



KADRI ZEKA

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## REGULATION

COMMISSION FOR THE SUPERVISION OF IMPLEMENTATION OF THE STRATEGIC  
PLAN OF THE PUBLIC UNIVERSITY "KADRI ZEKA" GJILAN

Pursuant to Article 17 and Article 23 point 1.3 of the Statute of the Public University “Kadri Zeka” in Gjilan, the Steering Committee in its XXII meeting held on the 02.12.2020, approved this:

## REGULATION

### COMMISSION FOR THE SUPERVISION OF IMPLEMENTATION OF THE STRATEGIC PLAN OF THE PUBLIC UNIVERSITY "KADRI ZEKA" GJILAN

#### Article 1

##### Scope

This regulation defines the organization and working manner of the Commission for supervising the implementation (hereinafter: Commission) of the UKZ strategic plan, (hereinafter strategic plan) including: tasks and responsibilities, convening meetings, chairing, the election, re-election procedures and replacement of the chairperson or members, the manner of decision-making, compensation and reporting to the Steering Committee of the University.

#### Article 2

##### Election and composition of the Commission

2.1. The election of the chairperson and members of the Commission for the supervision of implementation of the Strategic Plan is done by the Rector of the University, with the following composition:

2.1.1. A member of the Steering Committee from MEST - chairperson;

2.1.2. A member from the Rectorate - Vice Rector for Budget and Finance;

2.1.3. Deans of academic units;

2.1.4. A student representative for a one-year term;

2.1.5. The Rector appoints the Commission.

2.2. The election of the chairperson and members of this commission is done for a three-year mandate, according to the Strategic Plan.

## Article 3

### Completion of the mandate, dismissal and re-election of the members of the Commission

3.1. The completion of the mandate of the members of the Commission is done in the following cases:

3.1.1. If the mandate of a member of the Commission ends or he/she is dismissed from the position that he/she holds outside the commission, he/she automatically loses the mandate in the Commission.

3.1.2. If they submit a resignation to the Steering Committee;

3.1.3. If dismissed for negligence of work in the Commission;

3.2. In case of completion of the mandate of any member of the Commission, their replacement is done according to article 2 of this regulation.

3.3. Replacement of him/her is to be done from the holder of the position, or from the chosen who takes the place in the relevant position, which was held by the removed member.

3.4. In case the chairperson of the Commission for various reasons cannot temporarily exercise his/her duty, then the rector appoints a temporary chairperson from among the current academic staff members of the Commission.

## Article 4

### Commission Duties

4.1. Commission duties include activities as the following, but not limited to:

4.1.1. Drafting annual implementation plans;

4.1.2. Drafting financial annual expenses of implementing activities according to budgetary limitations foreseen by the strategy and the Medium-Term Expenditure Framework (MTEF);

4.1.3. Following and supervising projects that result from the strategic plan;

4.1.4. Collection of information for every foreseen project for implementation;

4.1.5. Requirement for project performance reports and appropriate steps;

4.1.6. Review and precautionary measures to ensure the implementation of the strategic plan;

4.1.7. Drafting requests and projects directed to donors for providing funds relevant to the implementation of strategy;

4.1.8. Proposal for obtaining adequate measures in case of subjective responsibility for eventual failure of the projects and programs foreseen by the strategy.

## Article 5

### Avoiding conflict of interest

5.1. Members of Commission while exercising their duties in the commission, should avoid conflicts of interest. They should not participate in any procedure in which they have personal interests, or if there is any circumstance/situation which can affect in their impartiality;

5.2. Chairperson of the Commission must decide, in case of any doubt related with paragraph 1 of this article, according to provisions of law No. 04 / L-051 for prevention of conflict interest in exercising public function.

## Article 6

### Commission meetings

6.1. Chairperson of the Commission is required to convene the constitutive meeting of the Commission three days after the entry into force of this regulation;

6.2. Regular meetings of Commission are convened and chaired by the chairperson of the Commission;

6.3. The commission is required to meet at least once a month in a regular meeting;

6.4. The Chairperson of the Commission may convene an extraordinary meeting if the tasks are not completed by deadline;

6.4.1. At the request of the Steering Committee;

6.4.2. At the request of 1/3 of Commission members.

## Article 7

### Reporting to the Steering Committee

7.1. The Commission, through the chairperson, reports every three (3) months to the Steering Committee on the tasks or work completed regarding the implementation of the Strategic Plan;

7.2. For fulfilling the duties regarding the implementation of the Strategic Plan, the Commission submits to the Steering Committee a detailed annual report.

7.3. The Chairperson is obliged to send the relevant documentation (report) electronically to the Steering Committee, at least three (3) days before the meeting of the Steering Committee is held;

## Article 8

### Duties and Responsibilities of the Chairperson

8.1. The Chairperson of the Commission has the following responsibilities:

8.1.1. Directs the work of the Commission;

8.1.2. Convenes and chairs all meetings of the Commission;

8.1.3. Assigns and separates tasks to the members of the Commission;

8.1.4. Supervises the work of the members of the Commission;

8.1.5. Reviews and signs the minutes of the Commission meetings;

8.1.6. Signs other Commission documents (reports, notices on decisions, recommendations issued etc.);

8.1.7. Ensures that the work of the Commission is carried out in accordance with the legal provisions and statute of UKZ;

8.1.8. Ensures that the activity of the commission is within the set time limits;

8.1.9. Provides interconnection among the Commission and management bodies of University, academic units, administration and other institutions included in implementation of this strategic plan.

8.1.10. He / She is obliged to notify the Steering Committee if the members of the Commission do not apply or violate this Regulation. Notice is done in writing by including proposal with concrete measures;

8.1.11. The Chairperson of the Commission is accountable for his work to the Steering Committee.

## Article 9

### Duties and responsibilities of the Commission members

9.1. The members of the Commission have the following responsibilities:

9.1.1. Fulfill the obligations of the Commission regarding the supervision of the implementation of the Strategic Pan and the decisions of the Steering Committee;

9.1.2. Manage the implementation of parts of the work in the respective units that represent them and report on this to the Commission;

9.1.3. Participate in the approval of all supervisory actions and ensure that all timelines are met;

9.1.4. Perform any other task assigned by the Chairperson of the Commission, or if required by the Steering Committee.

## Article 10

### Convening and holding the commission meetings

10.1. The Chairperson in consultation with members of the Commission assigns the meeting date, and the content of each Commission meeting;

10.2. The Chairperson of the Commission is obliged to inform the members of the Commission at least 3 days prior to the meeting;

10.3. Members who are unable to attend the meeting for various but necessary reasons must inform the chairperson in writing before the meeting is held;

10.4. The Commission holds closed meetings, unless otherwise decided by a special decision of the Commission;

10.5. If necessary, help may be requested and only persons requested by the Commission to provide assistance, or to act as translators, may participate. In cases of inadequate language during the meeting, the Chairperson takes informative measures and the Steering Committee warns the members, based on recordings made during the meetings. In case the chairperson does not do so, each member may raise the matter to the Steering Committee with evidence of recordings which takes adequate measures towards the Chairperson;

10.6. The commission during its activity is supported by the administration of the University.

## Article 11

### Review of the material by the Commission

11.1. The Commission reviews may be made ad-hoc or via electronic means. Chairperson of the Commission decides on the manner;

11.2. In cases where reviews by the Commission are made electronically, the basis for the decision and the decision itself must be correctly recorded electronically, and must reflect the individual review of each member of the Commission;

11.3. These data should also serve as minutes of the Commission, which must be approved at the next meeting of the commission to be signed by the chairperson and registrar.

## Article 12

### Quorum and decision-making in the Commission

12.1. Commission meetings are valid if attended by more than half of all members of the Commission;

12.2. Decisions are taken by a majority vote in the presence of more than half of all members of the Commission;

12.3. Decisions should be taken openly;

12.4. Each member must have one (1) vote and can express the affirmative or negative vote in the approval of the Review or Decision-Making Report;

12.5. In case of equal votes, the chairperson's vote is decisive;

12.6. Minutes are kept for each meeting of the Commission by a registrar.

## Article 13

### Cooperation within the Institution

13.1. The Commission should cooperate with the UKZ management (Steering Committee, Rector, Vice-Rectors, Academic Units, Secretary, Administration Departments) to seek advice and assistance with all relevant information and documents related to the prior discussion for decision-making;

13.2. All UKZ bodies and structures are obliged to provide the support requested by the Commission regarding the implementation of the Strategic Plan.

## Article 14

### Content of Commission acts

14.1. The Commission will be notified of all the facts and information necessary to take the decision, it will also use all possible means for research and verification of evidence in accordance with the Strategic Plan and the Statute of the University;

14.2. Each act of the Commission (notification, recommendation, decision, report) will contain the following information:

- 14.2.1. Name of the act, reference number and date of issue;
- 14.2.2. The legal basis on which the issuance of the act is based;
- 14.2.3. The name of the subject to whom the act is addressed;
- 14.2.4. A summary of factual findings provided during the supervisory process;
- 14.2.5. Legal Reasons and the facts that form the act foundation;
- 14.2.6. Instruction and notification on the legal tool for the complainant for his / her right, to request review against the notification on the act of the Commission, through the Steering Committee;
- 14.2.7. Signature of the Chairperson of the Commission.

#### Article 15

##### Material Compensation

The members of the Commission are entitled to compensation for their work in this Commission. The compensation will be regulated according to the regulation of the Steering Committee, for the payment of commissions or a special act issued by the Steering Committee.

#### Article 16

##### Implementation of the Regulation and other acts

The Commission, in addition to this Regulation, appropriately bases its activity on the provisions of the statute of the UKZ, the law on Higher Education and the law on General Administrative Procedure.

#### Article 17

##### Entry into force

Regulation enters into force 15 days after the approval by the University Steering Committee.

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Msc. Ibrahim Kosumi  
Chairman of the Steering Committee