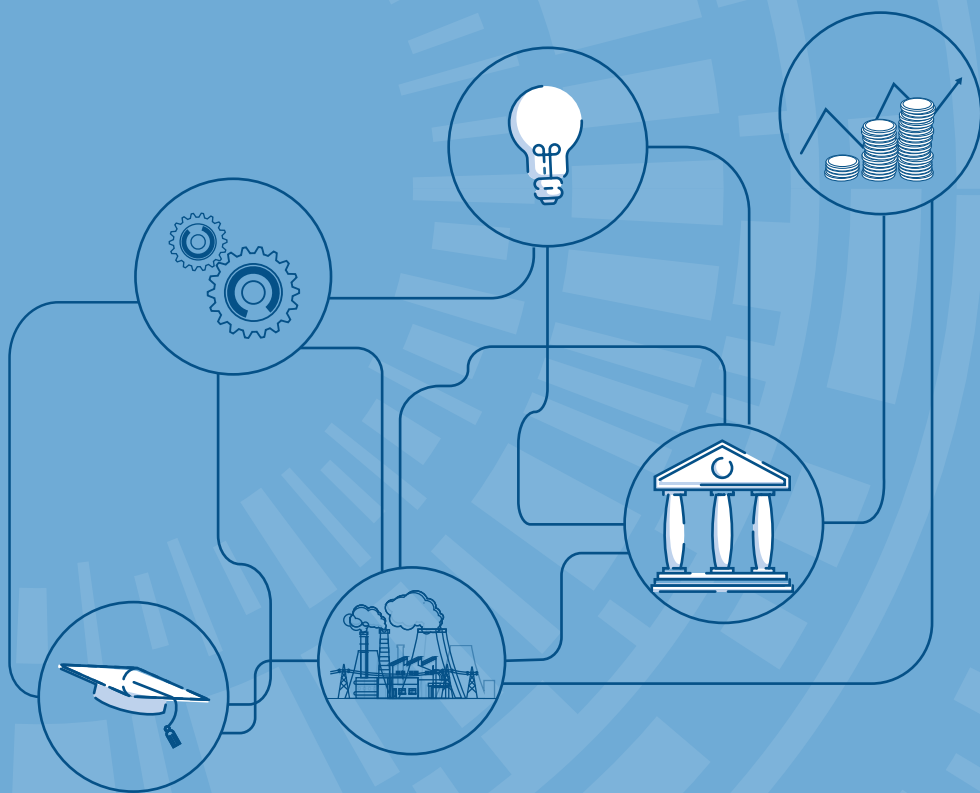




MANUAL OF PROCEDURES

For establishment and functioning of the Advisory Board of Academic Units at the **University of Peja "Haxhi Zeka"**



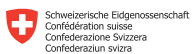


**MANUAL ON PROCEDURES
for
establishment and functioning of the
Advisory Board of Academic Units at the
University of Peja “Haxhi Zeka”**



Prepared by: Vjosa Mullatahiri, M4Success.

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INTRODUCTION

This manual on operational procedures for the establishment and functioning of the Advisory Board of the Academic Units of the University of Peja “Haxhi Zeka” (UHZ) was prepared based on the revised Regulation on the Establishment of the Advisory Board of Academic Units at the University of Peja “Haxhi Zeka” and the principles of their functioning approved by the UHZ Senate in its meeting held on 30.07.2018, in Peja.

The Manual on Procedures can serve to UHZ management, deans and support staff (secretariat) of each AU at UHZ during the process of establishing the Advisory Boards (AB) and can also assist members of AB in their functionalization.

The Manual on Procedures consists of three parts. The first part of the manual defines the duties and responsibilities of UHZ management, Dean within AU, the Chair of AB, the Deputy Chair and the Secretary who provide support to the Chair of the AB and the Dean.

The second part includes the steps and procedures to be followed during establishment of Advisory Board in the respective Academic Unit, based on the regulation on the establishment of AB and the principles of their functioning as well as the documents and forms required to document the establishment process.

Regarding the third part, it includes instructions on how to organize, guide and document a successful AB meeting.

The Manual is a dynamic document that may vary depending on the needs of the AU and the requirements of AB representatives/members that may appear during the implementation period of the regulation.

Therefore, the suggestions are welcomed and they are in the interest of enhancing the functioning of the Advisory Boards as an important structure aimed at linking the academy and the labour market to deliver quality in higher education and to provide for the preparation of the workforce according to market demand in order to shorten the transition from education to workforce for students of these AU.

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Part one

ROLE AND RESPONSIBILITIES OF MEMBERS AND STRUCTURES OF THE ADVISORY BOARD

Members of Advisory Board

The Advisory Board may consist of minimum 11 and maximum 17 members. Advisory Board members should be representatives of the labour market, managers or decision-makers in private or public companies, representatives of governmental authorities relevant to the scope of the respective AU and one student enrolled in the AU that has good academic success and at least follows the third semester of studies.

Two members of the management (Rector or Vice Rector and the Secretary General of UHZ) and two members of the Academy Unit (Dean and legal officer of AU) are ex-officio members. The AB may consist of up to four (4) ex-officio members without voting right.

The role and responsibilities of AB members are following:

- Actively participating in AB meetings
- Suggest to the management of UHZ and Council of AU to update the study programs in order to provide the students with appropriate professional training in accordance with market requirements
- Support the realization of the professional practice of AU students in accordance with study programs so they assess the learning outcomes if required
- Support the AU and the labour market in the respective scope for setting up the joint working groups
- Collaborate closely with AU representatives on scientific research, professional services, project co-operation, innovation mediation as well as proposals for co-operation in joint projects with AU and other partners
- Being a guest speaker or proposing it to the respective AU, offering scholarships for students as well as financial support for research projects of students and academic staff
- Be a member of the commission for granting scholarships for students and/or assessing student achievement if required by the Academic Unit
- Reviewing other issues depending on the scope of the AU that may be proposed by the AU Dean and the management of UHZ.

The mandate of the members may be terminated or they may be suspended by the decision from AB if they:

- Do not respect the decisions of the University
- Do not participate actively in AB activities
- Do not comply with the provisions of this regulation and other regulations of UHZ
- Do not comply with the Code of Ethics of the University
- Do not respect AB decisions
- They are absent in three (3) consecutive meetings

The management of UHZ

The management of UHZ (Rector and/or Vice Rector) in conjunction with the AU Dean confirm:

- The list of potential members of AB who meet the conditions set by regulation
- The proposal of the members of the Advisory Board whose appointment is approved by the Council of the AU
- Coordinate with each other so that one of the UHZ management representative participates in AB meetings
- May request from the AB Chair to present to the Council of AU and the Kosovo Accreditation Agency (KAA) AB activities for a specified period of time or to submit applications for new study programs or to improve existing programs
- Ensures that the AU Council reviews AB requirements and proposals for changing academic programs or new programs and within 30 days to reply to the AB Chair regarding the reasoning for taking the decision.

Dean of the AU

According to the regulation on the establishment and functioning of AB, the Dean of the respective AU holds these responsibilities:

- Prepares the list of potential members of AB who meet the conditions set by regulation
- Proposes the members of the Advisory Board whose appointment is approved by the Council of the AU
- Organizes the constitutive meeting of the Advisory Board, compiles the materials related to the agenda and undertakes other activities related to work of the Advisory Board
- Informs the Council of AU if other members of the Advisory Board are proposed after the establishment of the Advisory Board and the election of the Chair of the AB
- In close cooperation with Chair of AB, appoints meetings and drafts agenda for AB meetings
- Appoints the Secretary to ensure that the Chairman and deputy Chairman of AB have the necessary support to hold meetings

- Cooperates with the Chair and deputy Chair of AB
- Provides conditions to hold AB meetings within the premises of the AU
- Takes part in AB meetings. In the absence of the Dean, a Vice Dean is appointed as a replacement
- Requests from AB members to be part of the Commission for Students Scholarships and/or evaluate student achievements if required by the Academic Unit.

Chair of the AB

The Chair of the AB, who is elected from the representatives of the labour market through a voting process explained below, has the following responsibilities:

- Following the consultation with AU Dean and/or the management of UHZ organizes regular and/or special meetings depending on the needs
- Conduct meetings and ensure that information about them is exchanged with all members of the AB and other stakeholders
- Takes care of the summary of the work reports and the operationalization of AB initiatives
- Represents AB in relation to the third party
- Introduces AB work including various organizations, such as thematic workshops etc. to the Council of the AU and higher education institutions domestically and abroad. Chair can propose and form a working groups to focus on specific areas of scope of the relevant labour market
- May present to the AU Council and the Kosovo Accreditation Agency (KAA) activities of AB for the specified period of time or to submit applications for new study programs or improvement of existing programs, if required by the Dean
- Represents AB in the event that the Kosovo Accreditation Agency (KAA) requests meetings during the accreditation and re-accreditation process of the respective study programs of the respective AU. Before the meeting, the Chair should consult with the Dean and/or management of the AU
- Presents to the AU Council activities of AB for the specified period of time
- The Chair of AB *in cooperation with the Dean of AU* reports to the Office for Quality Assurance at the UHZ Rectorate about the meetings held
- The mandate of AB Chair is two (2) years with the possibility of re-election for a second term
- The Chair may serve only for two two-year terms
- If the Chair fails to organize AB meetings and/or misses for three consecutive meetings, then the Advisory Board should announce the elections for new Chair.

Deputy Chair of AB

The Deputy Chair of AB is elected from the representatives of the labour market through the voting process just as the Chair. The Deputy Chair has the following responsibilities:

- Represents the Chair in his/her absence
- In the absence of the Chair of AB performs all his/her duties
- Keep the Chair of AB informed about all meetings held in his/her absence
- The mandate of the deputy Chair of AB is three years (3), with no possibility of re-election
- The Deputy Chair may serve only for a three-year term
- Cannot appoint a deputy in a case of his/her absence.

Responsible person of the AU

The management of UHZ designates the responsible officer (legal officer) for each AU to offer support to the Dean and Chair of the AB and is responsible for the following tasks:

- Delivery of invitations for AB meetings
- Confirmation of AB meetings
- Participating in AB meetings
- Keeping minutes during AB meetings
- Delivery of minutes to all other members
- Filing of drafted documents and decisions adopted during AB meetings
- Publication of AB activities and meetings on the AU link on the UHZ website
- Any other task assigned by the Dean and Chair of the AB as a result of the meetings and suggestions/proposals of the Advisory Board to functionalize the AB.

Guests

Representatives of other academic units and heads of departments of UHZ or other Universities, representatives of donor projects and any other representative considered relevant to the topics to be discussed at the meeting may attend the meeting of the AB.

Guests:

- Can make proposals and recommendations on topics that are discussed in order to improve the quality of study programs at UHZ
- Can contribute to the realization of the practical work program, distribute scholarships for distinguished students (if they have a budget), carry out joint projects with the AU and UHZ and support any other activity that is beneficial for the UHZ
- Do not have the right to vote.

Part two

ESTABLISHMENT OF THE ADVISORY BOARD IN THE ACADEMIC UNIT

Steps to establish AB

Based on the Regulation on the Establishment of ABs in the framework of AU within UHZ and the principles of their functioning, the following are the four main steps to be implemented for establishing AB.

Step 1. Preparing the list of potential members of AB

According to the regulation, the Dean of AU in consultation with the management of UHZ should compile a list containing more than 19 potential members who meet the requirements under the applicable regulation and who are interested to serve as members in the respective AU. In principle, the Dean of AU must confirm the interest of the proposed members.

The list should contain the following information: name of company/institution, name of contact person, telephone number and e-mail address. (See [Annex 1. List of potential members of AB](#))

Who can be a member of the Advisory Board?

The members of the Advisory Board should have the following traits:

- Personal – Be faithful to the UHZ mission and enthusiasts to contribute to the UHZ on a voluntary basis, have personal integrity, be reliable, accountable and open to different opinions;
- Knowledge and skills- Have knowledge and skills in the field of study programs of the respective AU, have access to sources of information that are useful to the Individuals, provide feedback on labor market requirements and demands, exchange their experiences and express interest in developing new programs;
- Good communicator – Demonstrate willingness for teamwork and have no tendency to control others nor to act on personal interests and to propose solution to the problems confronted by the AU.

How many members should have AB?

- The AB may consist of minimum eleven (11) and maximum nineteen (19) members. The number of members who have a right to vote must be odd.
- The AB may have at most four (4) *ex-officio* members (Rector or Vice Rector, Secretary General, the Dean and the responsible officer of AU). *Ex-officio* members are not entitled to vote.

Step 2. Approval of members

At the Council meeting, the Dean, upon consultation with the management of UHZ, proposes to the AU Council the names of the potential members of AB. The Council of the AU may approve or reject the members proposed by the Dean or may propose other members who are considered to meet the criteria and may contribute to the respective AU.

The AU Council should approve at least eleven (11) and at most seventeen (17) members. The number of the elected members must be an odd number.

The AU Council's decision for potential members of AB is the basis for starting contact with the labour market representatives and holding the constitutive meeting of AB.

Step 3. Signing Memorandum of Understanding with the member of AB

The Dean of AU must meet individually with the members of the AB or organize a preliminary meeting with all members approved by the Council of the AU to whereby inform all members about the role of AB, duties and responsibilities of each of them.

With members who are interested and committed to serve for at least two years actively and professionally, in accordance with their mandate and position in AB, a Memorandum of Understanding is signed between the member (representative of company/ institution) and the Rector of AU. (See [Annex 2. Memorandum of Understanding](#))

Step 4. First meeting for the establishment of AB

At least 10 days before the meeting, the Dean of AU sends the invitation and agenda to all members who have signed the Memorandum of Understanding.

Along with the invitation for the constitutive meeting, a form for nominating one member of the AB from among the representatives of the labour market for Chair is also submitted. (See [Annex 3. Form for nomination of AB Chair](#))

Who can be nominated as Chair of AB?

According to the regulation, a member from group of representatives of the labour market can be nominated and elected as the Chair of AB.

The process of nominating AB members

- Members may nominate themselves or any other member for position of Chair, from within the lines of representative of the labor market if

he/she wishes to be nominated and is willing to accept the duties and responsibilities of the Chair as set out in the Regulation

- Nomination is done by completing the nomination form (Annex 3) to include: the name of the person, the reason for the nomination, the way of contributing as the nominee and the qualities of the nominated person
- The completed nomination form must be sent to the Dean of the AU through email three (3) days before the selection meeting is held

The process of electing the Chair and deputy Chair of AB

- At least 50% (+1) of eligible members must be present at the inaugural meeting and have signed the Memorandum of Understanding with the respective AU
- During the meeting, the Dean appoints a commission of three (3) members who are not interested to be nominated and are not nominated
- The responsible officer of the respective AU prepares the ballots with the names of all nominated members. This ballot is distributed to all present members who have the right to vote. Note: ex-officio members do not have the right to vote
- All present members vote for only one nominated member using secret ballots
- After voting, the commission opens the ballots, counts them publicly and announces the votes of the members
- The nominated member who has won the highest number of votes is elected Chair of AB, while the second member by number of votes is elected Deputy Chair
- In cases where two or more members have won an equal number of votes, voting is repeated with the same procedures, but members now vote only for those who received the equal number of votes
 - The responsible officer of AU prepares the ballots for the second round with the names of the members who have won the equal number of votes. This ballot is distributed to all present members who have the right to vote
- After counting the votes, the management of UHZ declares the Chair and Deputy Chair of AB. After the announcement of the results, the Chair of AB holds a solemn speech
- The Secretary prepares the minutes of the founding meeting and issues a press release which is published on the AB web site.

Part three

MEETINGS OF THE ADVISORY BOARD IN THE ACADEMIC UNIT

According to the regulation on the establishment and functioning of the AB, the latter should organize up to four meetings per year. In order to organize the meeting, a quorum must be reached, so that more than half of the members of the AB should be present. Meetings can be called by any AB member by sending a written request (e-mail) to the Chair of AB specifying the issue for which the meeting is being called.

Steps for organizing and documenting AB meeting

Based on the Regulation on the Establishment of ABs of AU within the UHZ and the principles of their functioning, the following are some procedures that need to be implemented to organize and document meetings of AB at each AU.

Step 1. Invitation and Agenda

To organize the AB meeting, Chair of AB should *consult with the AU Dean and/ or the management of UHZ to schedule the date of the meeting and decide on the points of discussion:*

- Preparing agenda and invitation to be sent to all AB members. (See [Annex 4. Invitation and agenda of the meeting](#)). According to the instructions, the Secretary prepares the agenda and the invitation
- For each meeting, the date and venue of the meeting should be noted and the agenda of the meeting is then distributed
- The invitation and agenda should be sent to all members of the AB at least seven (7) days before the date of the meeting
- Invitation for AB meeting should be sent by the Secretary of the AU on behalf of the Chair of the AB
- Invitation for AB meeting should be sent by the Secretary of the AU on behalf of the Chair of the AB
- The responsible person of AU should confirm the presence or absence of AB members.

Step 2. Holding meetings and documenting them

The AB meeting will be moderated by the Chair of AB. In order to ensure the smooth conduct of the meeting, the Secretary of the AU should print and distribute the agenda of the meeting and ensure that all present members sign up in the list of participants.

At each meeting, minutes must be kept, a list of participants and all the decisions that has been approved by AB should be documented.

Step 3. Minutes of the meeting

- The minutes of the meeting shall be held by the secretary of the respective AU. (See [Annex 5. Minutes of the xx meeting of AB in AU](#))
- The minutes are sent to all members for comments and approval three (3) days after the meeting
- Approval or comments are sent in response no later than three days after the submission of the minutes
- If there are any suggestions and comments then related changes should be reflected as per the requirements
- If there are no suggestions or comments then the minutes are considered as approved, regardless of whether the members submit the approval or not
- The updated minutes are sent to all participating members and guests
- At the forthcoming meeting, the minutes of the previous meeting are formally approved.

Step 4. Archiving documents from meetings

The document retention system is done chronologically by date, while for each meeting the documents are archived within the respective files. Documents to be archived are:

- AB meeting's agenda
- Approved minutes of meetings
- Lists of participants in the meetings
- Approved proposals in AB meetings
- Recommendations and suggestions for new programs addressed to UHZ Management, Council of Academic Unit, Senate and Steering Council of UHZ
- Projects proposed and approved as the result of AB work
- Membership Biographies
- Received and delivered correspondence (by mail and e-mail) that is considered important.

Any other documentation considered important to the success of the AB work.

Decision-making in Advisory Board meetings

The Advisory Board cannot make decisions on behalf of the AU, but may submit its proposals.

Majority members of the Advisory Board should be present to reach the quorum for holding meetings and approving the proposals.

In order to hold AB meetings the quorum must be reached, whereas approval of the proposals is made by a simple majority of the members present

Recommendations in the form of proposals from the Advisory Board are submitted to the management of UHZ, Council of Academic Unit, Senate of UHZ and Steering Committee of UHZ for further elaboration. The proposals must be made within the framework of designing new programs, application for the accreditation process, designating internships, planning research-scientific projects and their evaluation, drafting of strategic documents etc.

The AU Dean ensures that the management of UHZ and AU Council review the requests and proposals of the AB for the change of academic programs or new programs and within 30 days to reply to the Chair of the AB regarding the reasoning of the decision taken. The answer may be returned by the Dean of the AU.

ANNEX 1. LIST OF POTENTIAL AB MEMBERS

Potential members of the Advisory Body of AU at the University of Peja "Haxhi Zeka"								
	"Organization/ Institution "	"Contact person "	Phone	E-mail	Town	"Propozimet nga Dekani "	# Anetare	Approved by AU Council
Academic Unit								Mark YES or NO
Ex-officio members								
1	Dean						Anetare 1	
2	"Vice Dean for educational issues"							
3								
Relevant associations								
4							Anetare 2	
5							Anetare 3	
6								
"Businesses or other insitutions "								
7							Anetare 7	
8							Anetare 8	
9							Anetare 9	
10							Anetare 10	
11							Anetare 11	
12							Anetare 12	

ANNEX 2. MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding

This Memorandum of Understanding is concluded between the University of Peja “Haxhi Zeka”, represented by Prof.Dr. Fadil Milaku and name of business/institution represented by _____ from _____ municipality.

The purpose of the Memorandum

The purpose of this Memorandum of Understanding is to establish a cooperative relationship between the Higher Education Institution and partners from other institutions, the private or public sector to serve as a member of the Advisory Board of the Academic Unit _____ of the University of Peja “Haxhi Zeka” (UHZ).

The nature of Advisory Board

1. The Advisory Board is a non-profit organ which functions on the basis of the goodwill of the members and the commitment of the AU within UHZ with the aim to increase the quality of higher education within the scope of the AU of _____.
2. The Advisory Board is composed of representatives of the labour market that are managers/decision makers in private or public companies as well as representatives of relevant governmental authorities in the scope of the respective AU and one student enrolled in the respective faculty having good academic success and at least follows the third semester of studies.

Role and Responsibilities of AB

1. Advisory Board may recommend to the management of AB and AU Council updating of study programs to provide the students with Sappropriate professional training in accordance with market requirements.
2. Advisory Board supports the AU and the labour market in the respective scope for the creation of joint working groups.
3. Advisory Board and the AU cooperate on scientific research, professional services, project co-operation, innovation mediation as well as proposals for cooperation on joint projects between AU and other partners
4. Advisory Board may suggest improving and amending the UHZ's regulations and other applicable acts

5. Advisory Board may propose to the management of UHZ and AU Council programs related to tertiary education, lifelong learning and vocational training
6. Advisory Board may make assessments, recommendations and suggestions regarding working conditions, laboratories and facilitating the functional performance
7. Depending on the scope of activity of the AU, the Advisory Board may also consider other issues proposed by the UA Dean or management of UHZ.

Role and Responsibilities of the member

1. Member of AB must participate actively in AB meetings.
2. A member of the AB may support the realization of the professional practice of AU students in accordance with the study programs and evaluate the learning outcomes of the students, if required.
3. A member of the AB may be a guest speaker or propose it for the respective AU, provide scholarships for students, and financial support for research projects of students and academic staff.
4. AB member may be a member of the Commission on Student Scholarships and/or assess the student's achievement if requested by the Academic Unit.
5. The AB member should be faithful to the UHZ mission and enthusiastic to contribute to the AU on a voluntary basis; to have personal and professional integrity and to be accountable; have knowledge and skills about the scope of the respective study programs of the respective AU and have access to sources of information that are useful to the AU; provide feedback on labour market demands, share his/her experience and express interest in developing new programs.

Membership mandate

1. The mandate of an AB member shall last two (2) years, with the possibility of re-election for another term based on the member's interest and the contribution given to the UA's.
2. Membership in AB is open irrespective of race, gender, sexual orientation, citizenship, nationality, religion, age or physical ability of the member.

Removal or suspension of a member

1. The mandate of a member may be terminated or suspended by a decision of the AB if he/she:
 - Does not respect University decisions
 - Does not participate actively in AB activities
 - Misses in three consecutive meetings
 - Does not attend three consecutive meetings
 - Does not comply with the provisions of this regulation and other regulations of UHZ
 - Does not comply with the University Code of Ethics
 - Does not respect AB decisions
2. In the event of a suspension, the duration of the suspension shall be determined by the members of AB.
3. The termination or suspension of membership by the AB shall be decided by a simple **majority** of the votes of present AB members.

Signing the Memorandum

1. This Memorandum does not legally oblige any party, but serves as a goodwill agreement between the two parties.
2. Upon signing the Memorandum, the parties agree to serve as members in the Advisory Board of the Faculty of _____ within UHZ and offer their time without any foreseen material compensation.
3. A member of the Advisory Board shall comply with the regulation on establishment of the Advisory Board of the Faculty of _____ within University of Peja "Haxhi Zeka" and the principles of its functioning.
4. The Memorandum is signed on _____, each in two copies for both signatories.

For: University of Peja " Haxhi Zeka"

For: Xxxx, Prishtina

Prof. Fadil Millaku

Z. Xxxx Xxxx

Dean of UHZ

Director/Manager

ANNEX 3. FORM FOR THE NOMINATION OF AB CHAIR



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Form for the nomination of the AB Chair

Name of AB member	
Name of the nominated member	
Qualities of the nominated member	
Reason for nominating - How can this member contribute to AB?	

ANNEX 4. INVITATION AND AGENDA OF MEETING

Honourable members of the Advisory Board,

We are pleased to invite you to meeting of the Advisory Board of Faculty of Agribusiness within UHZ to be held on:

Date: 15 November 2017 (Wednesday)

Time: 13:00 - 16:30

Place: Amphitheater at Faculty of Agribusiness within UHZ

The purpose of the meeting is to analyse the causes of non-activation of the Advisory Boards and find ways to functionalize and enhance AB. We are aware that the Advisory Boards are an important structure that helps us establish links between the academy and the labour market to ensure quality in higher education and to ensure the preparation of labour force according to market demand.

For more information, please find attached the meeting agenda.

Please confirm your participation at the e-mail address xxxxxx or in the phone number xxxxxx until 13.11.2017.

We look forward to cooperation and your valuable contribution in this regard!



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Date: 15 November 2017 (Wednesday)
Place: To be determined , Prishtina
Topic: How to functionalize and enhance Advisory Boards to play an active part in development processes at UHZ?

Agenda

9:30 – 10:00	Arrival and registration  Morning coffee
10:00 - 10:15	Welcoming speech and the importance of the Advisory Boards for UHZ Prof. Dr. xxxxxx
10:15 - 10:30	Topic of discussion Moderator: xxxx
10:30 - 11:30	Topic of discussion Moderator: xxxx
12:30 – 13:30	Discussions and summary

ANNEX 5. MINUTES OF XX MEETING OF AB

Minutes of the xx meeting of Advisory Board

The meeting was held on the date xx/xx/xxx at Faculty of xxx in Peja

At the meeting were present:

- 1.xxxxx (Chair of the Advisory Board)
- 2.xxxxx (General Director of the Company xxx)
- 3.xxxx (Menager...)

Note: List of participants with signatures and the agenda of the meeting are attached to the minutes.

I. First point of agenda

Summary of discussion including:

- Who and what has discussed / proposed (briefly)
- What decision has been made related to this point (if any decision has been made)

II. Second point of agenda

Summary of discussion including:

- Who and what has discussed / proposed (briefly)
- What decision has been made related to this point (if any decision has been made)

III. Third point of agenda

Summary of discussion including:

- Who and what has discussed / proposed (briefly)
- What decision has been made related to this point (if any decision has been made)

IV. Next meeting of Advisory Board

The date for the next meeting of the Advisory Board was set at **xx/September/2015 (Saturday) at 10:00 am, in xxx.**

Calling of the meeting will be made through a notice/reminder one (1) week in advance

