



ALBANIAN UNIVERSITY
UNIVERSITAS- FABREFACTA-OPTIME

REGULATION

***“ON ORGANIZATION AND FUNCTIONING OF THE ADMINISTRATIVE BOARD
OF ALBANIAN UNIVERSITY”***



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Article 1

This Regulation defines rules necessary for organization and functioning of Administrative Board of the Albanian University (hereinafter AU), organization of meetings, chairmanship and decision-making, implementation of decisions and other issues concerning the work of Administrative Board.

Article 2

Pursuant to article 10, item 1 of the Albanian University Statute, the Administrative Board is a central steering administrative body of the University, which guarantees accomplishment of the mission of a higher education institution - its financial and administrative management.

Article 3

The administrative board is chaired by the Administrator (ex officio member), whom this right is granted under the contract, and is composed of members of academic staff, non-academic staff and a number of notable figures appointed by the Administrator, as well as a representative appointed by the Students Council of the institution.

The members of Academic Senate, Deans, Deputy Deans and Deputy Rectors cannot be members of the Board.

Article 4

During exercise of its competences, the Administrative Board guides, reviews, advices and votes the strategies and non-academic activities of the University. The Administrative Board decisions are collegial and valid upon the Administrator's signature.

1. The Administrative Board shall exercise the following competences :
 - a) approves criteria for distribution of the financial resources of the University proposed by the Rectorate;
 - b) approves, upon request of the Academic Senate, the draft budget of the university with 2/3 of votes of its members;
 - c) approves proposals of the administrative and academic sectors related to functioning of the university in terms of the administrative, financial or economic aspect;
 - d) decides on appointments and dismissals about the administrative vacancies proposed by the respective administrative sectors;
 - e) approves structure and number of staff of the University at all levels;
 - f) establishes criteria for definition of wages of the University staff, as well as the fee per class;
 - g) defines conditions and rewards for the work contracts based on the qualification of the employee and the graduate or student status;



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- h) preliminary approves the University registration and study fee and forwards them for further approval to the Academic Senate;
- i) evaluates the development plan of the institution and the annual program of its activity;
- j) approves the regulation of its functioning;
- k) offers infrastructure and administrative service for well-going and functioning of collegial and monocratic bodies of the University;

Article 5

The Administrative Board meeting is held upon decision of the Administrator by attaching in its announcement the agenda and key issues under discussion.

The Board convenes at least 1 (one) once a month, but the Administrative Board can hold also extraordinary meetings.

The decision of the Administrator for the organization of the meeting and agenda can be announced at the premises of the University. The Administrative Board meetings are held behind closed doors.

Members voting against a decision have the right to submit within 2 days to the Administrator their opinion of minority, which is attached to the documents of the meeting.

Article 6

Within 3 days from the meeting, the Administrator shall formalize the minute of the meeting in an official document by accompanying it with concrete implementation orders while forwarding it to the subordinate academic and administrative structures.

Article 7

The Administrator chairs the meetings of the Administrative Board. As a rule, he/she does not have the right to delegate the function of the chairmanship of Administrative Board meetings and other competences to other bodies or heads of the University. In cases when his/her presence is not possible due to other engagements or health conditions, the Administrative Board meeting shall be postponed.

Article 8

The Administrator gives the floor according to the agenda of discussions.

Board members participate in discussions and present opinions and proposals in relation to issues dealt with in the meeting.



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Article 9

The decisions approved by the Administrative Board, signed by the Administrator, are binding for every other administrative instance within timelines and procedures specified. Any deviation, delay, negligence or mismanagement of the Administrative Board's decisions shall be analyzed on individual basis in its meetings by deciding on concrete measures to be taken for the reinstatement of order and discipline at the University.

Article 10

The meetings of the Academic Senate are held at the main seat of the University. The Decisions of the Administrative Board are valid only upon signature of the Administrator.

Article 11

The Administrative Board applies, in the course of its activity, the principle of autonomy and respect for the rights of employees, academic staff and students.

Article 12

The term of office of the Administrative Board member terminates in case :

- a) the terms of office expires;
- b) he/she resigns;
- c) he/she dies, becomes physically or mentally incapable of exercising the function;
- d) in case of a serious breach of the law on higher education in the Republic of Albania, statute and regulations of the institution;
- e) he/she is sentenced under a final decision for commitment of a criminal act;
- f) he/she does not fulfil, for at least a three-month period, the contractual obligations for unjustified motives.

Article 13

This Regulation enters into force following approval at the Administrative Board and signing by the Administrator.