



**UNIVERSITY OF MITROVICA
UNIVERSITETI I MITROVICËS
“ISA BOLETINI”**

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Chairman of the Steering Council

Nr. Prot. _____

Dr. Sc. Sabri Sadiku

Date: _____

Pursuant to Article 133, paragraph 2 of the Statute of the Mitrovica University "Isa Boletini", the Steering Council, in its meeting held on 11.11.2016, after consulting the Student Parliament approved:

Regulation on Student Responsibility and Disciplinary Procedure

Article 1

By the Regulation on Student Responsibility and Disciplinary Procedure (hereinafter: the Regulation) regulates the procedure for determining the violation of gender equality of the students of Mitrovica University "Isa Boletini" (hereinafter: The University), the truth and the factual situation and the guilty of the perpetrator, the deadlines for the separation of the actions, the protection of the students and the execution of somewhat inward measures.

Article 2

(1) Students are required to comply with the Statute of the University and other acts of the University and Faculties, respect the Code of Ethics in the University and adhere to the rules of goodwill to keep up and to look after the reputation of the student, the Faculty, and the University in general.

(2) Students are obliged to adhere to the obligations arising from the general acts of the University, during the entrance exam and at the time of lectures and exercises. In this sense, a disciplinary violation of a student is considered any attempt or action he uses to duplicate or forge, to obtain and give unauthorized information from other students, in order to complete the test in an unlawful way.

(3) During the exam, the colloquium and the tests, to the students:

- It is strictly forbidden to have bags of any type, including women's;
- It is strictly forbidden to have books, papers and any other material of the copying character;
- It is strictly forbidden to have phones or similar electronic devices. These devices are not allowed even if they are off. The equipment found in the students will be confiscated and will be handed

over to the disciplinary committee, which will hold them for as long as the penalty measure will last;

- It is strictly forbidden to make the interchange of tests between them;
- Students are obliged to check their desk in general, and if there is any paper material or something written, immediately they must notify the auditor of the class in order to remove the material or description.

Article 3

Any disciplinary violation of the student shall be considered as a case of non-compliance by the student referred to in Article 2 of the Regulation. Significant disciplinary violations are considered separately:

(I)

a) Actions that cause criminal offenses for which criminal prosecution is foreseen according to official duty;

b) Actions that cause a criminal offense that is caused to the teacher, associates and other employees of the Faculty and University or other students;

Destruction or Damage with the Purpose of the University's property or Book Fund in the Library;

3. Disruption of order and disciplinary offense with one of the forms of teaching or examination;

4. Misuse of space, materials of computer equipment and other equipment of the Faculty;

5. Serious breaches of the Rules of Conduct against teachers, other employees of the University and faculties or students, citizens and other bodies or organizations in faculty and university facilities as well as in other public facilities or other public places.

Article 4

Disciplinary offenses are the responsibility of all undergraduate students, master students and doctoral students.

Article 5

Students for disciplinary violations may be issued these measures:

1. Written remarks,
2. The last warning before being expelled,
3. Exception from studies up to two years,
4. Absolute exclusion from the Faculty.

The exemption measures from the Faculty mentioned in point 3 and 4 may only be subject to serious disciplinary violations or in cases of repetition of disciplinary violations.

The disciplinary measure referred to in point 3 means the prohibition of the registration of the year and the prohibition of entry into exams and participation in other forms of instruction.

Article 6

During the imposition of a measure for the violation of the student's duties, the weight of the violation of the duty, its consequences, the student's degree of responsibility, the amount of the damage, the bad behavior from which the violation was caused, the previous work and the student's behavior after the violation, are taken into consideration.

Article 7

Attempting to pursue a disciplinary offense cannot be committed if six (6) months have elapsed since the day when a disciplinary offense has been committed. If a criminal offense has been committed in the case of disciplinary violation, the annuity of the violation is equal to the annulment of the criminal offense. The annuity of disciplinary violation does not flow from 1 July to 31 August of the calendar year.

The right to execute the imposed measure, as in Article 5 point 1, is obsolete 30 days from the day the decision on the pronouncement of the measure has become final. The right to execute the imposed measure, as in Article 5, points 2, 3 and 4, is annulled 60 days from the day when the decision on the pronouncement of the measure has been approved.

Article 8

Regarding the subjects of disciplinary responsibility of students, decides the Disciplinary Commission for Students and Appeals Commission as the second instance body.

The Disciplinary Commission and the Appeals Commission consist of 3 (three) members, out of which 2 (two) members are elected by the Faculty Council from rang of professors or the regular assistants, while the third member is elected from the Student Council from the rang of the students of the faculty. In the same manner, the chairman and reserve members of the Commissions are elected, who will replace the members of the committee in absentia.

The members of the Commissions, from the teaching staff and the assistants, are elected for a four-year term, and the student members are elected for a term of one year.

Article 9

The proposal for the initiation of disciplinary proceedings, respectively the submission of an alleged violation, is presented by the Dean. The proposal is submitted to the Commission.

The proposal from paragraph 1 of this article shall be submitted by the Dean on its own initiative or at the request of the person concerned, if he considers that it is justified.

To prepare the alleged violation, the Dean or through its Officer may, if necessary, provide oral or written statements to the alleged offender or other persons and to collect documents and other evidence Regarding the interview of the alleged violator, the record of the investigative investigator is drafted. The collected evidence can be used during the review.

Article 10

The motion for initiating the procedure is submitted to the Disciplinary Commission. The proposal contains information about the presumed perpetrator of a disciplinary offense, the factual description of the offense, the evidence proposed to be filed during the hearing, the proposition that the alleged violator

should be imposed disciplinary action in accordance with this Regulation, reasoning and other data necessary for the proper conduct of the procedure.

Disciplinary Committee, if it considers that the proposal is grounded, sets the hearing for review and a copy of the proposal, together with the invitation is sends to the alleged violator.

Article 11

The Commission and the proposer submit the decision to initiate the procedure to the student for the initiation of the procedure. If the Commission decides not to conduct an investigation, it will not issue a special decision to initiate the procedure, but will immediately notify the alleged violator. In this case, the procedure is estimated to have been initiated by scheduling the hearing. The decision to initiate the procedure cannot be appealed.

Article 12

The process begins when the Commission considers that the proposal is grounded and when any action is taken with respect to its implementation.

In order to prepare the case, the commission may, without conducting an investigation, to collect additional information on the disciplinary offense committed and the breach or to issue a decision to conduct an investigation.

If it considers that there is no room for initiating the procedure, the commission will issue a decision by submitting it to the proposer for the procedure and the student's initiation.

Article 13

The case files and the decision will be submitted personally. To the Dean, the documents are delivered at the office at the respective Faculty, and to the student is delivered by sending the documents to the residence address or at the address of permanent residence or sent to the Faculty.

If the student at the Faculty has not presented the exact address of the residence, the submission is made by making the announcement of the documents in the notice board, and after the expiration of eight days from the day of the announcement of the notice, it is considered that the documents have been submitted in a regular manner.

Article 14

The student has the right to a defense lawyer throughout the procedure. Notice of this is given to the student in the decision to initiate the procedure, or in the invitation for the main hearing, if no investigation has been conducted in this case.

The defense lawyer has the right to take part when interviewing the student as well as in all the process reviews to take the necessary measures to protect the student.

Documents and invitations are not personally addressed to the defense lawyer, but the student will inform the lawyer about it.

Article 15

The examination before the Disciplinary Commission begins with the reading of a presumed violation. After that, the Commission will invite a student to whom disciplinary proceedings have been initiated to declare on the proposal data and to present his / her defense.

The Chairperson of the Commission shall notify the student against whom a disciplinary procedure is conducted, which is not necessary to declare or to give an explanation of the data presented in the proposal to initiate the procedure or to present his or her defense.

The proposal for the initiation of disciplinary proceedings is presented by the Dean's authorized person at the hearing. The evidence in the Commission are presented in the order set by the chairman of the Disciplinary Committee.

The records of the hearing shall be held in writing by one of the members of the Commission or by a special appointed recorder.

During the time when the student to whom the disciplinary procedure is conducted presents his statement, the witnesses will not be present at the hearing. The Chairperson of the Disciplinary Commission shall notify each witness of the obligation to prove the truth and the consequences of false testimony. If necessary, the Disciplinary Committee will face the witnesses and each student with the student against whom a disciplinary procedure is being conducted.

After receiving the witnesses in question, the experts will be heard, the case files, documents and statements of persons who do not attend the hearing will be read. The student to whom the procedure is being developed and the Dean's Authorized may, by the end of the review, request the presentation of new facts and submit new evidence, while the Disciplinary Commission may decide to present new evidence, which have not been presented earlier, or of which the proposer has been withdrawn.

Upon completion of the probation procedure, the chairman of the Disciplinary Committee gives the last word to the Dean's Authorized Person, and then to the student to whom the disciplinary procedure and his defense counsel are subject.

Article 16

Upon oral and public examination, the Commission as a first instance advises the Faculty Council regarding the issuance of a decision and the imposition of a disciplinary measure for disciplinary offense against a student.

The Faculty Council may impose a disciplinary measure only if the perpetrator of the violation has been heard at the hearing by the Disciplinary Committee. Exceptionally, the measure may also be imposed even if the perpetrator has not been heard, while in the hearing he has not participated even though he has been summoned regularly.

Disciplinary measures such as in Article 5: Written remarks and final Warning before being dismissed shall be issued by the Commission, not directly disciplined, and disciplinary measures such as in Article 5: Exemption from studies up to two years, and University Exemption for the Faculty shall be pronounced by the Faculty Council at the recommendation of the Disciplinary Committee.

Article 17

The decision taken in the disciplinary procedure is submitted to the student and the dean of the faculty. The decision on the imposition of the measure must contain the entry, the enacting clause, the reasoning and the legal advice on the right of appeal of the decision by the parties.

Article 18

Students have the right to appeal against the decision taken by the Council of Academic Units. The appeal shall be submitted to the Commission of the academic units within 15 working days after the announcement of the decision.

The study commission is obliged to submit the report for the position received to the academic unit within 30 working days after the receipt of the complaint.

The appeal on the second instance decision is decided by the Senate-established Commission. Students have the right to object the Senate's decision to the competent court.

Complaint lodged within the prescribed deadline postpones the execution of the decision on the imposition of disciplinary measure against the student.

Article 19

The dean of the faculty executes the final decisions issued in the disciplinary procedure. The Faculty holds special evidence for all disciplinary measures imposed. The decision on the measure imposed on the student's exemption from the University is also set in the student's file. With the exception of the student from the University, the student stops the status of the student.

Article 20

For matters not provided for in this Regulation, the provisions of the Law on Criminal Procedure of the Republic of Kosovo shall apply in a comprehensible manner, except behavior with violence.

Article 21

This Regulation is empowered on the date of approval by the Steering Council.

Chairman of the Steering Council

Dr. sc. Sabri Sadiku

5 and with a maximum of 21 members.

(2) Members shall be nominated by the student organization on the basis of the total number of votes achieved during the student elections for each academic unit and the priority lists of candidates published by the student organizations at the beginning of the election campaign.

(3) The allocation of seats for each campaign organization depends on the total percentage of votes achieved during the elections according to this regulation.

(4) Votes of student organizations that have not reached the threshold of 3% of the total number of votes for the Student Council shall not be distributed to other organizations qualified for representation at the Student Council.

(5) Elections for student counseling shall be conducted by the Faculty Election Commission in co-operation with the Central Election Commission.

I. Election principles

Article 8

(1) The registration of student organizations shall be made in the Ministry of Public Administration, in accordance with the applicable Law on the Freedom of Association in Non-Governmental Organizations.

(2) All student organizations, which are regularly registered as "associations", in the Ministry of Public Administration under applicable law are considered registered, while for the establishment of new organizations they must register at least 15 days before election dates.

(3) Student organizations have the right to register for:

- a. General representation of University students;

b. Representation of students at individual faculties.

(4) The minimum number of supporting declarations required for student organizations to reach eligibility shall be determined in accordance with the rules of this Regulation.

(5) Student organization to be certified by the Electoral Central Commission of UMIB for representation of the University students must provide 150 supporting signatures, while for the representation of individual faculty students, they should provide 50 signatures.

(6) The supporting statement shall state: Name and surname, index number- File, Faculty, Department and signature.

(7) If irregularities are found in the completion of the records, the Central Election Commission annuls the registration of the organization.

(8) Qualifying date for student organizations to win the right to participation in student elections, will be scheduled 15 days before the election day. The registration and licensing process should end on that date.

Article 9

(1) Members of the Student Parliament and student councils shall be selected in accordance with procedures for parliamentary elections.

(2) The representation of students in the student parliament shall be based on the number of votes won for the Student Parliament.

(3) A proportional representation system shall be applied during the elections. This ensures that each student organization that has won the total number of votes above the respective threshold will achieve the number of seats in proportion to the percentage of votes that they have received.

(4) The limit (threshold) for nomination of members of the student organizations is:

- 5% of the total number of votes for the Student Parliament.
- 3% of the total number of votes at the level of the respective academic unit for the faculty councils of the academic units.

(5) Student organizations, which are subject to the electoral process and who pass the threshold of (5%, respectively 3%), are entitled to undergo the process of calculating the mandates based on the procedures for parliamentary elections for the allocation of seats. Passage threshold of 5%, respectively 3% does not guarantee that student organizations automatically provide a mandate.

The mandate of the members of the Student Parliament and the Student Council of the academic units lasts for 2 years.

Article 11

(1) Students' elections shall be announced by the Governing Board of the University.

(2) Student elections shall be held no later than 25 days after the election of the Governing Board by the University. The exact date is determined by the Steering Council.

(3) The organizations of students who are eligible to participate in student elections at the University or faculty level shall keep the campaign based on the priority list of candidates, always respecting article 7 al. 2 and Article 9 al. 2 of this regulation.

(4) The election campaign period for student organizations shall commence on the day of the announcement of the election and shall end 24 hours before the election date, counting the time from 00:00 of the day of the announcement of the elections. Elections will be conducted by the Central Election Commission, and will be monitored by institutions, organizations and other stakeholders for election monitoring (Article 3, paragraph 1.5 of AI 07/2015).

(5) Violations of election rules and procedures shall be sanctioned by the Central Election Commission and the Steering Council as a second instance.

II. Central Election Commission and Electoral Commissions of the Faculty

Article 12

(1) The Central Election Commission (CEC) shall be established by the Governing Council prior to the announcement of the elections, and within two working days after the date of the announcement of the election, the chairman of the Steering Council shall be constituted. The Chairperson of the Central Election Commission assumes the leadership of the commission after his / her election.

(2) The Central Election Commission shall be composed of the following members:

1. General Secretary of the University;
2. A representative from the Ministry of Education, Science and Technology with the respective legal competencies assigned by MEST;
3. From a representative of the three largest student organizations in the framework of the votes won in the last elections.
4. A representative of the CEC of the Republic of Kosovo, in the capacity of the monitors.

(3) The Chairperson of the Steering Council shall send a written request to obtain the names nominated by the nominating organizations pursuant to paragraph (2) of this Article from the day of the announcement of the elections. This letter should be sent together with an invitation for the constitutive meeting. Nominations must be submitted in writing to the Chair of the Steering Council, later one day prior to the constitutive meeting. Delayed nominations will not suspend the procedures.

(4) The Secretary General is the chairman of the CEC, according to official duties. The deputy chairman is elected by the CEC, among the student members.

(5) The Central Election Commission is responsible for the preparation, management and conduct of student elections.

(6) Election results shall be announced exclusively by the Central Election Commission.

(7) The Central Election Commission shall approve the voting instructions on the proposal of the committee chairperson within 7 days after the constitution.

Article 13

- (1) For each faculty of the University, the CEC should establish an election commission within five days after the announcement of the election.
- (2) The Electoral Commission of the Faculty shall be composed of the following members:
 1. From a representative of the two largest organizations of students who have won the most votes in the last election.
 2. Secretary of the Faculty¹
 3. Nominations shall be submitted in writing to the Chairperson of the Central Election Commission prior to the constitutive meeting. Delayed nominations will not suspend the constitutional procedures of the FEC.
- (3) The Secretary of the Faculty is chairman of the Electoral Commission of the Faculty. The deputy chairman is elected from among majority student members.
- (4) The Electoral Commission of the Faculty supports the Central Election Commission in the preparation, leadership and conduction of student elections in the respective faculty.

Article 14

- (1) No student may be a member of more than one election or faculty committee.
- (2) No student has the right to have his or her name in more than one candidate list.
- (3) No student who is a member of an election or election commission has the right to support the list of candidates or vice versa.
- (4) All members of the Central Election Commission and the electoral commissions of the faculty must sign a written statement prepared by the chairman of the Central Election Commission, which states that they will work during their mandate impartially and with full consciousness.
- (5) The Governing Board shall have the right to temporarily suspend the student members of the election or the election commission of the faculty on the recommendation of the chairman of the Central Election Commission, in the event of any proven breach of the rules of this regulation by the respective members. In this case, the position will not be recharged for the period during the suspension.

Article 15

- (1) The Chairman of the Central Election Commission shall be responsible for:
 - Call for meetings of the CEC;
 - Leading meetings;
 - Guidelines for the decision-making process;
 - Preparing records of meetings;

¹ In absence of civil servants, a person from the administrative staff of the faculty respectively the University will be assigned Secretary of the Faculty.

- Execution of CEC decisions;
- Coordination of faculty commissions.

(2) A CEC Chairperson shall be appointed to assist in carrying out the technical work.

(3) The Steering Council is obliged to provide sufficient administrative support to the CEC chairman in order to fulfill the obligations set out in this Regulation.

(4) If the Chairperson is absent, the responsibilities under paragraph (1) of this Article shall be received by the deputy.

Article 16

Each student organization qualifying for participation in student elections in accordance with this regulation, which is not represented in the election commission or faculty commissions, has the right to nominate an observer to the electoral commission.

Article 17

(1) In case of early resignation of members, as listed in Article 12 (2) and 13 (2.3) of this Regulation, the Governing Council shall request from the delegating organization to appoint a member within a short period of time.

(2) In case of absence of the quorum of the electoral commission, due to failure to nominate the nomination, the chairman of the Central Election Commission has the right to make decisions.

Article 18

(1) The Chairperson must be present at CEC, plus at least two members who have a quorum. The FEC should have the chairman and at least one more member to reach the quorum.

(2) If the quorum is absent, the chair may call another meeting within 24 hours.

(3) If the quorum is absent during two consecutive meetings, the chairman enjoys the right to make decisions on the agenda items.

(4) The decisions of the Central Election Commission and the Electoral Commission of the Faculty shall be taken by a majority of votes.

(5) In the case of equal vote, the mayor's vote is decisive.

Article 19

(1) The Chairman shall be obliged to invite the CEC meeting within the deadline set forth in this Regulation, no later than 24 hours after being notified of the relevant case.

(2) The invitation must be submitted to the members later than one day before the meeting. The invitation should contain the agenda of the day.

Article 20

(1) The records of the meeting shall be prepared for a meeting of the CEC (Central Election Commission) and the FEC (Central Faculty Commission). The records must include a brief description of the meeting and the decisions that have been made. The records must be signed by the chairman of the CEC, namely the FEC (Faculty Election Commission).

(2) All records of meetings by the CEC and the FEC shall be kept by the respective Chairperson. A copy of each meeting must be given to the Secretary General of the University and must be kept in archive for a period of three years.

Article 21

(1) The FEC meeting should be convened by the chair of the FEC.

(2) For the management of meetings of the FEC, the relevant rules of this Regulation shall be valid for the CEC.

Article 22

(1) The Central Election Commission shall have the following responsibilities:

1. Implementation of the dynamics of the elections determined by the Steering Council;
2. Preparation of lists for election of rightful persons;
3. Decisions on opposition to the election list;
4. Finding the total number of mandates;
5. Evaluation of the candidates list;
6. Presiding over election procedures;
7. Final Voter Identity Verification;
8. Finding the results of the elections;
9. Giving the mandate to accept selected organizations and candidates.
10. Informing the candidates;
11. The announcement of election results;
12. The replacement of the mandate;
13. Constitution of the parliament of the students;
14. Coordination of election commissions of faculties for the constitution of student councils;

(2) The list of recognized organizations must be publicly announced by 14 days before the election day.

(3) Candidates' lists must be publicly announced by 5 days before the election day.

(4) The election results must be publicly announced within 5 days of the day elections. Mandates should be set at the same time.

Article 23

(1) The Central Administration and the service of students of the academic units are obliged to provide the final list to the CEC, with all the data of eligible students to vote, seven days after the announcement of student elections by the Steering Council.

(2) Voters with a right to vote must fulfill the following two qualifications:

- Have the student status of Correspondence according to Article 126, point 1, of the University Statute.

- Have the stamped index or ID card that proves that the student is enrolled in the academic year in which the elections are held.

(3) The qualifying date for the list of eligible voters shall be 14 days before the election.

(4) The list of eligible students to vote shall be made public and accessible to the CEC within 7 days after the elections have been announced by the Governing Council.

(5) Within this period, each student has the right to appeal against the contents of the list through a written statement which may be submitted to the CEC chairman.

(6) Controversies against the list of eligible voters must be submitted by 14 days before the election and must be filed for those objections within 24 hours after their receipt.

III. List of candidates

Article 24

(1) Students' organizations with the right to participate in elections for student parliaments or student councils, according to the principles of this regulation, must submit candidate lists to the CEC through a registered stamp of less than 5 days after the certification, using the form The Lists of Candidates as well as 9 are presented in Attachment 2. After the submission to the CEC list, it will not be changed.

(2) Each candidate list shall contain:

- The name of the student organization;
- The governing body to be elected (student parliament or student council);
- Priority list of candidates;
- The candidate's consent statement;
- The authorized person of the student organization.

(3) In the case of conflicting names of two or more student organizations, the CEC shall require from the authorized persons of each organization involved to find a choice at least 7 days before the election day. In the event that no agreement is reached by that date, the CEC decides on the exclusion from the elections.

(4) Student organizations of UMIB, which have been represented with students in the representation of the students will have the right to keep their names.

(5) Use of names of existing Kosovo political parties, as names of student organizations, will not be permitted.

Article 25

(1) A list of candidates and student organizations shall consist of a maximum of twice the mandate to be elected as a body. Outstanding candidates must be removed from the list by the CEC.

(2) For each candidate who has to qualify under Article 23 (2), in order for the candidacy to be lawful, the following information (s) shall be provided.

- Name and surname
- Birth place
- Date of birth
- Address
- Title of active studies - Faculty
- Number of file
- Certificate of registration of a regular student - stamp
- Acceptance Statement.

(3) Candidates who do not fulfill these qualifications to have the right to vote pursuant to Article 23 paragraph (2), will be removed from the list of candidates by the CEC.

Article 26

(1) In the list of candidates, the third candidate must be a female.

(2) For details of the gender rules and needs of the list of candidates, refer to the Law on Gender Equality no. 2004/2.

Article 27

(1) The validity of the candidate list must be checked by the CEC immediately after being obtained by the Student Organization.

(2) In case of irregularities, the list of candidates must be returned to the authorized person of the respective student organization, with the necessary explanations for improvement.

(3) An improved list of candidates shall be submitted to the CEC by the students' organization no later than 7 days before the election.

(4) If the electoral list or candidate list, which is returned for improvement, is not submitted within a specified period of time, the candidacy of the respective student organization is considered withdrawn.

Article 28

(1) Each student organization shall have the right to withdraw its candidacy through a written statement, which must be signed by the authorized representative, seven days before the election.

(2) The student organization's candidacy shall be considered as withdrawn if the required number of candidates according to this regulation is not given because the candidates have withdrawn the written candidacy and the signed statement, seven days before the election.

Article 29

(1) The electoral list or candidate list, which is not submitted within the specified period, shall not be accepted by the CEC.

(2) For the evaluation of the exact date of submission, the date of the postal stamps or the date of the personal delivery shall be decisive.

(3) The CEC Chairperson is obliged to arrange an information campaign through pre-election period through leaflets for the rightful voters, informing them of the election procedures. The Rector is obliged to provide the necessary resources for such an election process and make them public.

IV. Election's Day

Article 30

(1) Polling station centers in all academic units are opened at 8:00 and closed at 17:00, except if at the time of polling closure there is a turn of the voters then the time of closing the polling station is postponed until the voting the last student.

(2) The number of polling stations within faculties shall be determined by the CEC.

Article 31

(1) The FEC is obliged to provide appropriate polling stations for holding elections in each faculty building. Necessary equipment, such as; are: ballot boxes, ballot booths and other necessary ballot accessories must be provided by the CEC.

(2) During the election process, except; members of the CEC and the FEC, at the polling stations may have access to the following persons:

- Official observers appointed for election;
- Voters;
- Other designated officer, responsible for regular operation.

(3) After the vote has been cast, voters must leave the polling station without delay.

(4) If deemed necessary, for reasons of the proper functioning of the electoral procedure, the chair of the CEC or FEC shall have the right to limit the voter's access to only one voter in the order.

(5) At the entrance to polling stations, the presence of representatives of student organizations, which are not mentioned in paragraph 2 of this article, is not allowed.

Article 32

(1) Each polling station shall have at least one voting booth.

(2) The voting booth shall be placed in that position so that the voter is not observed by other persons who are present at the polling station during the voting process.

Article 33

(1) Pamphlets for Students' Council and Student's Parliament should be distinguished by color.

(2) The pamphlets shall be folded at least once before being cast into the ballot box.

Article 34

The CEC, respectively the FEC is responsible for holding electoral procedures in accordance with the election regulations.

Article 35

(1) Voting must be made personally. Persons with special needs who cannot vote without the help of the accompanying person have the right to choose a person who will assist them during the voting process.

(2) Except the exclusion from paragraph (1) of this article, the voting booth may only be entered by a person.

Article 36

(1) Each voter is obliged to prove his / her identity to the Faculty Election Commission through submission of the index - card ID.

(2) Assessment of admissibility shall be made exclusively on the basis of the electoral list for the persons entitled to vote.

Article 37

(1) Each student with a right to vote has the right to vote for:

- a. The Student Parliament of the University;
- b. student councils in the faculty where he / she is listed as a student with the right to vote.

(2) The FEC directs the voter to enter the voting booth.

(3) The voter fills the ballot sheet, folds it one side and gets out of the ballot box.

(4) The FEC withdraws the ballot box and the voter enters the folded pamphlet into the ballot box.

(5) In the event of any mistake made by the voter during filling in the sheet, the FCC is also obliged to provide a ballot at the voter's request. The preliminary drafting should be canceled by the FEC in the presence of the voter.

(6) The submission of additional ballot papers shall be recorded in the voting protocols.

Article 38

(1) A voter who has cast a ballot shall be registered in the voting register by one member of the FEC. The registration form used in Annex 4 of this Regulation is used.

(2) The name must be registered with the original number of the voter list with the right to vote.

(3) The other member of the FEC must record the name of the voter in the voter list with the right to vote.

Article 39

Voting should be registered with the stamp on the back of the index by a member of the FEC, while for students with ID cards, the registration is made through the special marker on the back of the card.

Article 40

- (1) In case of suspicion of student identity, the FEC has the right to request additional identification documents.
- (2) If the identity cannot be clarified, the student is not allowed to vote.
- (3) After submission of the ballot paper, no other doubt as to the identity of the voter shall be taken into account.

Article 41

- (1) For sheet printing, a Letter Form according to Annex 5 of this Regulation shall be used. The leaflets should contain information in all three official languages in Kosovo (Albanian, English and Serbian).
- (2) The order of student organizations on the flyer must be determined by the lottery which is held by the CEC.
- (3) The preparation of the ballot papers must be carried out by the CEC chairman, according to the dynamics determined by the Steering Council.

Article 42

Voting is considered valid if there are undisputable evidence for the student organization or candidate that the voter has chosen. This is the case when the voter marks the district on the left of the name of the eligible organization or the candidate with an ex (x) or a check mark (✓), so that the voter's intention to choose the organization or candidate is clearly indicated.

Article 43

- (1) The voting paper is recognized as invalid, if:
 1. A sheet of paper is also used for regular sheet printing;
 2. The ballot paper is torn off in such a way that it will not be possible to clarify which student or candidate organization has been selected;
 3. When no student or candidate organization has been registered;
 4. When two or more student or candidate organizations are listed.
 5. When the mark on the ballot papers is made in such a way that it cannot be determined which organization or candidate was voted.
- (2) The words, comments or other signs that appear on the sheet shall render the invalid sheet.

Article 44

- (1) After the electoral period ends, the chair of the FEC declares the end of the polls. Polling stations should be closed only by members of the FEC, in the presence of observers and interested monitors.
- (2) The FEC should combine ballot papers in the ballot box, then unload it and:
 1. List the ballot papers for each voting body;
 2. Determines the total number of voters enrolled in the voting registers;

3. In the event of failure to comply with the results under (1) and (2) of this paragraph, it identifies the reasons for such disagreement.

(3) The FEC discloses the ballot papers, regulates them according to the voting body, controls the validity, identifies the invalid ballot papers by the following number and ascertains:

1. The total number of votes cast.
2. The total number of cast votes invalid
3. The total number of valid cast votes
4. The total number of votes valid for each student or candidate organization.

(4) The results referred to in paragraph (3) of this Article, immediately after the counting of votes, shall be submitted to the CEC Chairperson in hard copy and electronic form.

Article 45

(1) Within 24 hours after the closure of the polling station, the EFC shall submit to the CEC a written report on the election procedure and election results.

The protocol of the Election Procedure Protocol according to Annex 6 of this Regulation shall be used for the protocol.

(2) The report shall contain the following data:

- a) The name of the polling station and the date of voting;
- b) The names of the members of the EFC;
- c) names of observers and monitors;
- d) The exact number of the submitted ballot papers for each electoral body;
- e) Time of start and end of election period;
- f) The decisions of the FEC for the non-granting of any voter for voting;
- g) Other decisions of the FEC during the election period (e.g. obstructions during the election period, voting through support of a person, etc.)

(3) To this report shall also be attached:

- a) The list of eligible voters;
- b) Register of voting;
- c) Invalid, Separated, Packed and Marked Votes for each election body or candidate
- d) Valuable, separated, packed and marked votes for each electoral body or candidate

e) Unsupervised, separated, packaged and tagged ballot papers.

(4) The report must be signed by all members present at the FEC, observers and monitors. In case of refusal of the signing, the reasons should be recorded in the report.

Article 46

(1) In case of special circumstances or incidents at the polling station, the FEC has the right to terminate the voting process and continue voting on another day.

(2) Each postponement of the elections shall be publicly announced without delay by the chair of the FEC.

(3) If the voting process has started and then is prevented, all election actions, ballot papers and ballot boxes shall be closed by the chair of the FEC until the electoral procedure is resumed.

Article 47

(1) The distribution of mandates shall be calculated by the CEC in accordance with the rules of this Regulation.

(2) For the distribution of mandates, must be used the form for Mandate Distribution under Attachment 7 to this Regulation.

Article 48

(1) The pre-election results of the elections shall be published by the CEC, at least 24 hours after the end of the elections.

(2) The final election result shall be published by the CEC, at least 5 days after the end of the election.

(3) The announcement should contain:

- a. Election result in figures, ranked by student organization and candidate.
- b. The total number of mandates for each voting student organization.
- c. Listen to the candidates for each body.

Article 49

(1) The elected mandate must be informed by the CEC on the day of the announcement of the final results.

(2) The Mandatory Notification Form may be used for the information leaflet pursuant to the above-mentioned Rules of Procedure.

(3) The mandate is considered accepted if the elected candidate does not object to his election within two days after the final election result has been announced.

(4) If a mandate is refused by the elected candidate, the mandate shall be assigned to the next candidate according to the list of candidates.

Article 50

(1) Discrimination against the procedures and election results of students shall be submitted to the CEC within 48 hours after the election results are announced.

(2) Eventual complaints of students and student organizations to the election results shall be reviewed and decided by the CEC within 48 hours after their receipt.

(3) The objections due to the violation of the rules of this regulation by the CEC shall be considered and decided by the Steering Council as a second instance.

(4) Any change in the election result due to the receipt of the complaints shall be publicly announced by the CEC.

(5) The decision of the Steering Council is final.

Article 51

(1) If the Governing Council finds that the violations of the electoral procedures have the same effect on those elements that have essentially affected the election result, then the electoral process shall be repeated according to the same procedure at the faculty within 7 days after the decision of the Steering Council.

(2) Elections should not be repeated during the holiday period.

(3) For the re-elected elections, the original list of elections and the list of candidates are used.

Article 52

(1) The regulation shall enter into force on the day of its approval by the Governing Board of the University.

(2) With the entry into force of this Regulation, the Regulation no. prot. 239, and date 12.03.2015 is abrogated.

(3) For matters not regulated by this regulation, the provisions of the Law on Higher Education of Kosovo and the Statute of UMIB shall apply.

Dr. Sc. Sabri Sadiku

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Chairman of the Steering Council