



# British College of Technology

The Academic Council of the British College of Technology, based on the Law on Higher Education in the Republic of Kosovo no. 04/L-037, in the meeting held on....., approves:

## **REGULATION FOR ADMINISTRATIVE OPERATIONS**

### **Article 1 Purpose**

This Regulation aims to define the internal organization and the systematization of the administration's work within the College.

### **Article 2 Scope**

1. This Regulation applies to all organizational structures within the College.
2. The duties and responsibilities of the College are determined by the Law on Higher Education, the College's Statute, and relevant legislation in force.
3. Under this Regulation, the organization of work enables the application of current legislation, sub-legal acts, other internal acts of the College, and other activities that fall under the College's competence.

### **Article 3 Organizational Structure**

1. The organizational structure of BCT is as follows:
  - 1.1. The College Governing Council;
  - 1.2. The Academic Council;
  - 1.3. The Dean of the College;
  - 1.4. Deputy Dean for Teaching and Science;
  - 1.5. Deputy Dean for International Relations and Quality Assurance;
  - 1.6. The General Secretary;
  - 1.7. Administration;

**Article 4**  
**Dean of the College**

1. The Dean's Office comprises:
  - 1.1. Deputy Deans;
  - 1.2. The General Secretary;
2. The duties and responsibilities of the Dean are defined by the Statute and recruitment regulations.
3. The Dean reports to and is elected by the Governing Council.

**Article 5**  
**Vice-Dean for Teaching and Science**

1. The duties and responsibilities of the Vice-Dean for Teaching and Science are defined by the Statute and recruitment regulations.
2. The Vice-Dean for Teaching and Science reports to the Dean regarding educational and academic matters.

**Article 6**  
**Vice-Dean for International Cooperation and Quality Assurance**

1. The duties and responsibilities of the Vice-Dean for International Cooperation and Quality Assurance are defined by the Statute and recruitment regulations.
2. The Vice-Dean for International Cooperation and Quality Assurance reports to the Dean regarding his work.

**Article 7**  
**General Secretary**

1. The duties and responsibilities of the General Secretary are defined by the Statute and recruitment regulations.
2. The General Secretary reports to the Dean regarding his work.

**Article 8**  
**Quality Assurance Office**

1. The duties and responsibilities of the Quality Assurance Coordinator are defined by the Statute and recruitment regulations.
2. The Quality Assurance Coordinator collaborates on tasks with the Dean and reports to the Academic Council.

**Article 9**  
**Administrative Officer**

1. The duties and responsibilities of the Administrative Officer are defined by the Statute and recruitment regulations.
2. The Administrative Officer reports to the General Secretary regarding his work.

**Article 10**  
**Finance Officer**

1. The duties and responsibilities of the Finance Officer are defined by the Statute and recruitment regulations.
2. The Finance Officer reports to the General Secretary regarding his work.

**Article 11**  
**Office for International Cooperation**

1. The Office for International Cooperation consists of:
  - 1.1. Officer for International Cooperation.
2. The duties and responsibilities of the Head of the Office for International Cooperation are defined by the Statute and recruitment regulations.
3. The Head of the Office for International Cooperation reports to the General Secretary regarding his work.

**Article 12**  
**Office for Student Services and Diplomas**

1. The Office for Student Services and Diplomas consists of:
  - 1.1. Officer for Student Affairs.
2. The duties and responsibilities of the Officer for Student Affairs are defined by the Statute and recruitment regulations.
3. The Officer for Student Affairs reports to the General Secretary regarding his work.

**Article 13**  
**The Library**

1. The Library consists of:
  - 1.1. Library Officer.
2. The duties and responsibilities of the Library Officer are defined by the Statute and recruitment regulations.
3. The Library Officer reports to the General Secretary regarding his work.

**Article 14**  
**Working Hours**

1. The working hours for each position are 40 hours per week, including the break specified in the employment contract, in accordance with the Labor Law.
2. On special occasions and days, staff may have the opportunity to work online to fulfill certain tasks.

**Article 15**  
**Entry into Force**

This regulation enters into force upon the accreditation of the College and approval by the Academic Council.

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Dean of BC1

