty only with the authorization of the Board of Directors provided by regulations or otherwise.

3. The Dean determines the duties of the Vice Dean.

**4. The**Dean performs the following tasks and duties:

- Organizes and supervises the progress of the study process,

- Takes care of the regularity of studies according to the announced schedule,

- Reports to the Rector and the Vice Rector for the performance of the duties described in the Employment Contract and

- Performs other tasks as needed in the study process with instructions from the Rector.

**Article 29**

1. The mandate of the dean may end prematurely in case of:

1.1. Resignation;

1.2. Discharge;

1.3. Health reasons;

1.4. Punishment for a criminal offense;

1.5. Retirement

1.6. Death.

2. The procedure for dismissal of the dean can be initiated by:

2.1. Board of Directors;

2.2. Senate;

2.3. Rector;

2.4. Relevant faculty council.

3. The procedure and reasons for the dismissal of the dean are defined in the regulation issued by the Senate.

4. The decision to dismiss the dean is taken by the Senate after consultation with the relevant faculty council. The decision of the Senate is taken by a qualified majority of 2/3 of the members.

5. In case of termination of the mandate of the dean, the mandate of the vice-deans also ends.

6. In case of termination of the mandate, the newly elected dean and vice-deans will be elected for the remaining term of the mandate.

**Article 30**

1. The mandate of the vice dean may end prematurely in case of:

1.1. Resignation;

1.2. Discharge;

1.3. Health reasons;

1.4. Punishment for a criminal offense;

1.5. Retirement

1.6. Death.

2. The procedure for dismissal of the vice dean can be initiated by:

2.1. Board of Directors;

2.2. Senate;

2.3. Rector;

2.4. Relevant faculty council;

2.5. Dean.

3. The decision for dismissal is taken by the Senate after consulting with the dean and the council of the respective faculty. The decision of the Senate to dismiss is taken by a qualified majority of 2/3 of the members.

4. In case of termination of the mandate of the vice-dean, the dean proposes the new candidate for the position of vice-dean, who is elected for the remaining period of the mandate of the dismissed vice-dean.

**Article 3 1**

**SECRETARY GENERAL**

1.1. The Secretary General of the College is a person authorized for administrative matters and a signature on behalf of the College for such needs. The Secretary of the College is a person competent to represent the College at all ministries, agencies and institutions of Kosovo, as well as to sign all administrative documents that may be required by various ministries, agencies and institutions related to the activity of the College.

1.2. The Secretary of the College is an authorized person of the College to carry out day-to-day banking on his behalf, including opening and maintaining accounts, applying for credit products (including, without restrictions, loans, overdrafts, letters of guarantee, letters of credit, credit limit and direct debit) to all commercial banks in the Republic of Kosovo.

1.3. The Secretary of the College is responsible for drafting employment contracts for the academic and administrative staff of the College.

1.4. The Secretary of the College is responsible for drafting decisions, letters and other acts which remove the bodies of the College from their respective scope, as well as for keeping files, documentation and minutes of the Shareholders Assembly and the Board of Directors.

1.5. The Secretary of the College manages the administrative procedures of the College and drafts its public announcements.

1.6. The Secretary of the College is elected by Board of directors in the College;

1.7. The Secretary General organizes and implements the administrative work and duties in the College;

1.8. The Secretary General autonomously implements the affairs that belong to the administration, while in the field of teaching he performs the tasks based on the Decisions of the Teaching-Scientific Council and the tasks taken by the Rector.

1.9. The Secretary General manages the financial performance of the College, respectively proposes the annual Financial Plan and submits the Annual Financial Report to the Board of Directors.

1:10. The Secretary General represents the College in legal matters to the competent legal institutions and to other parties.

**Article 32**

**STUDY PROGRAM HOLDERS**

Holders of Bachelor and Master Study programs are appointed on the proposal of the Teaching – Scientific Council.

Holders of Bachelor and Master Study programs are responsible for executive teaching work based on the Curriculum of the College.

The holders of the Bachelor and Master Study programs coordinate their work in cooperation with the Rector and the General Secretary of the College.

They report on their work to the Rector, the Office for Quality Assurance, the Secretary General and the Teaching-Scientific Council (TSC).

Program holders must comply with the applicable legal basis which regulates the specific requirements for each program regarding the degree and field that study program providers must have.

**Article 3 3**

**ADMINISTRATIVE STAFF**

The administration of the College consists of the officers employees of the College.

The work and duties performed based of the description in the systematization of place work.

College Officers respond to the Secretary General for all the work.

College Officers perform based on Work, Discipline and Ethics Regulation of College.

**MANAGEMENT BODIES PODUJEVA BRANCH**

**Article 3 4**

The Podujevo Branch is managed by the Branch Leader.

Head of Branch appointed on the proposal of the Teaching - Scientific Council.

The duties and responsibilities of the Head of the Podujeva Branch are:

- Coordinates the work of the Branch based on the Statute and Governance and Management Decisions of the Center in Prishtina;

- Organizing and supervising the progress of the learning process;

- Coordination and Reporting on the progress of the teaching process of the branch with the Office for Quality Assurance ;

- Organization and management of administration and

- Other jobs and tasks defined by the Governing bodies.

**ORGANIZATION OF STUDIES**

**Article 3 5**

**University studies**

* The College offers these levels of study;

1. **Bachelor studies**
2. **Master studies**

* Higher education level studies in the field of international management for the directions accredited by the Kosovo Accreditation Agency (KAA) and the License issued by the Ministry of Education, Science and Technology (MEST).
* Research by the staff of the College, students of Master level studies and local and international collaborator competent for certain fields that are of interest to the development of the College,
* The College may establish and co-establish institutions - research organizational units in the field of its activity, and
* Exercises other activities according to the nomenclature in the Business Certificate.

**Article 36**

**Academic year**

(1) The College organizes studies in accordance with the existing study programs during the Academic year that lasts 12 months. The academic year begins on October 1 and ends on September 30 of the following year.

(2) The study activity (lectures, exercises, seminars, colloquia) is divided in two semesters and lasts from 15 weeks per semester.

(3) The academic year in Bachelor studies begins on October 15;

      The academic year in Master studies begins on 01 November.

(4) The calendar of studies is issued by the Teaching-Scientific Council (TSC).

**Article 37**

**Titles and Degrees**

The titles and grades of staff of teachers will be taken on the basis of the Law of higher Education in Kosovo and in accordance with Article 28, paragraph 5.

Globus College may award the following degrees:

5.1. Professor;

5.2. Assistant professor;

5.3. Lecturer;

5.4. Assistant.

6. The criteria for all titles, except those of assistant and lecturer, include at least one Master's degree or equivalent in the field of the nominee's subject. In addition, assistant professors and associate professors must be able to demonstrate a successful background in teaching, research, and other professional or artistic practice that will be evaluated by at least three reviewers with at least one higher title that the candidate's current title for promotion.

7. Assistant professors and professors must have completed a doctorate and have a successful background in publishing in international peer-reviewed journals.

8. If a person holding a degree from an accredited university or from a university college joins the staff of a non-university or university college holder he may continue to hold the previously awarded title. If a person holding a degree from a university college or accredited college joins the university staff, he or she will be required to apply for a degree from the university.

9. A full professor retired from a full-time post may be appointed as Professor Emeritus and may be called upon to support the institution in which he holds this title, in any manner deemed appropriate by the Rector.

**Article 38**

**Academic freedom**

Academic Freedom is regulated based on laws in Kosovo and the Law of the higher education of Kosovo with Article 27, paragraph 4.1. and 4.2. and all international conventions on Academic Freedom that it will be respected by College "Globus".

**RIGHTS, STATUS AND OBLIGATIONS OF STUDENTS AND STUDENT ORGANIZATIONS**

**Article 3 9**

Every candidate who passes the Matura test enjoys the right to continue his / her studies at higher education institutions according to the legislation in force.  
32.1 Students are admitted to the College programs on the basis of competition and merit

32.2 Students who have been admitted and enrolled in Globus College enter into a legal relationship with it, by signing the relevant agreement. Upon signing this agreement, students are informed about the normative acts of the College and the codes of ethics and etiquette which they must adhere to during their studies.

32.3 Students have the following rights and responsibilities:

a) to attend all lectures, seminars and other learning activities;

b) use the premises in libraries and other services for students;

c) apply the rules drafted by the institution;

d) pay due and full attention to studies and participate in academic activities.

32.4 Students have the right to complain about the quality of the teaching process or the infrastructure of the College, and the complaints in question will be handled by the Rector of the College based on the normative acts of the College.

**Article 40**

**Student status**

This means that all the prerequisites for admission to a specific study program are met.

**a) Full-time student;**

**b) Student with distance studies  and**

**c) Student with correspondence.**

**Article 41**

**The rights and obligations of the student**

Students enrolled in the College "Globus" enjoy all rights and must comply with all legal obligations and the contract signed for each school year with the College.

The College is obliged to guarantee students normal conditions for the realization of students' rights provided in the Law on Higher Education in Kosovo in Article 31, points 2, 2.1, 2.2 and 2.3.

Students are also obliged to fulfill their obligations and duties from article 31 point 3.1, 3.2, 3.3 and 3.4.

The College will provide students with all the freedoms and rights provided in Article 31 point 4 of the Law on Higher Education of Kosovo.

**Article 42**

**Student organizations**

Students of Globus College are guaranteed the right to establish their own Student Organizations (Student Union).

This organization is formed on the basis of free and democratic elections independently.

The Students' Union is made up of Globus College students adapting to the needs and requirements of their activity.

The college is obliged to provide sufficient space and working conditions and to support it materially for the development of normal activities of the Student Union.

33.1 Students are represented in all academic units of the College. The Academic Council is attended by five students selected by their peers. These are elected by their own, directions and it does not mean that they are all members of the Presidency of the Union. Of the five student members of the Academic Council, two are from the Albanian bachelor programs, one from the Albanian master programs, one from the English bachelor programs and one from the English MBA programs. One student participates in the quality assurance committee, one student in the disciplinary committee and one student in the appeals committee. Each program committee will be attended by two students. 33.2 Students have the right to organize themselves in the Student Union within the College. The student union regulates its activity with special regulations..

**Under the 4 3**

**Change of direction of studies**

(1The student can change the study program by completing the lesson in one study program and starting teaching in another study program

(2). The change of the study program is possible between the study programs in order to achieve the same level of education in accordance with the provisions of this Statute;

(3). During the change of the study program the student is legally allowed to start the new study program if at least 50% of the exams have been passed successfully during the old study program, studies and admitted to the new study program.

(4). According to point (3), the student is allowed to enroll in the new study program:

1. At least in the second year of studies or;

2. Best in the year of study that follows after the old study program.

(5) The change of the study program cannot be done if the student has to

is enrolled in the first year of studies in the new study program in accordance with point (3). The procedure of change of direction is regulated by the Regulation on the Study Regime of "Globus" College.

**Article 4 4**

**Student transfer**

Candidates / students enjoy the right of transfer based on the Law on Higher Education no. 04 L / 037, Article 16 point 4.

Transfer of students can be done in Bachelor and Master level Programs, Decisions are drafted objectively and flexibly with the possibility of registration and transfer at appropriate times and with the granting of credits. In formulating the rules, Globus College takes into account the current conventions of the European Credit Transfer System.

Transfers can be made according to the deadlines set by the Decision of TSC harmonized with the Instructions of MEST.

**DECISION - MAKINGON PROFIT DISTRIBUTION AND LOSS COVERAGE**

**Article 4 5**

ncrease and decrease of share capital Increase and decrease of share capital will be done in accordance with the provisions of the Law on Business Organizations, Law no. 02 / L-123 and with the procedures set out in this Statute..

funding

4.1. “Globus” College will be funded by:

- from compensation for services rendered

- from the internal resources of its members,

- from the sale of publications and other products of the College,

- from grants provided by other public, state or private entities,

- from other legal sponsorships for the organization of activities and the implementation of certain projects in accordance with the purpose of the College.

Will not operate with any other type of funding that may be provided if it goes out of character and conflicts with the statute and the predetermined mission of the College.

**Article 4 6**

The financial results of the work are shown on the basis of the periodic and annual financial statements, as a difference between income and expenses, the excess of income is shown as profit is taxed according to Corporate Law, and the excess of expenses to income as a loss which cover the Founders.

**Net profit can divided in :**

* A part for the development of the College and reserves,
* A part for dividend of shareholders and
* The rest for other destinations in accordance with the law and the decisions of the Founders.

**Article 4 7**

After the end-of-year financial statements, the Dividend is calculated and paid at the end of the year and no later than one month after the decision is made.

**Article 4 8**

The loss shown is covered by means that by law can be used to cover losses..

**CHANGES AND ADDITIONS OF THE COLLEGE STATUS**

**Article 4 9**

Legal changes and additions to the College can be changed according to the need of the College but always in accordance with the Laws which regulate the legal status of the College..

**PROCEDURES FOR CHANGE T OF THE STATUTE**

**Article 50**

To amend and supplement the Statute decides in the Founder (Shareholders) according to the procedures provided for approval of the Statute.

**TERMINATION OF COLLEGE WORK**

**Article 5 1**

**The College termination its work in the following cases:**

• By decision of the Founder of the College;

• If the activity of the College becomes illegal**.**

**FINAL PROVISIONS**

**Article 5 2**

This Statute enters into force on the day of the decision on the approval of the Statute by the Governing Board of the College.

**Prishtina, 17.09.2018  Chairman of the Board of Directors                                                                                  Prof.ass.Dr. Betim Spahiu**

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