



UNIVERSITETI - UNIVERSITY
"ISA BOLETINI"
MITROVICË

Nr. Prot. 690 Dt. 18.03.2022

Pursuant to Article 24, paragraph 1.4, of the Statute of "Isa Boletini" University in Mitrovica, the Governing Council of the University of Mitrovica (removed), in the meeting held on 4.2.2022, approved:

REGULATION ON ORGANIZATION AND FUNCTIONING OF THE CENTER FOR PROFESSIONAL DEVELOPMENT AND EDUCATION

Article 1-Name of the Centre

1. The centre shall be called: "Centre for Professional Development and Education".
2. The abbreviation of the Centre shall be: "CPDE" (*Centre for Professional Development and Education*).
3. The centre is part of the "Isa Boletini" University in Mitrovica (UMIB).

Article 2-Purpose of the Centre

The purpose of the Centre for Professional Development and Education (CPDE) is to assist the "Isa Boletini" University in Mitrovica for increasing the academic capacities and developing the teaching systems that promote the most effective and high-quality teaching, in order to transform UMIB into a university competing with the best universities in Europe and in the Region.

Article 3-Activities of the Centre

1. In order to accomplish its goals defined in Article 2 of this Regulation, the CPDE shall carry out, but not limited to the following activities:
 - 1.1. Development and implementation of trainings that will meet the needs of the academic staff at UMIB and other institutions of higher education;
 - 1.2. Development and implementation of trainings that will meet the needs of the preschool institution staff, and in primary and secondary education;
 - 1.3. Organization of various certifications for academic staff and other interest groups;
 - 1.4. Identification and prioritization of challenges, needs and opportunities of UMIB to be addressed through trainings and programs offered at CPDE;
 - 1.5. Publication of research and other studies related to the teaching and learning process;
 - 1.6. Encouraging cooperation between the university and other local and international institutions focusing on the teaching and learning process;
 - 1.7. Identifying and developing alternative forms of financial support for CPDE and encouraging donors to invest in improving teaching at UMIB.

Article 4-Governing Bodies of the Center

1. The center shall have the following governing bodies:
 - 1.1. Board of the Center;
 - 1.2. Director of the Center;
 - 1.3. Secretary of the Center.

Article 5-Board of the Center

1. The Board of the Center has five (5) members, as follows:
 - 1.1. Two members from the academic staff proposed by the rector from among whom the chairman of the board is elected



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- 1.2. Vice Chancellor for Teaching, Student Affairs and Quality Development (ex-officio member);
- 1.3. A member from the academic staff of other public universities in Kosovo (proposed by the rector);
- 1.4. A member from civil society (proposed by the rector and with proven experience in field of education activities)
2. The Director and the Secretary are members of the Board without the right to vote.
3. Members of the Board of the Center cannot be:
 - 3.1. Academic personnel who are holding any UMIB management position (member of GC, rector, vice-rector, dean, vice-dean, head of department, quality coordinator and similar) except in the case specified in Article 5 (1.2);
 - 3.2. Academic personnel who have been subject to disciplinary measures in the past two years.

Article 6-Mandate of the Board Members

1. The members of the Board have a mandate of four (4) years, with the possibility of re-electing only for 1 mandate (not more than two mandates in total).
2. The board elects the chairman from among the academic staff, in accordance with Article 5, paragraph 1, subparagraph 1.1.
3. The chairman calls and heads the meetings of the Board.
4. The Board decisions are taken by majority of votes of all Board members.
5. The Board of the Center reports to the Governing Council and subordinates to the Governing Council.

Article 7-Director of the Center

1. The Director of the Center is proposed by the Rector of the University and is approved by the Board of the Center. The director has a mandate of four (4) years, with the possibility of re-electing (not more than two terms in total) only for 1 term.
2. The Director of the Center must be among the academic staff at the Faculty of Education and must have a regular employment relationship at UMIB.
3. The center is managed by the director who is the main managing officer.
4. The duty of the Director of the Center is to work on the implementation of all goals and activities arising from this Regulation.
5. Regarding his activities, the Director of the Center reports to the Board of the Center.

Article 8-Secretary of the Center

1. The Secretary of the Center is proposed by the Director of the Center and is approved by the Board of the Center. The secretary of the Center has a mandate of four (4) years, with the possibility of re-electing for one term only.
2. The secretary must be appointed from among the UMIB academic staff.
3. The department assist the Director and the Board to accomplish the goals and activities arising from this Regulation.



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4. Regarding his activities, the Secretary reports to the Director of the Center and, upon request, to the Board of the Center.
5. The center may also have other employees.

Article 9 Dismissal of the Board, director and Secretary of the Center

1. The dismissal can be initiated by:
 - 1.1. Rector; 1.2. the Senate; 1.3 Governing Council
2. The dismissal of the managerial structures of the Center (the Board, the director and the Secretary of the Center) can be done by the Governing Council of the university with a majority of votes.

Article 10-Center trainers

1. The Center structures will undertake all necessary actions for the appointment of trainers who will carry out the trainings provided by the Center.
2. Trainers who are part of the regular UMIB academic staff, are selected by the Board of the Center after the proposal of the Director of the Center, including trainers from all UMIB academic units.
3. Trainers who are not part of the regular UMIB academic staff, are selected by a commission appointed by the Board of the Center, after a public competition.
4. Trainers who are not part of the regular UMIB academic staff, can be hired without a competition by the Director of the Center, if they are part of the awarded projects or Donor Organizations.

Article 11-Financial Resources

1. The activities of the Center can be financed from the following resources:
 - 1.1. University funds and other public resources;
 - 1.2. National and international project funds;
 - 1.3. From personal activities;
 - 1.4. From donations;
 - 1.5. From other resources, in accordance with the legislation in force.

Article 12- Work Plan and Report

1. At the beginning of each calendar year, the Director of the Center shall submit the annual work report for the completed year and the annual work plan for the following year.
2. The Board of the Center shall examine and approve the annual work report for the completed year and the annual work plan for the following year.
3. The work plan and the work report, approved in accordance with paragraph 2, are forwarded for approval to the Governing Council.
4. The Governing Council shall retain the right to request additional information and shall make various recommendations related to the development and performance of the Center's activities.
5. The payments of the Center are executed by the Budget Directorate of the University in accordance with the same procedures followed for other University payments.

Article 12-Signing of employment contracts



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1. Upon the proposal by the Director of the Center, every contract concluded by the Center is signed by the Rector.
2. The contracts concluded by the Center must contain:
 - 2.1. All elements of the reached agreement;
 - 2.2. The correct definition of works and work duties;
 - 2.3. The exact value of the contracted works for each position and work.
 - 2.4. The total value of the work;
 - 2.5. The deadline of execution of works, and;
 - 2.6. Payment method and payment execution deadline;
3. In its projects and activities, the Centre can hire experts outside of the UMIB.

Article 13-Compensation and Payments

1. The director and the secretary shall enjoy the right to compensation in accordance with the Regulation on personal incomes in force.
2. Payment for completed work shall be done in accordance with the relevant university regulations.
3. The allocation of financial resources received from projects or services based on the works performed in accordance with the project or the contract as specified in Article 7, and after the VAT payment, shall be done as follows:

a. Direct cost/expenses (10%)	20%
b. University Rectorate	10%
c. Relevant faculty	10%
d. Engaged/hired personnel	60%
4. The Director and the Secretary of the Centre shall draft a report on the allocation of financial resources and shall send it to the financial service and to the vice-rector for finance, who issues an order for the payment of funds according to the report.

Article 15-Transitional provisions

1. In order to initiate the functioning of the CDPE, within 15 days from the approval of this Regulation, at the meeting of the Governing Council, the Rector shall propose members of the Board of the Centre.
2. The Board of the Centre, shall review and approve 7 days after the appointment by the UMIB Governing Council, the rector's proposals for the Director of the Centre.
3. The Director of the Centre, shall prepare within 4 months, the work plan and other legal acts necessary for the start of the activity and the functioning of the Centre, including the selection of the Centre's trainers, which will be approved by the Board of the Centre.

Article 15-Final provision

This regulation shall enter into force on the day of approval by the Governing Council of UMIB.

