

## **ACADEMY "EVOLUCION"**

# **STATUTE**

Pristina  
2023

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In accordance with the provisions of Law No. 04/L-037 on Higher Education of the Republic of Kosovo, and other legal acts issued by the Ministry of Education, Science, and Technology (MEST) regulating higher education in the Republic of Kosovo, the Academic Council (hereinafter referred to as "BiD") of the "Evolucion" Academy, in its meeting held in Pristina on 26.11.2022, approved the following amendments:

## **STATUTE OF THE "EVOLUCION" ACADEMY**

### I. General Provisions

#### Article 1

The Statute of the "Evolucion" Academy (hereinafter referred to as the "Statute") regulates the mission, governance, activities, and operations of the "Evolucion" Academy. This Statute also defines the organization, authorizations, and decision-making processes of the governing bodies of the "Evolucion" Academy, the development of studies, the status of academic and administrative staff, as well as students, disciplinary measures, and other important matters concerning the "Evolucion" Academy.

#### Article 2

The "Evolucion" Academy is a private higher education provider in Kosovo, organizing and conducting professional higher education studies and commercial activities in the field of applied arts and design.

### Headquarters, Structure, and Symbols

#### Article 3

The headquarters of the "Evolucion" Academy is located at: Kalabria Neighborhood, "Shefqet Shkupi" Street, No. 10000, Pristina.

#### Article 4

The "Evolucion" Academy consists of departments and other organizational units as further specified in this Statute.

## Article 5

The "Evolucion" Academy has an emblem, a seal, and a dry seal.

The form of the emblem of the "Evolucion" Academy is determined by the Governing Council of the "Evolucion" Academy (hereinafter referred to as the Governing Council) through a special decision.

The seal and dry seal are circular and feature the emblem of the "Evolucion" Academy in the center.

The "Evolucion" Academy also has an anniversary date. This anniversary is marked on September 14, 2005 (the date of the founding meeting of the "Evolucion" Academy).

## **Mission of the "Evolucion" Academy**

### Article 6

#### **Mission**

The "Evolucion" Academy (AE) fosters a unique culture, promotes innovative teaching and learning processes, supports economic growth both locally and beyond, and fulfills the needs of a diverse and inclusive community by strengthening partnerships with businesses and higher education institutions domestically and internationally.

#### **Vision**

To provide a high-level education instilling a sense of humanity, creativity, and communication in new generations for the development of values, systems, and diverse societies.

AE aims to be recognized for:

Interdisciplinary, experimental, individualized, and innovative education focused on the personal and professional development of passionate, hardworking, ambitious, and creative students of all ages;

- Advocacy for art, design, and creative entrepreneurship;
- Diversity, accessibility, and equality in all its endeavors;
- Serving its community locally, regionally, and globally.

### **Primary Objectives of the "Evolucion" Academy:**

- To establish itself as a valued higher education institution in Kosovo and beyond, recognized for developing and advancing creative ideas, scientific innovation, and comprehensive education;
- To continually develop and expand its teaching activities in accordance with contemporary standards in the field of professional higher education;
- To achieve a high professional level in educating specialists in applied arts, design, science, and culture through comprehensive teaching processes, research, artistic activities, and creative projects;
- To provide the local and regional market with qualified professionals in applied arts and design in alignment with economic and industrial developments both regionally and globally;
- To contribute to the advancement and empowerment of women, girls, and marginalized groups in society;
- To enhance the social responsibility awareness of its staff and students and remain a significant contributor to community-oriented activities;
- To be a strong advocate for marginalized causes, phenomena, and groups.

#### Article 7

The staff and students of the "Evolucion" Academy enjoy the freedom of organization and assembly in accordance with the laws in force, the Statute, and other acts of the "Evolucion" Academy.

#### Article 8

The "Evolucion" Academy provides equal opportunities for all, without discrimination based on gender, race, religion, political belief, national, ethnic, or social affiliation, wealth, birth status, or any other status.

#### Article 9

The "Evolucion" Academy enjoys academic freedom and organizational and financial autonomy.

Academic freedom in teaching implies respect for the diversity of opinions, ideas, and methods, ensuring the free, critical, and creative development of teaching and professional research. This

academic freedom is exercised in accordance with the approved curricula and study programs of the "Evolucion" Academy.

Organizational and financial autonomy grants the "Evolucion" Academy the right to:

- Establish relations with local and foreign higher education institutions;
- Join national and international higher education associations and organizations;
- Collaborate with local and international foundations that support higher education development;
- Manage its resources in accordance with the law;
- Administer its assets;
- Select the governing bodies of its departments;
- Appoint its staff;
- Approve all internal regulations;
- Approve study plans and programs;
- Define admission modalities for new students.

#### Article 10

The "Evolucion" Academy is a legal entity and enjoys the rights and obligations that stem from this status, including:

- The right to sue and be sued;
- The right to use its seal and other emblems;
- The right to restrict the use of its title to authorized individuals and organizations.

#### Article 11

All premises (buildings and land) under the administration of the "Evolucion" Academy, as well as any premises lawfully acquired in the future, are inviolable. This inviolability includes protection against interference by any physical or legal entity (state or private), and from government and law enforcement agencies without the permission or request of the Executive Director of the "Evolucion" Academy (hereinafter: the Executive Director) or their authorized representative.

Exceptions include cases involving the commission of a serious crime or natural disasters, where police and law enforcement intervention may occur without the Executive Director's permission.

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For any violation of inviolability, the "Evolucion" Academy reserves the right to report the breach and demand punishment of the offenders according to legal provisions.

## **2. Organizational Structure**

### Article 12

The "Evolucion" Academy consists of:

1. Academic units and
2. Administration (Organizational units).

### Article 13

The academic or organizational units do not possess legal personality.

## **1. Academic Units**

### Article 14

The academic units of the "Evolucion" Academy are:

1. Department of Fashion Design (Bachelor's and Master's level)
2. Department of Communication Design

Additional academic units may be established in the future.

### Article 15

All academic units have equal status as per the provisions regulating their organization within this Statute.

## Article 16

Each academic unit has its own name.

The academic unit bears the emblem and name of the "Evolucion" Academy within its emblem, along with its specific name.

## Article 17

Academic units, depending on their size, total number of academic staff, number of lecturers in specific academic fields, and the percentage of permanent staff, must meet international standards in the field of professional higher education. This ensures sustainable development and professional activity in relevant fields over the long term.

The Governing Council of the "Evolucion" Academy issues regulations regarding the internal organization of academic units upon the proposal of the respective departments.

## Article 18

Each department is responsible for:

- Organizing teaching, exams, and student evaluations;
- Ensuring quality, conducting evaluations, and reporting on these matters in accordance with this Statute;
- Managing personnel matters as outlined in this Statute;
- Submitting proposals and requests to the Academic Council of the "Evolucion" Academy regarding academic issues and subjects taught in the department;
- Developing projects or skill-based creativity according to international standards;
- Utilizing resources effectively and efficiently as stipulated in this Statute.

## Article 19

Each department is led by its Head.

Department Heads are elected/appointed by the Academic Council for a term of three years and must possess leadership skills and experience.

## Article 20

The Department Head may be replaced before the end of their term in cases of:

1. Resignation;
2. Dismissal;
3. Health reasons;
4. Conviction of a criminal offense;
5. Death.

The procedure for dismissal can be initiated by:

1. The Governing Council;
2. The Academic Council;
3. The Executive Director;
4. The respective department.

The dismissal procedure for a Department Head is determined by regulations issued by the Academic Council of the "Evolucion" Academy and is in compliance with applicable laws and contracts.

## Article 21

The Department Head reports to the Academic Director. Their duties and responsibilities include:

- Providing academic leadership in relevant fields for the development of teaching, educational activities, research, and artistic work within the department;

- 
- Taking necessary measures to implement decisions and tasks set by the Academic Council;
  - Providing sufficient information to the Academic Director and the Academic Council regarding resources and results in teaching, creativity, and skills as stipulated in this Statute;
  - Representing the department in the Academic Council;
  - Advising the Academic Director and Academic Council on the appointment of academic personnel for the department's subjects;
  - Performing other leadership duties as outlined in this Statute and other applicable acts.

## **2. Organizational Units**

### Article 22

The organizational units operate within the "Evolucion" Academy, providing support services for teaching, research, and skills development, as well as administrative services for the academic units of the "Evolucion" Academy. These services are necessary to effectively and efficiently fulfill the school's responsibilities and duties as outlined in this Statute.

### Article 23

The administration of the "Evolucion" Academy consists of the following departments:

- Student Support & Enrollment Office (PSR),
- Quality Assurance Office (ZSC),
- Finance Department,
- Career Orientation & Alumni Office (ZOKA), and
- Technical Support Department.

Additional organizational units may be established in the future as needed.

#### Article 24

Each organizational unit is led by its designated manager.

#### Article 25

The managers of departments and organizational units are appointed by the Administrative Director and report to them regarding the performance of their respective unit/service.

#### Article 26

The managers of departments and organizational units have the following responsibilities:

- To lead the organizational unit/department in achieving its objectives within its scope of work;
- To ensure the efficient, economical, and effective use of the unit's resources;
- To regularly report to the Administrative Director on the progress of work;
- To advise the Administrative Director on the appointment of unit personnel;
- To perform duties assigned to the manager as specified in this Statute.

### **3. Governing Bodies of the "Evolution" Academy**

#### Article 27

The main governing bodies of the "Evolution" Academy are:

1. The Governing Council
2. The Academic Council

All governing bodies of the "Evolution" Academy operate based on majority voting unless otherwise specified in this Statute.

## Article 28

The Executive Director serves as the chief academic and administrative leader and is responsible for managing the "Evolucion" Academy. The Executive Director reports to the Governing Council for the effective, productive, and economical functioning of the "Evolucion" Academy.

The Executive Director is supported by the Academic Director and the Administrative Director as outlined further in this Statute.

## I. The Governing Council

### Article 29

The Governing Council of the "Evolucion" Academy (hereinafter: the Governing Council) is the primary governing body of the "Evolucion" Academy.

- The Governing Council consists of seven voting members.
- Four members are appointed by the Academy's owners.
- The Executive Director of the "Evolucion" Academy is a voting member.
- The Academic Council elects one voting member from the academic staff of the "Evolucion" Academy.
- The Student Parliament elects two voting members from among the active students of the "Evolucion" Academy.
- The Administrative Director is an **ex-officio** non-voting member of the Governing Council.

### Article 30

- The Chairperson of the Governing Council is elected by a majority vote from among the elected members of the "Evolucion" Academy.
- The Chairperson has a Deputy Chairperson.
- The term for Governing Council members is three years, with the possibility of renewal.
- Meetings require a quorum of five members.
- Decisions are made by a majority of the votes of the members present. In case of a tie, the Chairperson's vote prevails.

## Article 31

The Governing Council is responsible for:

- Approving the academic character and mission of the "Evolucion" Academy, as proposed by or in consultation with the Academic Council and, where necessary, external expert advisors;
- Overseeing the business operations and ensuring efficient utilization and enhancement of the Academy's assets;
- Deciding on the establishment, dissolution, and structural changes of academic and organizational units in consultation with the Executive Director, Academic Director, and Academic Council;
- Approving the overall organizational structure of academic units based on the Academic Council's proposals;
- Defining strategies, development policies, and funding for the "Evolucion" Academy;
- Electing the Executive Director;
- Approving the business plan, investments, and acquisition of equipment;
- Approving the final accounts of the "Evolucion" Academy;
- Granting approval for hiring new staff;
- Adopting the Governing Council's internal rules;
- Setting tuition and registration fees for students;
- Approving admission policies for new students;
- Establishing the full economic cost of providing services;
- Ensuring efficient and productive resource use and safeguarding the Academy's property;
- Maintaining accurate records of revenues and expenses;
- Issuing regulations on disciplinary measures and procedures;
- Forming committees as needed for specific matters within its scope;
- Determining the design and content of the emblem, dry seal, flag, and other symbols;
- Performing other duties in accordance with the law and this Statute.

## II. The Academic Council

### Article 32

The Academic Council of the "Evolucion" Academy (hereinafter: the Academic Council) is

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responsible for decisions on key matters related to teaching, creativity, and skills development at the "Evolucion" Academy.

The Academic Council consists of:

- The Executive Director;
- The Academic Director;
- Heads of all academic units as defined in this Statute;
- One representative from the teaching staff;
- Two student representatives.

The Administrative Director is a permanent non-voting member of the Academic Council.

#### Article 33

The Academic Council is chaired by the Academic Director. In exceptional cases, when the Academic Director is unavailable, the Council may be chaired by a member authorized by the Academic Director.

#### Article 34

The Academic Council issues its internal rules and regulations, including procedures for electing student representatives. The Academic Director sets the procedures for Academic Council meetings and its committees.

#### Article 35

The Academic Council is responsible for:

- Strategic matters related to studies and teaching processes;
- Developing activity strategies and resources to support them and providing advice to the Executive Director and Governing Council;
- Proposing the Statute of the "Evolucion" Academy to the Governing Council for approval;
- Electing members of the Governing Council from its ranks;

- 
- Deciding on teaching, scientific, and artistic activities;
  - Proposing fees as outlined in Article 31 of this Statute;
  - Setting criteria for student admissions;
  - Ensuring quality assurance in collaboration with the Quality Assurance Committee and defining qualification procedures;
  - Proposing the form and content of the emblem, seal, and dry seal;
  - Approving regulations for handling student disciplinary measures;
  - Reviewing issues related to the rights of staff and students;
  - Overseeing the selection of academic staff in accordance with the Statute;
  - Addressing issues raised by the Student Parliament;
  - Approving or requesting revisions of academic plans proposed by departments and ensuring readiness before the academic year begins;
  - Performing other duties as outlined in this Statute.

#### Article 36

The Academic Council may establish temporary councils or committees to advise on specific aspects of its work.

The Academic Council has a permanent committee called the **Quality Assurance Committee**.

### **III. Quality Assurance Council of the "Evolucion" Academy**

#### Article 37

The Quality Assurance Council at the "Evolucion" Academy is responsible for reviewing and developing quality assurance processes across the institution. The implementation of these processes is monitored by the Quality Assurance Office of the "Evolucion" Academy.

The main objective of the Quality Assurance Council is to ensure the accurate implementation of the policies, processes, and procedures outlined in the Quality Assurance Regulations of the "Evolucion" Academy.

The Quality Assurance Council consists of five members:

- Two members proposed by the Academic Council.

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- Two members proposed by the Executive Director.
  - One member representing the Student Council.

Members proposed by the Academic Council may include academic staff, research staff, administrative personnel, and industry practitioners.

## **IV. Student Council**

### Article 38

The Student Council is an independent body of students at the "Evolucion" Academy, democratically elected by the students, representing their interests.

The Council enables student participation and coordinates their representation in the governing bodies of the "Evolucion" Academy, as well as in academic and service structures.

The Student Council expresses opinions and makes proposals on issues of general interest to the "Evolucion" Academy, such as study plans and programs, teaching regulations, the right to education, quality of services, and the development of cultural, artistic, and other activities.

The Student Council is elected every three years by student votes and consists of one representative from each study program and academic year.

## **V. Executive Director of the "Evolucion" Academy**

### Article 39

The Executive Director is the chief leader of the "Evolucion" Academy.

The Executive Director organizes and directs the work and activities of the "Evolucion" Academy and is responsible for its effective and orderly functioning, as well as for managing the institution within the policy framework established by the Governing Council.

#### Article 40

The Executive Director has the following duties and responsibilities:

- Organize, direct, and manage the "Evolucion" Academy;
- Act on behalf of and represent the "Evolucion" Academy;
- Oversee and develop all teaching, scientific, and artistic activities at the "Evolucion" Academy;
- Ensure efficient, economical, and effective use of the Academy's resources;
- Prepare the annual budget report for revenues and expenditures for evaluation and approval by the Governing Council;
- Organize admission competitions for new students and oversee the admissions committee;
- Implement the decisions of the Governing Council;
- Appoint auxiliary teaching, administrative, and technical staff and sign their employment contracts;
- Sign contracts for the engagement of external teaching staff;
- Announce the winners of admission competitions;
- Perform all other duties on behalf of the "Evolucion" Academy as stipulated in this Statute and other applicable regulations.

#### Article 41

The Executive Director is elected by the Governing Council.

#### Article 42

The Executive Director is appointed for a three-year term, with the possibility of renewal.

#### Article 43

The Executive Director's term may end prematurely in cases of:

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- Resignation;
  - Dismissal;
  - Health issues;
  - Conviction of a criminal offense;
  - Death.

#### Article 44

The Executive Director may form temporary advisory committees to prepare tasks within their scope of responsibilities.

#### Article 45

1. The Executive Director is elected by the Governing Council through a public competition, open to:
  - Full professors, associate professors, or assistant professors from within or outside the "Evolucion" Academy.
2. The Executive Director is elected by a majority vote of the Governing Council members. If no candidate secures the required votes in the first round, the two candidates with the highest number of votes proceed to a second round, where the candidate with the most votes is elected.

Candidates must have relevant academic qualifications and proven leadership abilities. The Executive Director is appointed for a three-year term with the possibility of re-election.

#### Article 46

The decision to dismiss the Executive Director is made by the Governing Council by a majority vote of its total members.

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## **VI. Academic Director of the "Evolucion" Academy**

### Article 46

The Academic Director is the chief academic leader of the "Evolucion" Academy. The Academic Director organizes and directs the academic activities of the "Evolucion" Academy and is responsible for academic, research, and creative activities within the institution.

### Article 47

The Academic Director has the following duties and responsibilities:

- Organizes, directs, and manages the academic activities of the "Evolucion" Academy;
- Oversees the teaching, research, and artistic work at the Academy;
- Organizes admissions competitions for new students and oversees the admissions committee;
- Announces the winners of admission competitions;
- Performs all other duties on behalf of the "Evolucion" Academy as specified in this Statute and other applicable regulations.

### Article 48

The Academic Director is elected by the Governing Council.

### Article 49

The Academic Director is appointed for a three-year term, with the possibility of renewal.

### Article 50

The term of the Academic Director may end prematurely in the event of:

- Resignation;

- Dismissal;
- Health reasons;
- Conviction of a criminal offense;
- Death.

#### Article 51

The Academic Director may form temporary advisory committees to prepare tasks within their scope of responsibilities.

#### Article 52

The decision to dismiss the Academic Director is made by the Governing Council with a majority vote of its total members.

### **VII. Administrative Director of the "Evolution" Academy**

#### Article 53

The Administrative Director is the highest-ranking legal, executive, and administrative officer of the "Evolution" Academy.

The Administrative Director reports to the Executive Director for the efficient, legal, economic, and effective administration at all levels of the Academy.

The Administrative Director is elected by the Governing Council by a majority vote of the members present, based on the Executive Director's proposal, and through a public competition. Candidates for the position must hold a university degree and have experience in similar roles.

## Article 54

The Administrative Director has the following duties and responsibilities:

- Acts as the chief officer of the Academy's administration;
- Ensures efficient, legal, economic, and effective management of the Academy;
- Prepares the technical aspects of the budgeting process;
- Coordinates the work of the Quality Assurance Committee;
- Manages the facilities and class schedules;
- Maintains proper records of applicants, enrolled students across all departments, graduates, contracted staff, property, and administration services;
- Takes measures to improve the administrative services of the Academy;
- Provides opinions and prepares general acts for the Academy and its departments;
- Coordinates the Academy's marketing activities in collaboration with other staff;
- Performs other duties as stipulated by this Statute and applicable laws.

## 4. Academic and Non-Academic Staff

### Article 55

1. All positions at the "Evolucion" Academy are based on full-time and part-time contracts.
2. The Governing Council issues specific regulations for academic and non-academic staff contracts in accordance with internal regulations and applicable laws.

### 1. Academic Staff

#### Article 56

The teaching, scientific, and professional activities at the "Evolucion" Academy are carried out by its academic staff.

1. Staff in regular employment may not hold another full-time employment contract with another university or higher education institution.

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2. Staff in regular employment who may be engaged, elected, or appointed to another public institution are not eligible for election to leadership positions.

In accordance with Administrative Instruction 15/2018, academic staff in regular employment at the "Evolucion" Academy may only have one regular employment relationship, whether inside or outside the territory of the Republic of Kosovo.

## **1.1. Academic Titles and Selection Procedures**

### Article 57

The academic staff consists of:

1. Full Professors
2. Lecturers
3. Adjunct Teaching Staff (External Lecturers)
4. Assistants

Academic titles are regulated by a special regulation.

### Article 58

The selection of academic staff is conducted transparently through a public competition.

- The competition is announced by the Academic Council based on proposals from department heads and academic units.
- The competition lasts 15 days.

### Article 59

After the competition closes, the Academic Council forms a professional committee of at least three members to propose candidates for selection for specific titles.

- A member of the professional committee may not be a spouse, partner, or close family member of the candidate under consideration.
- The Academic Council determines the candidate who best meets the conditions and criteria set in the competition for selection. The proposal is sent to the Academic Council, which makes the final decision.
- The employment contract is signed by the Administrative Director based on the applicable legal provisions and for the duration of the appointment.

#### Article 60

Criteria for the selection and promotion of academic staff include relevant qualifications and experience, as outlined in the regulations on advancement.

#### Article 61

Appointments for academic staff advancement are made for a duration of three years and may be renewed based on the recommendation of the Academic Council.

## **1.2. Employment and Termination of Academic Staff Contracts**

#### Article 62

Academic staff are considered employed at the "Evolucion" Academy once the selection procedure is completed, and the employment contract is signed with the Executive Director of the "Evolucion" Academy in accordance with the applicable labor laws, collective agreements, and this Statute.

#### Article 63

An employment contract with academic staff may be terminated prematurely in the following cases:

- Written resignation by the academic staff member following the procedure and deadlines stipulated in the employment contract;
- Conviction of a criminal offense that harms the image of the "Evolucion" Academy, following procedures defined in a special regulation;
- Serious violation of the Academic Staff Code of Ethics, as stipulated by the Code's procedures;
- Inability to perform duties due to physical or mental incapacity, certified by a medical report;
- Behavior that undermines the order, authority, and dignity of the "Evolucion" Academy, as defined by specific regulations;
- Engagement in corrupt practices as determined by applicable regulations and laws.

### **1.3. Disciplinary Procedures**

#### Article 64

The academic staff of the "Evolucion" Academy must adhere to moral and ethical principles, uphold the principles of scientific and artistic truth, and protect the authority of the "Evolucion" Academy in accordance with the ethics of academic staff.

#### Article 65

Violations of conduct rules and failure to fulfill obligations outlined in this Statute, the Code of Ethics, or other regulations of the "Evolucion" Academy by academic staff or other employees result in disciplinary responsibility.

- The disciplinary procedure is defined by the Disciplinary Procedure Regulations issued by the Academic Council in compliance with the law, this Statute, the Code of Conduct, and other regulations of the "Evolucion" Academy.

### **1. Non-Academic Staff**

#### Article 66

The non-academic staff of the "Evolucion" Academy includes individuals engaged in:

1. Leadership and professional duties;
2. Administration;
3. Technical tasks.

The specific responsibilities and qualifications for each position are determined in the job description approved by the Executive Director, based on the proposal of the Administrative Director or the head of the respective academic or organizational unit.

#### Article 67

### **Honorary Titles, Awards, and Recognitions of the "Evolucion" Academy**

1. The "Evolucion" Academy awards honorary titles to deserving individuals.
  - o The Academic Council shall issue a special regulation governing the decision-making process for awarding honorary titles, outstanding student awards, and recognitions.

#### Article 68

1. The honorary title "**Honorary Member of the 'Evolucion' Academy**" is granted for:
  - 1.1. Unwavering internal and political support for the "Evolucion" Academy;
  - 1.2. Significant financial contributions to the development of the "Evolucion" Academy.

## **5. Students and Student Organization**

#### Article 69

A student of the "Evolucion" Academy is an individual enrolled at the Academy who fulfills their academic and financial obligations in accordance with the Law on Higher Education, other legal acts of the Ministry of Education, Science, and Technology (MASHT), and the general acts of the "Evolucion" Academy.

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A student's status is demonstrated through an academic record book (index) or another document specified by the general acts of the "Evolucion" Academy.

#### Article 70

Students must fulfill their academic and financial obligations as prescribed by law, this Statute, and other general regulations.

#### Article 71

Studies may be pursued on a regular basis as defined by the Statute of the "Evolucion" Academy and its regulations.

### **1. Enrollment in Studies**

#### Article 72

Admission to studies at the "Evolucion" Academy is based on a public competition, following a selection procedure and evaluation criteria determined by the Academic Council.

#### Article 73

The decision to announce the student admission competition is made by the Academic Council upon the proposal of the respective departments.

#### Article 74

A student earns the right to enroll in a higher year of studies if they complete all obligations set by the curriculum, Study Regulations, and other general acts.

A student may re-enroll in the same academic year under conditions specified in the Study Regulations, provided they fulfill their financial obligations to the "Evolucion" Academy.

#### Article 75

A student must complete their undergraduate academic studies within a timeframe not exceeding twice the standard duration of the program in which they are enrolled. Exceptions may be granted in special cases, as decided by the Academic Council.

#### Article 76

A student loses their student status in the following cases:

- Upon completing their studies;
- If they withdraw from enrollment;
- If they fail to enroll in a higher or repeated academic year;
- As a result of a disciplinary decision;
- If they do not complete their studies within the period specified in accordance with the previous article of this Statute.

## **2. Rights and Responsibilities of Students**

#### Article 77

Students have the right to:

- Participate in lectures, seminars, and other academic activities;

- 
- Use the literature, facilities, and equipment of the "Evolucion" Academy to fulfill their educational, scientific, and artistic work, as per the programs and relevant regulations;
  - Access the library and other facilities of the "Evolucion" Academy;
  - Participate in elections for student positions within the bodies established by the Statute and other relevant acts;
  - Submit complaints regarding the quality of the teaching process or the condition of the premises where lessons are held;
  - Exercise other rights stipulated in this Statute and other acts of the "Evolucion" Academy.

#### Article 78

Students have the following obligations:

- Fulfill all obligations derived from the academic plans;
- Comply with the rules set by the "Evolucion" Academy;
- Respect the rights of staff and fellow students;
- Uphold the prestige and dignity of the "Evolucion" Academy;
- Fulfill other obligations specified in this Statute and the acts of the "Evolucion" Academy.

#### Article 79

Students have the right to establish student organizations, which may include all students.

The interests of students within the "Evolucion" Academy are represented by the following bodies:

1. The Student Parliament at the Academy level;
2. The Student Council at the academic unit level.

Student organizations have the right to propose members for the Student Parliament and the Student Councils of the academic units based on the results of elections held every two years.

## Article 80

In the case of a breach of student obligations, disciplinary procedures may be initiated against the student in accordance with the specific regulations of the "Evolution" Academy.

- The lightest disciplinary measure is a **written warning**.
- The most severe measure is **permanent expulsion** from the "Evolution" Academy.

## 6. Types of Studies and Admission Requirements

### Article 81

Studies at the "Evolution" Academy are structured within study programs.  
The content of study programs for teaching is determined by the regulations prepared by the academic committee of the respective department and approved by the Academic Council.

### Article 82

The "Evolution" Academy offers the following types of foundational studies:

- **Sixth-level studies (Bachelor);**
- **Seventh-level studies (Master);**
- **Short professional courses.**

### Article 83

- **Bachelor-level foundational studies** last **3 (three) years**, during which students acquire basic professional qualifications and are awarded a **Bachelor's degree** in their respective field of study.
- **Master-level studies** last **2 (two) years**, providing advanced professional qualifications, and students are awarded a **Master's degree** in their respective field of study.

#### Article 84

**Admission requirements** for foundational studies at the "Evolucion" Academy are:

- Successful completion of secondary school in the Republic of Kosovo, certified by a diploma;
- Successful completion of primary and secondary education totaling at least **12 years of schooling**, certified by an appropriate diploma;
- Special authorization issued by the Ministry of Education, Science, and Technology (MASHT).

Every student must pass an **entrance exam** to register for the first year of studies. In cases where an entrance exam is not applied, but instead an **interview** and evaluation of an **artistic portfolio**, the decision on admission is made by an interview panel consisting of members delegated by the Academic Council.

## 7. Study Plans and Programs

#### Article 85

The study plans and programs define in detail the requirements to be met for each type of study.

#### Article 86

The study plans and programs are approved by the Academic Council upon the proposal of the respective departments.

#### Article 87

Study plans and programs include mandatory and elective courses, which are further regulated by the regulations of the "Evolucion" Academy.

#### Article 88

When defining the study plan, the "Evolucion" Academy must ensure that the study program is:

- Contemporary and tailored to the opportunities and interests of students;
- In compliance with the standards set by MASHT;
- Comparable to other higher education institutions domestically and internationally to enable credit transfer between institutions under the European Credit Transfer System (ECTS).

Each instructor is required to collaborate with the staff and head of their respective department in preparing their course syllabus. This syllabus must be approved by the Academic Council. Once approved, it is distributed to the respective students at the beginning of the academic year.

#### Article 89

At the beginning of each academic year, the departments of the "Evolucion" Academy compile a list of instructors and collaborators for the entire academic year based on the study plan

#### Article 90

The academic year begins on **October 1** of the current year and ends on **September 30** of the following year.

Teaching is organized into two semesters:

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- **Winter semester:** October 1 – February 15
  - **Summer semester:** March 1 – June 15

## 8. Academic Achievement Assessment

### Article 91

The knowledge and skills acquired by students are assessed periodically throughout the learning process, while the final grade is determined during the final exam by the course instructor.

- Exams are held in all courses the student is enrolled in, based on the syllabus outlined in the study program.
- A student may take an exam only if they have fulfilled all obligations set forth in this Statute and other acts of the "Evolucion" Academy.
- Exam results are public.

### Article 92

Student performance is graded on a scale from **5 (five)** to **10 (ten)**.

- Grade **5 (five)** indicates insufficient performance, which is recorded separately

### Article 93

The examination periods are as follows:

- **Regular periods:** January, June, and September.
  - These periods are fixed, and their schedule is published at the beginning of each academic year.
- **Extraordinary period:** April.
- For graduating students (**absolvents**), an additional period is available in November.

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Detailed provisions regarding exams are defined in the special regulations of the "Evolucion" Academy.

## **9. Professional Titles and Diplomas**

### Article 94

In accordance with accreditation requirements set by law, the "Evolucion" Academy awards the following professional titles and diplomas:

- Bachelor's Degree (BA) for foundational studies;
- Master's Degree (MA) for advanced studies.

### Article 95

The evaluation for Bachelor and Master studies is conducted according to the European Credit Transfer and Accumulation System (ECTS) in all departments of the "Evolucion" Academy. Students are allowed to transfer credits earned at the "Evolucion" Academy to other institutions within and outside the country.

### Article 96

Credits earned in accredited courses, approved by relevant ministries, are recognized for students.

By agreement with the academic staff of the "Evolucion" Academy, students may also attend specific courses at other public or private institutions of an equivalent level, licensed by MASHT and accredited by the Kosovo Accreditation Agency.

### Article 97

The **Bachelor's Diploma** is awarded upon the completion of three-year foundational academic studies.

#### Article 98

All three-year foundational study programs at the "Evolution" Academy conclude with a diploma project (thesis or final project) at the Bachelor level or an exam before a committee, in accordance with their respective study programs.

- The Bachelor's thesis or final project is developed individually by the student, demonstrating the application of theoretical skills acquired during studies to solve practical problems in specific fields.
- The Bachelor's thesis or final project may also be developed collaboratively by two or three students (research group), with each candidate's contribution specified.

#### Article 99

The **Master's Diploma** is awarded upon the completion of two-year advanced academic studies at the Master level.

#### Article 100

All two-year advanced study programs at the "Evolution" Academy conclude with a diploma project (thesis or final project) at the Master level or an exam before a committee, in accordance with their respective study programs.

- The Master's thesis or final project is developed individually by the student, demonstrating the application of theoretical skills acquired during studies to solve practical problems in specific fields.
- The Master's thesis or final project may also be developed collaboratively by two or three students (research group), with each candidate's contribution specified.

#### Article 101

The method, conditions, and procedures for diploma examinations are defined by the regulations of the "Evolucion" Academy.

### **10. Quality Assurance and Self-Evaluation**

#### Article 102

The "Evolucion" Academy monitors and develops its quality assurance system for teaching and creative/artistic activities.

Quality control and assessment apply to all aspects of the Academy's operations and aim to ensure the efficient analysis of its functioning.

#### Article 103

The work of all academic staff and professional personnel is subject to continuous evaluation. Regular assessments of the teaching performance of instructors, collaborators, and professional staff are conducted annually.

Internal evaluations are carried out through the following methods:

- a) Self-assessment questionnaires completed by academic staff;
- b) Anonymous student evaluation surveys;
- c) Analysis of parameters based on work reports and task fulfillment, which inform measures to maintain and improve quality.

#### Article 104

Evaluations are conducted in accordance with international evaluation standards. These surveys allow students to assess their instructors, covering:

- Evaluation fields, objectives, procedures, schedules, and tools.

The evaluations yield the following outcomes:

1. Motivation and public recognition for positive results;
2. Implementation of appropriate measures to improve performance in cases of negative results.

After each evaluation, a written report is prepared detailing the evaluation procedure, results, and proposed measures.

## **11. Financing**

### Article 105

The "Evolution" Academy secures financial resources in accordance with the provisions of this Statute from the following sources:

- Tuition fees, administrative fees, and other payments made by students;
- Payments for commercial and other services;
- Funds from the Ministry and the budget of the Republic of Kosovo for teaching and scientific-artistic research of general interest;
- Donations, gifts, and contributions;
- Utilization of intellectual property belonging to the "Evolution" Academy;
- Contracts with national, international, public, or private organizations in the fields of teaching, scientific, or artistic research;
- Any other source permitted by the laws in force in Kosovo.

### Article 106

The "Evolution" Academy maintains a current account.

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Funds generated from the sources outlined in the previous article of this Statute are deposited into the current account of the "Evolution" Academy.

#### Article 107

The methodology of financing, its conditions, and financial oversight are further detailed in the regulations of the "Evolution" Academy.

## 12. Transitional and Final Provisions

#### Article 108

The specific regulations of the "Evolution" Academy and other acts of its governing bodies are drafted in accordance with the laws in force and this Statute.

#### Article 109

The Statute of the "Evolution" Academy may be amended following the same procedure used for its approval.

The Statute has been approved by the **Academic Council** of the "Evolution" Academy.

Pristina , 2023