



REPUBLIC OF ALBANIA

University of Shkodra "Luigj Gurakuqi"

Senate

Prot772

Date:20.02.2020

DECISION

Nr. 106, datë 20.02.2020

"Approval on the Election Regulation for Shkodra University Governing Authorities and Academic Senate".

Based on the Constitution of the Republic of Albania, Article 57, point 7; law no. 8485, dated 12.5.1999, "Code of Administrative Procedures of the Republic of Albania" amended; law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", article 38, point 1 and article 131 and point 2; law no. 86, date 18.09.2012 "On some additions and changes to the law no. 9367, dated 7.4.2005 'On prevention of the conflict of interest in the exercise of public functions, amended "; law no. 9367, dated 7.4.2005" On the prevention of conflict of interest in the exercise of public functions ", amended by law no. 9475 date 9.2.2006, Law no. 9529, dated 11.5.2006, Law nr 86 dated 18.09.2012 and law no. 44 dated 24.4.2014; law no. 138/2015 "On guaranteeing the integrity of persons elected, appointed or exercising public functions "; law no. 45/2015" On the right to information on the documents of the former State Secret Service People's Socialist Republic of Albania "; as well as the Statute of USH, approved by the Minister of Ministry of Education, Science and Youth order no. 366, dated 05.07.2018, the Academic Senate of University of Shkodra "Luigj Gurakuqi" in its meeting of 20.02.2020

DECIDED:

1. Approval on the Election Regulation for Shkodra University Governing Authorities and Academic Senate"
2. All relevant structures of USH set out in this regulation are in charge of its implementation.
3. This decision shall enter into force immediately.

Head of the Senate

Prof.dr.Adem Bekteshi



REPUBLIC OF ALBANIA

University of Shkodra "Luigj Gurakuqi"

Regulation

**“On the organisation of the Election at
Shkodra University “Luigj Gurakuqi” of
the governing authorities and Senate”**

Shkodër, February 2020

CHAPTER I GENERAL PROVISIONS

Article 1

The object of the regulation

This regulation sets out rules for the preparation, organization, implementation, administration, supervision, election campaign, electoral ethics and announcement of election results for the governing authorities and the Academic Senate at the University of Shkodra (USH), including:

- a) the conditions and deadlines for the registration of candidates, their rights and obligations; election documents, voter lists and election campaigns;
- b) rules for the organization and functioning of the election administration;
- c) criteria for compiling the voter list;
- d) procedures for voting, evaluation and counting of votes, as well as for announcement of the results;
- e) procedures for reviewing complaints;
- f) administration and storage of election documents;
- g) conditions and deadlines for registration of observers, their rights and obligations.

Article 2

Legal basis

This regulation is based on the Constitution of the Republic of Albania, Article 57, point 7; law no. 8485, dated 12.5.1999, "Code of Administrative Procedures of the Republic of Albania" amended; law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", article 38, point 1 and article 131 and point 2; law no. 86, date 18.09.2012 "On some additions and changes to the law no. 9367, dated 7.4.2005 'On prevention of the conflict of interest in the exercise of public functions, amended "; law no. 9367, dated 7.4.2005" On the prevention of conflict of interest in the exercise of public functions ", amended by law no. 9475 date 9.2.2006, Law no. 9529, dated 11.5.2006, Law nr 86 dated 18.09.2012 and law no. 44 dated 24.4.2014; law no. 138/2015 "On guaranteeing the integrity of persons elected, appointed or exercising public functions "; law no. 45/2015" On the right to information on the documents of the former State Secret Service People's Socialist Republic of Albania "; as well as the Statute of USH, approved by the Minister of Ministry of Education, Science and Youth order no. 366, dated 05.07.2018.

Article 3

Subject of regulation

1. The subject of this regulation is USH, which will refer to it in case of implementation of electoral processes for the governing authorities and the Academic Senate.

2. Every of full-time academic staff member of the main units USH, has the right to elect and be elected, in accordance with the provisions provided in law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", in the Statute of USH, approved by the Minister of Education, Science and Youth with order no. 366, dated 05.07.2018 and in this regulation. The full-time academic staff member employed during the month of the election process does not enjoy the right to elect and to be elected!
3. Members of the academic staff full time that, according to article 65 of law no. 8012015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", have reached retirement age, have no right to be elected as governing authorities or governing bodies and are not part of the electorate.
4. Every student of the first, second and third cycle in USH, has the right to elect the governing authorities (with the exception of the Head of the Basic Unit). Each student also has the right to elect and be elected for the student representatives in the Academic Senate, in accordance with the provisions provided by law no. 8012015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", the Statute of USH, approved by the Minister of Education, Science and Youth by order no. 366, dated 05.07.2018 and in this regulation.

Article 4

General principles

1. Elections for the governing authorities and the Academic Senate of USH are periodic and take place every 4 years.
2. Elections are held by free, secret, equal and direct voting, according to the rules provided in this regulation.
3. Each voter has the right to 1 (one) vote only for the election of each governing authorities and members of the Academic Senate.
4. Passport, identity card are accepted as a means of identification to vote.
5. Persons who are part of the full time academic staff in the main units of the University of Shkodra have the right to be elected to the position of a governing authority (rector and dean). They must meet the criteria provided by provisions of law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania ", the Statute of USH and this regulation.
6. Every member of the full-time academic staff who has not been elected for the same function and in the same institution for two consecutive or separate mandates according to Law no. 9741, dated 21.5.2007, "On higher education in the Republic of Albania, as amended". In the sense of Article 131, point 3 of law 80/2015, has the right to be elected. A gained mandate is considered any mandate that has been gained through an electoral process, regardless its duration.
7. Each candidate can compete at the same time only for 1 (one) position for the governing

authority.

8. Every candidate has the right to organize and carry out activities for the presentation of his/her program, according to the calendar presented in the Institutional Election Commission (IEC) and Faculty Election Commission (FEC) by each main unit, without violating the teaching process.

9. The candidate who has the largest number of valid votes of the voters participating in the voting, with the exception of the single candidates, shall be declared elected to the position of a governing authority.

10. When a single candidate is running for the position of a governing authority, he/she shall be declared as a winner by no less than 50 percent plus one of the valid votes. When the sole candidate does not gain 50 percent plus one of the valid votes, new elections are called.

11. When none of the two or more candidates in election for the position of the governing authority does not manage to get a majority of valid votes, a second round takes place 15 (fifteen) calendar days after the election day. In case that even after the second round the candidates fail to get a majority, the election for the governing authority is made with new elections.

12. In case no candidate is registered for the position of a governing authority, the elections for this position are held by order of the responsible Minister for Education for the election of the Rector, the Head of the Main Unit and the Basic Unit. This must not take place before 6 (six) months from the date of the election announcement. Repeated elections are held in accordance with the requirements of law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", the Statute of USH, approved by the Minister of Ministry of Education, Science and Youth with order no. 366, dated 05.07.2018 and this regulation. During the period when there are no elected directors, the appointment of the Head of the Unit is done according to the rule defined in article 39, point 9, 10 and 11 as well as article 42, point 9 of law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania".

13. Extraordinary elections shall be held no later than one year before the end of the 4-year period following the last election.

14. In the case when more candidates are running for members of the Academic Senate than the number of mandates assigned to the respective main unit, candidates who provide the largest number of valid votes of the voters who participate in the voting shall be declared winner (member). For candidates who win an equal number of votes, after 15 days a second round of elections is organized for a member of the Academic Senate. If after the second round the candidates win an equal number of votes, the winner is announced by lot. The lot is organized and conducted by IEC, in the presence of interested parties, unless the parties have agreed between them.

15. In case there are vacancies for members in the Academic Senate, because the number of candidates is smaller than the number of seats, in the respective main unit a second round of elections takes place, 15 (fifteen) calendar days after election day. For this round, other candidates have the right to register who meet the criteria provided by law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", in the Statute

of USH, approved by the Minister of Education, Science and Youth by order no. 366, dated 05.07.2018 and the requirements of this regulation.

16. Observers of candidates coming from academic staff must be part of full-time academic staff, in USH or USH students. Observers of candidates coming from students must be students of the respective main unit.

Article 5

The election period calls for elections

1. Elections for the governing authorities and the Academic Senate in USH are held periodically, every four years.
2. The start date of the election process and the day of the elections are determined by the responsible Minister for education.
3. The highest governing authority in USH, announces the start day of the election process and the date determined by the Minister for the election of the authorities and the Academic Senate in the USH.
4. The elections for the governing authorities and the academic Senate of Ush are held on the same day.
5. Extraordinary elections for the governing authorities are called within 60 days after the early termination of the mandate of the respective authority, if the remaining part of the mandate is not less than one year.
6. Polling stations open at 08:00 and close at 16:00. No one can vote as the FEC decides to close the voting process. If after 16:00 the FEC notices that there are still voters in a queue, the means of identification are collected and it enables them to vote.

RESPONSIBLE INSTITUTIONS FOR PREPARATION AND ADMINISTRATION OF ELECTIONS FOR GOVERNING AUTHORITIES AND ACADEMIC SENATE OF SHKODRA UNIVERSITY

Article 6

Institutional Election Commission (IEC)

1. USH Academic Senate is in charge for the election of IEC members. After the announcement of the election day and the approval of the Regulation on the elections by the Academic Senate, the latter elects the IEC , in accordance with the following provisions:
 - a) The Academic Senate elects the members of the IEC who represent the faculties of USH, with the simple majority of its membership, from the list of self-candidates who register in the secretariat of the Senate, which has the obligation to provide candidates with the

certification of registration. The representation and number of IEC members is determined on the basis of the number of main units. Each main unit is represented by one member. In any case, one of the IEC members is a students' representative. The Academic Senate also appoints the secretary of IEC, who is a member without the right to vote at this commission. The secretary is selected from the list of self-nominated full-time academic staff at USH.

b) IEC members are rewarded for the work they do. The amount and way of their remuneration shall be determined by a decision of the Administration Board of USH, upon the proposal made by the Senate of USH.

c) In case that a member leaves this commission, his replacement is performed as stated in point 1 of this article.

d) IEC is constituted after the approval of the new Election Regulation made by the USH Senate.

e) The IEC member does not have the right to run for a governing authority and / or for a member in Academic Senate.

f) In its first meeting, the IEC elects the chairman by a simple majority of votes of its members. The election results are published at all premises of the institution as well as the official website of USH.

g) During the election period, IEC meet no less than three times a week. The meeting is organised by the chairman or at least by two members. The meeting is valid when no less than 2/3 of all members participate. IEC meetings are also open to candidates and their observers.

h) IEC makes decisions with 2/3 of all its members. IEC decisions are published in the electoral corners of USH, as well as on the official website of the University and the Faculties, no later than 12 hours after the decision is taken.

2. IEC has the following competencies:

a) Issue guidelines for the organization and implementation of the electoral process in all units of USH.

b) Directs and controls the entire electoral process.

c) Appoints the members of the Election Commissions of the Faculties, self-nominated in IEC

d) Accredits the observers according to the requests of the parties provided in this regulation.

e) Decides on the number of polling stations for each main unit.

f) Approves the stamp for IEC, FEC and Voting Center Commission VCC, which are produced and administered according to the legal framework in force. The seals will be administered by the IEC and FEC secretariat. Receipt and delivery of stamps is done by signed minutes from all members of the IEC and FEC (VCC).

g) Registers candidates for Rector and member of the Academic Senate.

- h) Announces the result of the elections for the Rector and member of the Academic Senate.
- i) Administers, judges and decides on the complaints registered by the candidates.

3. The mandate of the IEC member is terminated in cases when:
 - a) violates electoral ethics;
 - b) dies;
 - c) resigns;
 - d) is convicted of criminal offenses by a final court decision;
 - e) with its actions and lack of action seriously violates the activity of IEC and the electoral process;
 - f) is absent, without reasonable cause, in three consecutive meetings. The treatment of the issue of termination of the mandate of a member of IEC in this case, is done only at the request of at least two of its members. IEC makes a decision on this request, not later than after its deposition. The decision to terminate the mandate is taken by IEC when no less than 2/3 of its members vote "Pro". The remaining vacancy is filled within three days by the Academic Senate.
4. The IEC Secretary prepares the materials for each IEC meeting. He/she participates in the meeting, keeps the minutes of the meetings in the minutes' book and in each case gives explanations on the issues required. The minutes of the meeting must be signed by the members present at the meeting and signed and sealed by the secretary. The IEC Secretary is responsible for administering all IEC documents. The minute's record book and the IEC stamp are stored in the premises designated by the USH administrator for IEC KIZ.
5. IEC decisions are signed by all members present at the meeting and stamped by the IEC stamp. Each member of the IEC, in addition to his signature, may declare in the decision the vote against.
6. Candidates for Rector have the right to have their representative at IEC, as an ex-officio member, without the right to vote, during the election period.

Article 7

Faculty Election Commissions

1. The decision to set up Election Commissions in Faculties is taken by IEC, not later than 3 (three) calendar days from the day of its constitution. The IEC elects the members of the VCC by secret ballot, by a simple majority of its membership, from the list of candidates who are self-nominated in the IEC secretariat, which has the obligation to provide the candidates with the registration certificate.
2. The representation and the number of members of the FEC are determined on the basis of the number of basic units in the respective main unit. In any case, it must be an odd number and

not less than 3 members, one of whom is a students' representative. The VCC also appoints the secretary of the FEC, who is a member without the right to vote at this commission. The Secretary is selected from the list of self-candidates by the staff of the main unit of the respective FEC.

3. The member of the FEC has no right to run for the governing authority and / or for the member in the governing bodies, at any level.
4. The first meeting of the FEC takes place one day after the decision of the IEC for its establishment. In this meeting, the chairman is elected, by a simple majority of votes of the members of the FEC. The election results are published by the premises where the main relevant unit conducts academic activity, as well as on the official website of the faculty.
5. The FEC meets at least three times a week. The meeting is organised by the chairman or at least by two members. The meeting is valid when no less than 2/3 of all members participate. Candidates or observers may be present at the FEC meetings.
6. FEC shall take decisions by a simple majority of all its members. The FEC decisions are published by the premises of the main unit where the office is located (determined by the administrator of USH), as well as on the official website of the Faculty, no later than 12 hours after the decision.
7. The FEC has the following competencies:
 - a) Responsible for the administration and implementation of the elections in the main unit.
 - b) Performs the functions of the Commission of the Voting Center for the members of the academic staff.
 - c) Appoints the chairman and members of the Commissions of the Voting Centers, when, by decision of IEC, in the main voting unit there will take place in more than one polling station.
 - d) Registers the candidates for Dean of the Main Unit and Responsibles of the Basic Units,
 - e) Publishes the list of voters by the premises of the main unit, as well as on the official website of USH and the Faculty, after its final approval.
 - f) Announces the result of the elections for Dean of the Main Unit and Responsible for the Basic Units and sends it to IEC .
 - g) Issues the voting result for the Rector and for the members of the Academic Senate, which he/she sends to IEC.
 - h) Decides within its competences on the complaints registered by the candidates.
8. Candidates for Dean and Head of Basic Units have the right to have their representatives in the FEC and VCC, as observers, who are accredited by the IEC. Observers should be part of full-time academic staff or USH students.
9. The mandate of the member of the Fec is terminated in cases when:
 - a) violates electoral ethics;
 - b) dies;
 - c) resigns;

d) is convicted of criminal offenses by a final court decision;
e) with its actions and lack of actions seriously violates the activity of the FEC and the election process;
f) is absent, without reasonable cause, in three consecutive meetings. The examination of the issue of termination of the mandate of a member of the FEC in this case, is done only at the request of at least two of its members, who represent that at IEC. The decision to terminate the mandate is taken by IEC, no later than 1 (one) hour after the submission of the request. For this decision there must vote "Pro" no less than 2/3 of its members. The IEC approves a new person for this vacancy within a day.

10. The Secretary prepares the materials for each FEC meeting. He/she participates in the meeting, keeps the minutes of the meetings in the minutes' book and in each case gives explanations on the required issues. Minutes of the meetings must be signed by the members present at the meeting and it should be sealed and signed by the secretary. The secretary is responsible for the administration of all FEC documents. The secretary is selected from the list of self-nominated part of the staff of the main unit. The FEC decisions are financed by all members participating in the meeting and are stamped by the FEC stamp.

Article 8

Voting Centers

Voting Centers are designated by IEC at each main unit.

Article 9

Central Election Commission (VCC)

1. In the case when the voting process will take place only in one polling station in the main unit, the duties of the commission of the polling station are performed by the FEC. When the FEC has decided to set up more than one polling station in the main unit, FEC sets up polling station commissions (VCCs).
2. VCC consists of 3 (three) members, one of whom is a student representative. VCC members are appointed by the FEC on the basis of self-candidates.
3. The decision to form VCC is taken by the FEC no later than three days before the voting day. The chairman of VCC is also appointed by this decision. One of the members performs the duties of the VCC secretary.
4. The VCC member cannot run for any governing position or member in the Academic Senate.
5. The Commission of the Voting Center has only the task of organizing, implementing and conducting the voting process on the election day. At the end of this process, the VCC administers the election materials, according to the procedure and rules set out in this regulation and submits them to the FEC.

Article 10
Rights and duties of observers

1. Each self-nominated candidate for the governing authority and the Academic Senate of USH has the right to appoint an observer in the FEC, VCC and for each table in the place of counting the votes after the registration of the candidate in the election process.
2. Albanian and foreign non-governmental organizations, national and international organizations specialized and committed to good governance and democratization, representatives of the respective Ministry or the media have the right to send observers to the USH elections. Their accreditation has the same procedure as that of observers of the competing candidates, members of academic staff or students in USH. It is based on the personal data of each observer.
3. In the case of Albanian and foreign non-governmental organizations, national and international organizations specialized and committed to good governance and democratization, they are obliged to draft an evaluation report on the electoral process, 15 days after the announcement of the final results.
4. Observers, candidates and their representatives acting as observers, are strictly prohibited from disturbing the quietness, filming and taking pictures during the voting and counting process. In case of violation of these ethical standards, their attention is publicly drawn. In case of recurrence, IEC/FEC decides to exclude him/her by a majority of votes.
5. During the performance of their duty, the observers have the following rights:
 - a) to observe all the aspects of the preparation and implementation of the elections and all the stages of the election process;
 - b) to submit written remarks to the election commissions for any kind of irregularity that they notice.
 - c) see the documents or materials of the election process.
6. Observers have the following tasks:
 - a) comply with the requirements of this regulation and the guidelines of the IEC for election observation;
 - b) to act impartially and not to make propaganda for any candidate in the polling stations or in other places prohibited by this regulation;
 - c) to show the authorization issued by IEC to the election commissions, as well as an identification document accepted by IEC;
 - d) do not to have distinctive marks that serve as propaganda tools or that may affect the will of the electorate;
 - e) do not to violate the right of voters to vote in secret and not to hinder the activity of the FEC/VCC in the process of voting, counting and administration of elections.

CHAPTER III
ELECTORS AND LIST OF ELECTIONS

Article 11
Voters and the preparation of the voters' list

1. In the elections for the governing authorities and the Academic Senate of USH, the following can participate:
 - a) Every member of the full-time academic staff of the main units at the University of Shkodra, has the right to elect and be elected, in accordance with the provisions provided by law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and this regulation.
 - b) A full-time member of the academic staff employed during the election month, does not have the right to be elected and to be elected.
 - c) Members of the full time academic staff that according to article 65 of law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", have reached the retirement age, have no right to be elected as governing authorities or governing bodies and are not part of the electorate.
 - d) Every student of the first, second and third study cycle in USH, has the right to elect the the governing authorities (with the exception of the Head of the Basic Unit). Every student has the right to elect and to be elected for the students' representatives in the Academic Senate, in accordance with the provisions provided by law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and this regulation.
2. The list of voters for full-time academic staff is compiled for each basic unit according to the data of the academic staff register, full time employed, which is administered by the Office of Human Resources of USH.
3. \Each voter is identified with the following:
 - a) Name
 - b) Father's name
 - c) Surname
 - d) Date of birth
 - e) Gender
 - f) The basic unit where he/she is employed
 - g) for the student the study program that he / she attends.
4. The responsible structure for compiling the voter list is the Office of Human Resources of USH, while for students the respective teaching secretaries.
5. The procedure for compiling the voter list is as following:
 - a) The preliminary list of voters for the academic staff of the Basic Unit is drafted by the Office of Human Resources at USH, 30 days before election date.
 - b) The preliminary list of voters is sent to the respective Basic Unit, which within 48 hours verifies and approves it. The list approved by the Head of the Basic Unit is sent to the

- Dean, who approves it and announces it within two days. A copy of the list is sent to IEC .
- c) The approved list must be signed on each page, by the Dean of the main unit, and stamped by the seal of the main unit.
6. The final list is approved by the Dean of the Main Unit. No member of the academic staff employed after the announcement can be added to this list. This list is announced 10 days before the election date.
 7. The responsible body for compiling the list of voters for students (according to the study regulations) is the teaching secretary of the main unit. The procedure for compiling the voter list for students is as following:
 - a) The preliminary list of voters for the students of the Main Unit is drafted by the teaching secretary of the main unit 30 days before the election day.
 - b) The preliminary list of voters is displayed in the premises of the main unit (electoral corner and the official website of the Internet).
 - c) During a period of up to 5 days after the announcement of the preliminary list, the teaching secretary accepts the requests for corrections.
 - d) After verifying the requests, the secretary makes the required corrections within 5 days.
 - e) After the end of the period for the correction of the list, the secretary compiles the final list which is approved by the Dean of the Main Unit. The final list of students is displayed on the premises of the Main Unit, 15 days before the election date. A copy of this list is sent to IEC 15 days before the election date.
 - f) The approved list must be signed on each page, by the Dean of the Main Unit, and stamped by the seal of the main unit.
 8. The final list of voters cannot be corrected for any reason, 10 days before the election date for the academic staff and 15 days before the election date for the students. After this period the voters who do not have the name in the voter list or have errors, can vote only in the case when, after reviewing their request, IEC expresses its decision regarding the requests to participate in the elections. IEC can make such requests review up to 5 days before election date. The voter provided with the decision of IEC can vote only by showing it to the Commission of the Voting Center.
 9. The whole procedure for compiling the voter list for full-time academic staff and students is supervised by IEC. For this purpose, IEC approves a calendar of working plan and appoints two of its members to follow this process. Responsible members report periodically to IEC on the progress of procedures for compiling the voters' list.

Article 12

Electoral body for members of the academic staff of the Academic Senate

The electoral body for Academic Senate of USH consists of full-time academic staff of all major units. Full-time academic staff will be considered the staff specified in Article 3 of this regulation.

Article 13

Electoral bodies for student members of the Academic Senate

The electoral body for the student members of the Academic Senate of USH consists of students that attend full-time studies in the first, second and third cycle of studies, as defined in Article 3 of this regulation.

Article 14

Electoral bodies for the Rector

The electorate for the election of the USH Rector consists of:

- a) full-time academic staff of all major units. Full-time academic staff will be considered the staff specified in Article 3 of this regulation.
- b) students defined in article 3 of this regulation. Student votes on the election of the Rector are calculated at the rate of 10% (ten percent) of the total number of votes.

Article 15

Electoral body for the Head of the Main Unit

The electorate for the Head of the Main Unit of USH consists of:

- a) full-time academic staff of the main institution. Full-time academic staff will be considered: the staff specified in Article 3 of this regulation.
- b) students, defined in article 3 of this regulation, in the respective Main Unit. The votes of the students in the election for the Head of the Main Unit are equal to 10% (ten percent) of the total number of votes.

Article 16

Electoral body for the leader of a basic USH

The electorate for the Head of the Basic unit of USH consists of full-time academic staff of the Basic Unit. Full-time academic staff will be considered the staff specified in Article 3 of this regulation.

CHAPTER IV

REGISTRATION OF CANDIDATES AND ELECTION CAMPAIGN

Article 17

Registration of candidates

1. The process of candidates registration for the governing authorities and the Academic Senate in USH begins on the day of the announcement by the relevant election commission and ends at 16:00 on the fifth calendar day.
2. The day for the beginning of the candidates registration for Rector and for member of the Academic Senate at USH is announced by IEC, 2 (two) calendar days after the day of its constitution.
3. The day for initiating the procedure for registration of candidates for Dean of the Main Unit, responsible for the Baze Unit, Department / Research Center of the Main Units, is announced by the FEC two calendar days after the day of its constitution.
4. The non-registration of candidates is done with a reasoned decision issued by IEC. The decision not to register the candidates is appealed to the Appeals Commission in USH.
5. Candidates registered at IEC /FEC for the governing authority in USH and the Academic Senate may quit their candidacy during the election process 15 days before the election date.

Article 18

Criteria for the members of the Academic Senate

1. Candidates for members of the Academic Senate must meet the criteria set out in law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", Article 37 and the Statute of USH, Article 17 and in this regulation.
2. Candidates for members of the Academic Senate in USH as representatives of the academic staff of the Main Unit, belong to the category "Professor" or the scientific degree "Doctor" ("PhD"), obtained at universities of OECD or EU member countries. In cases of absence of candidates for the Academic Senate belonging to this category, their category for the purpose of representation may be reduced to the scientific degree "Doctor". A full-time academic staff at USH who has 10 (ten) years of seniority as a lecturer in higher education can be elected as a Member of the Academic Senate.
3. Students' representative candidate for members of the Academic Senate in USH, belong to the first, second and third study cycle of studies. Candidates must have an average over 7 (seven) of the exams taken till the moment of candidacy. In cases where a student elected to the Academic Senate finishes his university studies or loses his student status, he is replaced by the following candidate in the ranking, in terms of the number of votes collected in the last election, until the end of the mandate. If there are no students left on the list, elections are held again, as provided in this regulation.
4. Academic staff or students can not candidate for a member of the Academic Senate if they:
 - a) are under criminal prosecution and have been arrested;

- b) have been convicted of criminal offenses by a final court decision;
- c) have been previously convicted of criminal offenses;
- d) do not submit the self-declaration forms for the members of the academic staff (who can be received at IEC) for:
 - for the lack of plagiarism in the works while obtained the scientific degree and academic title, according to annex 1 attached to this regulation;
 - guaranteeing the integrity of persons elected, appointed or exercising public functions, law no. 138/2015

Article 19

Criteria on the election of USH Rector

1. Candidates for the Rector of USH must meet the criteria set out in Article 39 of Law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", in Article 31 of the Statute of USH and in this regulation.
2. Candidates for Rector of USH must have the title "Professor" and may come from the ranks of full-time academic staff of USH or outside it. Candidates for the rector are self-nominated and must meet the following criteria:
 - a) have experience in teaching and scientific research;
 - b) have academic experience in the capacity of the Head of subject disciplines, as well as have developed curricula, study programs, have prepared supporting literature and/or have developed research projects, etc.
3. Persons can not candidate for position of the Rector if they :
 - a) are under criminal prosecution and have been arrested;
 - b) have been convicted of criminal offenses by a final court decision;
 - c) have been previously convicted of criminal offenses;
 - d) have incompatibilities in the sense of law no. 4512015 ("On the right to information on the documents of the former Service Secret of the Socialist People's Republic of Albania") and law no. 138/2015 ("On guaranteeing the integrity of persons elected, promoted or exercised public functions");
 - e) do not submit self-declaration forms (which can be withdrawn at IEC for:
 - for the lack of plagiarism in the works while obtaining the scientific degree and academic title, according to annex 1 attached to this regulation;
 - guaranteeing the integrity of persons elected, appointed or exercising public functions, law no. 138/2015;
 - f) have been elected as Rectors for two or more terms, successive or not, in the same institution where they will run. The number of mandates, according to this point, the mandates obtained are calculated according to law no. 9741, dated 21.5.2007, "On

- Higher Education in the Republic of Albania", as amended, and all subsequent mandates, gained with elections, regardless of duration.
- g) have reached retirement age according to Article 65 of law no. 80/2015.
 - h) run for other governing authorities.

Article 20

Criteria for Head of the Main Unit at USH

1. Candidates for the Head of the Main Unit at USH must meet the criteria set out in Article 42 of Law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", in Article 32 of the Statute of USH and this regulation.
2. Candidates for leadership of the main unit in USH belong to the category "Professor" and can come from the ranks of full-time academic staff of USH or outside it. Candidates for the Head of the main unit are self-nominated and must meet the following criteria:
 - a) have experience in teaching or research for at least 10 years of work in higher education
 - b) have academic experience in the capacity of the Head of subject disciplines, as well as have developed curricula, subject programs, have prepared supporting literature and or have developed research projects, etc.
3. Persons can not candidate for this position if they:
 - a) are under criminal prosecution and have been arrested;
 - b) have been convicted of criminal offenses by a final court decision;
 - c) have been previously convicted of criminal offenses
 - d) have incompatibilities within the law no. 45/2015 ("On the right to information on the documents of the former Secret Service of the Socialist People's Republic of Albania") and law no. 138/2015 "On guaranteeing the integrity of persons elected, appointed or exercising public functions";
 - e) do not submit self-declaration forms (which can be withdrawn at IEC) for:
 - for the lack of plagiarism in the work while obtaining the scientific degree and academic title, according to annex 1 attached to this regulation;
 - guaranteeing the integrity of persons elected, appointed or exercising public functions", law no. 138/2015;
 - f) have been the Head of the Main Unit elected for two or more terms, consecutively or not, in the same institution where they will run. The number of mandates, according to this point, is calculated according to the law no. 9741, date 21.05.2007, on "On Higher Education in the Republic of Albania" amended, of all other madates gained by election, regardless of duration;
 - g) have reached retirement age according to Article 65 of Law no. 80/2015;
 - h) run for other governing authorities.

Article 21

Criteria for the Head of the Basic Unit at USH

1. Candidates for the Head of the Basic Unit at USH must meet the criteria set out in the article 45 of law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", in Article 33 of the Statute of SUT and in this regulation.
2. Candidates for Head of Basic Units at USH are full-time academic staff of Basic Units belonging to the category of "Professor" or have the scientific degree "Doctor" ("PHD"), obtained at universities of OECD or EU member countries. In cases when there are no candidates in this category, the lecturer can also run for the Director, when the latter holds the scientific degree of "Doctor". Candidates for Basic Unit management must:
 - a) have experience in teaching for at least five years of seniority in higher education;
 - b) are part of full-time academic staff;
 - c) have academic, research and scientific activities.
3. Candidates can not candidate for this position if they are:
 - a) are under criminal prosecution and have been arrested;
 - b) have been convicted of criminal offenses by a final court decision;
 - c) have been previously convicted of criminal offenses;
 - d) have incompatibilities within law no. 45/2015 ("On the right to information on the documents of the former Secret Service of the Socialist People's Republic of Albania") and law no. 138/2015 ("On guaranteeing the integrity of persons elected, promoted or exercising public functions");
 - e) do not submit self-declaration forms (which can be withdrawn at IEC) for:
 - for the lack of plagiarism in the work while obtaining the scientific degree and academic title, according to annex 1 attached to this regulation;
 - guarantee the integrity of persons who are elected, appointed or exercising public functions, law no. 138/2015;
 - f) have been leaders of the Basic Unit elected for two or more terms, successive or on not in the same institution where they will run. The number of mandates, according to this point, is calculated according to law no. 9741, dated 21.5.2007, "On Higher Education in the Republic of Albania", as amended, and all subsequent mandates, gained by election, regardless of duration;
 - g) have reached retirement age according to Article 65 of Law no. 80/2015;
 - h) run for other governing authorities.

Article 22 Candidacy

1. Candidates for governing authorities at all levels as well as for the Academic Senate are self-candidated.
2. Candidates for the Academic Senate, student representatives, who meet the criteria of Article 19, point 3, of this regulation, are proposed by at least 30 students, part of the electorate, who

support only one candidate. On the sheet that testifies the support of 30 students, you must be reflected the name, surname, means of identification as well as the Faculty / Branch where the student comes from are.

3. Candidate documents must be in accordance with the requirements of law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", the Statute of USH as well as this regulation.

Article 23

Candidate's documents

1. The documentation for candidacy represented by the candidates of the academic staff for the governing authorities and member of AS must be submitted to IEC and it consist of:
 - a) the application for candidacy, which contains:
 - name;
 - Father's name;
 - Surname;
 - Date of birth;
 - Gender;
 - The expression of the will to run, according to the standard form prepared by IEC;
 - b) copy of the identification document;
 - c) copy of the academic degree / title;
 - d) the document certifying the place where the candidate is employed and the years of employment;
 - e) self-declaration forms (which can be withdrawn at IEC) for:
 - the statement that the candidate has not gained two mandates according to law no. 9741, dated 21.5.2007, "On Higher Education in the Republic of Albania", as the governing authority in the position for which he/she seeks to run in the same institution;
 - lack of plagiarism in the work while gaining the scientific degree and academic title, according to the annex attached to this regulation;
 - f) a certificate from the court that the candidate is not in criminal proceedings;
 - g) confirmation from the prosecution that the candidate is not being prosecuted;
 - h) criminal record;
 - i) the statement that there is no reason to be subject to law no. 138/2015 "On guaranteeing the integrity of persons elected, appointed or exercising public functions" and law no. 45/2015 "On the right to information on the documents of the former Secret Service of the Socialist People's Republic of Albania";
2. Candidate's documents for the students are submitted to IEC and contain:
 - a) the application for candidacy, which includes gender, name, father's name, surname, date of birth, gender and expressing the will to run according to the standard form prepared by IEC;
 - b) copy of the identification document;

- c) Certificate proving that he / she is a full-time student in one of the main units of USH;
- d) the proposal by not less than 30 students part of the electoral body, according to the standards provided in this regulation, which beside the name, surname and signature they also provide the letter of proposal and the personal number of the identity card;
- e) the document certifying the average grade based on the exams given until the moment of candidacy.

3. After the verification of the documents, KIZ approves the list of candidates for the Rector and candidates for the Academic Senate no later than two working days from the end of the deadline for submission of applications. The lists are made public by the premises of the institution (electoral corner) and on the official websites of all main units of USH.

4. After verifying the documentation, the FEC approves the list of candidates for Dean of the Main Unit, as well as the list of candidates for Head of Base Unit/ research center unit of the main unit no later than two working days from the end of the deadline for submitting applications.

5. After the registration, each candidate is given the certificate of registration as a candidate by the election commission that performs its registration. The form of this certificate is approved by decision of IEC.

Article 24

Duration of mandates

1. The governing authorities and the members of the Academic Senate of USH are elected for a 4-year term, the cases of termination of the mandates are determined in the legal framework in force.
2. The mandate of the members of IEC/ FEC and the Appeals Commission is 4 years.

Article 25

Representation of the Main Units in the Academic Senate

Based on articles 33 and 37 of law no. 80/2015 "On higher education and scientific research in institutions of higher education in the Republic of Albania, as well as in article 17 of the statute of USH, the Academic Senate of USH consists of 21 members of which:

- 19 members from full-time academic staff at USH, FNS is represented by 4 members, FSS with 4 members, FED with 3 members, FE with 3 members, FFL with 2 members, FL with 2 members;
- 2 full-time students from USH.

Article 26

Election campaign

1. The election campaign starts on the date determined by the relevant authority order (Minister, Rector).
2. The election campaign ends 24 hours before the election day. The day before the election day and the election day until the end of the voting process is a period where no election campaign is allowed.
3. The administrator and administration of USH must create suitable and equal conditions for all candidates to carry out their activities within the electoral campaign. In accordance with the request of the candidate, also coordinated with the calendar approved by IEC/FEC for the time and place for the implementation of the activity, the administration of the institution takes all necessary measures for this process.

Chapter V

PREPARATION OF INFRASTRUCTURE AND SELECTED DOCUMENTATION

Article 27

The location of the election commissions of the polling stations

1. The location of election commissions is determined according to the following rule:
 - a) The IEC office is located near the premises of Arts Department.
 - b) The FEC office is located in the building where the main unit carries out the teaching or research activity.
 - c) The offices of IEC/FEC are provided by the administrator of USH where the activity takes place with the necessary logistics for their activity.
2. The places for counting the votes are determined according to the following rule:
 - a) The votes for the Rector, the Head of the Main Unit, the Head of the Basic Unit / Center of Scientific Research and for a member of the Academic Senate, are counted in an environment in the building where he/she conducts the teaching or research activity of the Main Unit.
 - b) Counting votes space must have such dimensions as to offer opportunities for doing properly such a process. The organization of the voting premises should offer the candidates and their observers the opportunity to be present during the evaluation and counting process.

Article 28

The commissions on the evaluation and vote counting

1. Votes for the Rector, members of the Academic Senate, Head of the Main Unit, Head of the Basic Unit/ Scientific Research center, are evaluated and counted by the FEC.
2. FEC, after counting the votes, according to the order defined in article 35 of this regulation, completes the electoral tables for each category and forwards it to IEC, within 24 hours from the closing time of the voting process.

3. IEC, after meeting the deadlines for appeal, announces the winners, according to the provisions of this regulation.

Section 29

Preparation of electoral documentation

1. In the elections for the governing authorities and the Academic Senate of USH, the academic staff votes in four distinct sheets:
 - a) ballot paper for Rector,
 - b) ballot for Head of the main unit;
 - c) ballot paper for the Head of the basic unit / scientific research center;
 - d) ballot paper for a member of the Academic Senate by the academic staff.
2. In the elections for the governing authorities and the Academic Senate, the students vote with three ballot paper which are different from each other:
 - a) ballot paper for Rector;
 - b) ballot for Head of the main unit;
 - c) ballot paper for a member of the Academic Senate, student's representative;
3. The number of ballots is equal to the number of voters according to the final list, adding 2% (two percent).
4. The standards of the ballot paper are drafted and approved by the IEC. It should be made of paper, colored and thick so that it does not allow reading the ballot on the backpas of the ballot paper. Ballot papers are produced in blocks with a unique serial number. The information contained in the ballot paper is:
 - a) at the top of the ballot paper there is placed the name for which it will be used;
 - b) the name of the governing authority or the Academic Senate;
 - c) the name, father's name, surname of the registered candidates for the governing authority or the respective Academic Senate must be the same as the data of the candidate in the means of official identification. Candidates are ranked alphabetically;
 - d) on the ballot paper for the governing authorities and a member of the Academic Senate, the voter puts next to the name of the candidate only these three signs "x" "+" "√". The sign should only be placed next to the name they vote for.
 - e) in the case when there ois only one candidate registered and competes for the governing authority or member of the Academic Senate, in the ballot paper next to his/her name there are placed the alternatives for voting "Pro" or "Against";
 - f) the ballot paper for the students on the background there is written "For students".

Article 30

Delivery of election materials from IEC to FEC

1. One day before the election date, IEC sends the election materials to FEC which are as following:
 - a) ballot papers for academic staff and students, according to article 29, point 3, of this regulation .
 - b) the final list of voters for the academic staff and the list of voters for the students, stamped by IEC;
 - c) FEC stamp;
 - d) VCC stamps, if in the main unit there will be more than one polling station.
 - e) the minutes of the polling station, which include: the minutes on the security codes of the ballot boxes, the opening of the polling station, the suspension of the voting, as well as the closing of the voting process;
 - f) the envelope on which there is marked "Damaged ballot papers";
 - g) envelope in which there is marked "Unused ballot papers";
 - h) the envelope in which there is marked "Envelope of the sealing record/minute";
 - i) the envelope on which there is marked "Envelope of ballot papers thrown in the wrong box",
2. In addition to the box of the election materials, there are also sent to the FEC ballot boxes:
 - a) the ballot box for the Rector;
 - b) the ballot box for the Dean of the Main Unit;
 - c) ballot box for the Head of the Basic Unit / Scientific Research Center;
 - d) ballot box for a member of the Academic Senate by the academic staff of the Main Unit;
 - e) ballot box for a member of the Academic Senate, students' representative;
 - f) FEC meeting protocol book;
 - g) tables with the election results for each category;
 - h) secret ballot rooms;
 - i) seals with the respective security codes,

KREU VI VOTING

Article 31

Preliminary actions on the opening of the Voting Center

1. FEC under the guidance of the President and the Secretary and in the presence of observers, performs the following tasks one hour in advance before opening of the Voting Center:
 - a) place the tables, chairs, secret ballot room and ballot boxes in the way that ensure the secrecy of the ballot, but also the fast movement of voters;
 - b) determine the sitting place of the observers in the way that the work of the commission and the secrecy of the ballot are not obstructed;

- c) display the guidelines for conducting the voting in a suitable and visible place, within the Voting Center;
 - d) displays the signs prohibiting the use of any object that violates the secrecy of the ballot;
 - e) checks all the materials received;
 - t) shows the observers the empty ballot boxes - on the front page of each ballot box there is placed the name for the authority to be voted, in the same color as that of the respective ballot paper;
 - g) closes the ballot boxes with security codes and writes these codes in the minutes form of the ballot boxes and in the meeting protocol book, which is signed by all members of the CVV. This minute form is closed in the envelope where there is written "Envelope of the sealing record", which is entered in the ballot box for the Rector, before the beginning of the voting process.
 - h) ensure that there are no persons and signs in the polling stations that violate the principle of impartiality and fairness in the voting process.
2. Members of the FEC, in the presence of candidates and observers accredited by the IEC, in case they appear, make a decision to open the voting process and sign it.
 3. The same actions are performed by the VCC in cases when in the Main Unit the voting is performed in more than one polling station

Article 32

Voting procedures

1. Voting for the governing authorities of all levels and the Academic Senate in USH takes place on the same day, on the date set by the Minister of Education, Youth and Sports for the respective election process,
2. After the performance of the duties defined in this regulation, the chairman of the FEC and the VCC declares the opening of the voting, not before 08:00 o' clock.
3. The Secretary shall indicate in the protocol book of the FEC/VCC the time of departure and return of each member of the commission from the polling station,
4. The ballot papers shall be stamped on the back, on the top left, with the stamp of the FEC, where is written respectively, the inscription "FEC" and the name of the main unit/basic unit.
5. Voting boxes shall be placed in the Voting Center in equal numbers with the number of managing authorities, Rector, Dean, Head of the Department / Scientific Center for which the voting is performed in the main unit of USH and two boxes for the Academic Senate, one for members of the Senate from the academic staff and one for the members of the Senate representing students,
6. In the premises of the main units, where the voting process is carried out, there is strictly prohibited any form of election campaign for competing candidates.

7. Voters stand in line outside the Voting Center and enter one by one in the Center of Voting to vote, after the invitation of a committee member. After entering the Voting Center:
 - a) the voter submits to the Commission of the Voting Center (VCC) one of the valid official documents for his / her identification:
 - Passport,
 - Identity card,
 - b) the chairman, after verifying that the voter identification data matches with the data in the final voter list, stamped by IEC, marks in the voter list the type and the personal number of the identification document and put a line to the name of the voter on this list;
 - c) The voter who has been provided by IEC with a decision to vote, after entering the center, presents it to the chairman of the center. The name of this voter and his/her personal number are recorded in a special register;
 - d) The voter signs in the voter list next to his name;
 - e) Voters, belonging to the academic staff, are given to vote a ballot paper for the rector, a ballot paper for the member of the academic staff in the Academic Senate, a ballot paper for the Head of the Main Unit and the ballot paper for the Head of the Scientific Research Department. ;
 - f) students who to vote are given a ballot paper for the rector, a ballot paper for the Head of the Main Unit and a Ballot Paper for the member in the Academic Senate, students' representative;
 - g) each ballot paper is stamped, top left, with the stamp of the FEC/ CVV;
 - h) after receiving the ballots, the voter enters the secret ballot room and:
 - on the ballot paper for Rector, for the Head of the Main Unit and for the Head of the Basic unit marks next to the name of the candidate one of these three signs "x", "+", "√". The sign should only be placed next to a name. In case only one candidate is running for the governing authority, the voter votes for one of the written alternatives next to the name of the candidate "Pro" or "Against";
 - on the ballot paper for a member of the Academic Senate they sign next to the names of the candidates only one of these three signs "x", "+", "√". The voters must mark as many names as there are the number of seats in the Academic Senate belonging to the respective Main Unit;
 - After marking the ballot paper, they fold the sheets so that the mark is not visible, leave the secret ballot room, put the sheets inside the appropriate ballot boxes and leave the polling station.
 - i) If the marking on the ballot paper or, at least, in one of the ballot papers is done outside the secret ballot room, the voter is not allowed to put the ballot paper / ballots inside the ballot box. The chairman of the center receives this ballot paper, writes the words "Damaged" on the backpart and puts it in the envelope of "Damaged ballot papers". In this case, the voter is given another ballot paper of the same type, and the case is written down CVV meeting protocol book. If the e xvoter marks again on the ballot paper outside the secret ballot room, the second

ballot paper is also entered in the envelope "Derived ballot papers" and the voter is not given another ballot paper.

j), If the voter makes a note or damages the ballot paper unintentionally and asks for a second ballot paper, the ballot paper is considered "duplicated" and is entered in the envelope "Damaged ballot papers" and the voter is given a second ballot. The case is recorded in the VCC meeting protocol book. If the voter unintentionally marks or damages the second ballot paper, the second ballot paper is also placed in the "Damaged ballot paper" envelope and the voter is not given another ballot paper. In no case the damaged and invalid ballots must be allowed be put in the ballot box.

k) The Voting Center is organized in such a way as to facilitate the voting process and fully guarantee the secrecy of the ballot. At the Voting Center, the use of means of communication or registration by the voter is prohibited. At the Voting Center there can only stay:

- members and secretary of FEC/ VCC;
- voters who are conducting voting procedures, until the end of the of this process;
- accredited observers.

Article 33

Close of Voting process

1. Polling stations close at the appointed time. If, even after the expiration of this schedule, there are voters waiting in line, the commission collects the identification documents of all the present voters and calls them in turn to proceed with the voting. No other voter shall be allowed to vote if he or she has not been present at the time of collection of the identification document.
2. After the last present voter votes, the commission decides to close the voting process, fills in the relevant form where they mark the closing time of the voting process. After that, the members and the secretary of IEC/FEC, the candidates, as well as the observers accredited by IEC can stay in the Voting Center.

Article 34

Actions after the closure of Voting Centers

After taking the decision to close the voting process, the chairman together with the members of FEC/VCC perform, the following actions:

1. The Chairman, under the supervision of all members:
 - a) writes the the number of voters who have voted from the academic staff and students, counting the signatures made in the respective list of voters, as well as those who are in the special register, who have voted according to the conditions provided in this regulation;

- b) declares the figures aloud to other members of the commission and present observers;
 - c) invites them to verify the figures stated by him/her;
 - d) orders the secretary of the commission to write the number of persons who have voted in the Voting Center. This is written in the records minutes form titled: "Close of voting process". In case of any objections regarding to the figures, the claims shall be recorded in the minutes form.
2. The President, under the supervision of all members, shall record in the minutes of the "Closing of voting process" the full number of ballot papers of the Voting Center, for each category, based on the data that they have while receipt the ballot papers by IEC, the number of unused ballots and the number of damaged ballots for each category.
 3. The Chairman, under the supervision of all members of the commission, starts counting the ballot papers not used for each of the categories and, at the end of the counting, makes the figures known to the members of the commission. If requested by a member of the commission or any of the observers, the chairman is obliged to resume the counting of the unused ballot papers. for each category. The number of unused ballot papers is reflected in the minutes form of "Closing the voting".
 4. The Chairman, under the supervision of all members of the commission, counts the damaged ballot papers found in the envelope "Damaged ballot papers" for each category. The number of damaged ballots is reflected in the minutes form of "Closing the voting process".
 5. At the end of the actions provided in points 1 to 4 of this article, there are included:
 - a) in the box of election materials on the election of the Rector:
 - envelope "Unused ballot papers on Rector's election";
 - envelope "Damaged ballot papers on the election of the Rector";
 - minutes on the total number of ballots, the number of unused ballots and the number of damaged ballots,
 - b) for each category there is acted in the same way,
 6. The ballot box is closed. The security elements for closing these boxes are recorded in the minutes form.
 7. The ballot box and the ballot box of the respective election materials are sent to IEC, within 24 hours from the voting process closure. Boxes are accompanied by not less than two members of the FEC and the secretary, and may be accompanied by candidate's observers.
 8. In the event that in the main voting unit there is conducted voting in more than one polling station, the Commission of the Voting Center, after the administration of election materials, according to the rules set out in this article, submit them together with the ballot box for the Rector to FEC, which is responsible for their transportation to IEC

Article 35

The Evaluation, vote counting and the declaration of the election result for the Rector,

members in the Academic Senate, the governing authority in the Main Units and Basic Units

1. The procedures on evaluation, vote counting and the declaration of the election result for the Rector, members in the Academic Senate, the governing authority in the Main Units and Basic Units are performed by the FEC, in the place of counting the votes, located in the premises. of the main unit.
2. In case the voting process is carried out in more than one polling station in the main unit, the Commission of the Voting Center, after completing the administration of the electoral materials, according to the requirements of this regulation, hands them over to the polling station, FEC. The delivery of election materials and ballot boxes is done together with the minutes form.
3. The evaluation and the declaration of the results is done according to the following order:
 - a) Rector;
 - b) Head of the Main Unit;
 - c) Head of the Basic Unit / Center of Scientific Research;
 - d) Members of the Academic Senate (academic staff and student)
4. The chairman opens the ballot box for the Rector, removes the ballot papers from the box, unfolds them and places them on the table, with the back of the ballot paper on the top side. After this:
 - a) evaluates all the votes found in the ballot box, showing them to all members of the commission and the observers, the invalid votes are divided into a separate group;
 - b) counts the valid votes and the invalid votes. Their number, along with the number of the total number of votes found in the ballot box shall be recorded in the minutes form;
 - c) verifies the total number of votes found in the ballot box with the number of votes which should have been in the box, based on the data of the FEC/VCC minutes on the total number of ballots, unused ballot papers and damaged ballot papers. The result is recorded in the minutes form;
 - d) divides into separate groups the votes of academic staff and the the students' votes. He/she counts the votes of each group. The number is recorded in the minutes form;
 - e) divides the votes of the academic staff into groups according to the respective name of the candidate and counts them. The found votes are recorded in the minutes form;
 - f) divides the votes of the students into groups according to the name of the candidate and counts them. The found votes are recorded in the minutes;
 - g) drafts the final table of voting in the respective Main Unit and approves it by a formal decision.
5. Voting ballots are declared non-valid when:
 - a) the ballot paper does not have the same size, color or shape as the ballot paper approved by IEC;
 - b) the ballot paper lacks the stamps provided in this regulation;

- c) on the ballot paper there have been made different notes or signs from the ones defined in this regulation;
 - d) on the ballot paper there are occasional notes in favor or to the detriment of certain electoral subjects;
 - e) has been voted for more than one of the electoral subjects in the ballot paper for the governing authorities;
 - f) no candidate has been voted on the ballot paper;
 - g) it is not clear for whom it was voted or the voter voted for a person or entity that is not on the ballot paper.
 - h) ballots for the member of the Academic Senate from academic staff as well as students' representative are considered invalid when there are more or less elections than the mandate number of the Main Unit
6. If in the main unit there has been voted in more than one polling station, FEC evaluates and and count the votes for each polling station, according to the procedure described above,
 7. After the completion of the evaluation and counting of votes for the Rector, FEC drafts the table of the result of the votes for Rector. Copies of the scoreboard for the Rector are given, upon request, to candidates and observers.
 8. In case there is no winner, IEC, in accordance with the provisions of this regulation, decides on the organization and implementation of the second round of elections.
 9. FEC continues the process of evaluation and counting the votes for the Head of the Main Unit, Head of the Basic Unit / Center, for the members of the Academic Senate.
 10. Members of the FEC, in case of disagreement during the counting of votes - referring to the cases of disputable ballots, take the decision on such cases by simple majority of votes. This solution categorically excludes the blocking of the election process.
 11. After the evaluation and counting of the votes, the FEC drafts the final table of voting results and announces with a special decision the results for each category. The final table and the decision of the FEC are signed by all parties, declaring the vote "Pro" or "Against" and sealed by the Secretary. A copy of the final table on the election results is given, upon request, to the candidates' observers.
 12. The method of calculating the votes for the governing authorities for which students also vote, can be done according to these two variants:
 - a) Announcement of the winning candidate based on the result as a percentage.

$$R\% = A/N1 \times 90\% + B/N2 \times 10\%$$

A - is the number of votes in favor of the candidate by the academic staff;

N 1 - is the total number of valid votes received by the academic staff;

B - is the number of votes in favor of the candidate by the students;

N2 - is the total number of valid votes from students.

13. The decisions of FEC for the election results tables are appealed to the IEC.

14. During the process of evaluation and counting of votes, the members and the secretary of the FEC, candidates and their observers accredited by the IEC have the right to stay in the counting votes place.
15. Any dispute between candidates or their observers must be recorded in the minutes book by the Secretary of the FEC.

Article 36 Complaints

1. Every candidate participating in the elections for the governing authority or member authorities in the Academic Senate of USH has the right to appeal to the IEC against the decisions of the FEC that violate his interests, within two calendar days, from the date of the decision announcement.
2. The complaint against the decisions of the FEC for the announcement of the results tables, summary tables of the results and the result of the elections, is made to IEC, not later than 2 (two) calendar days from the date of this announcement.
3. For the purpose of reducing the time limit, the two-day period starts at 16:00 on the day of the announcement when the complaint is made and ends at 16:00, after two calendar days.
4. IEC administers and decides on the appeals for cases that are not related to the election results, no later than 48 hours after their submission.
5. IEC administers and makes decisions on appeals against the election results, no later than 48 hours after their submission.
6. Every decision of IEC is appealable to the Appeals Commission, within 5 days from the day of the announcement of the decision. The Appeals Commission expresses itself with a reasoned decision within 5 (five) calendar days.

Article 37 Appeals Commission

1. The Appeals Commission consists of 5 (five) members, who are self-nominated and elected by the Academic Senate with the following composition: 1 (one) representative from the Faculty of Law and 4 (four) others from other Main Units. The winners are the candidates with the largest number of votes according to this division.
2. In order to establish this commission, the Academic Senate opens the call for the membership of the Appeals Commission of the institution, in the same day with IEC. This call is opened after the declaration of the election day by the Ministry of Education, Sport and Youth and the approval the Election Regulation. Individuals who have the right to apply must meet the following requirements:

- a) have work experience as full-time teaching;
 - b) have never been convicted of criminal offenses by a final decision;
 - c) do not run for governing authority and Academic Senate
3. The elected Appeals Commission, in its first meeting, elects the chairman and the secretary, by a simple majority of the votes of the members.
 4. Members of the Appeals Commission have a 4-year term.
 5. In case that a member leaves this commission, his/her replacement is carried out according to point 1 of this article.
 6. The rules on Appeals Commission functioning are drafted and decided by this commission, within 5 (five) days after its constitution as well as the election of the chairman and the secretary. The regulation must respect the legal and sub-legal acts in force.
 7. The members of the Appeals Commission are rewarded for the work they do. The amount and way of their remuneration is determined by the proposal of the USH Senate and the decision of the Board of Administration of USH.
 8. The Appeals Commission examines and makes a reasoned decision, which includes "against" opinions, on each complaint for the decisions taken by IEC.
 9. The decision of the Appeals Commission is final, and binding.
 10. An appeal may be done against the decisions of the Appeals Commission in the Court by a party with a legitimate interest.

Article 38

Invalidity of elections

1. IEC, mainly or at the request of the candidates, declares the elections invalid in one or more main units, if:
 - a) there have been violations of the law and this regulation which have violated the electoral process to such an extent that it may have affected the winning mandates.
 - b) natural disasters of big dimension have occurred that have prevented the participation of the voters;
 - c) voting has not started or has been suspended for more than 5 (five) hours.
2. The request for invalidity of the elections must be accompanied by an explanation of the applicant by stating the legal reasons on which the request is based, the description of the alleged violations and their detailed justification for the consequences they have produced.
3. The review of the request for invalidity of the elections and the decision-making for the request is done by IEC, no later than 2 (two) calendar days from its deposition.
4. The decision of IEC can be appealed to the Appeals Commission, according to the provisions of this regulation.
5. After the decision on the invalidity of the elections, new elections are announced, according to the definitions of law no. 80/2015 and this regulation.

Article 39
Last provisions

1. Upon the completion of the review process of the complaints in the Appeals Commission, IEC announces the final election results for the governing authorities and Academic Senate, in accordance with the provisions of this regulation.
2. IEC forwards to the Minister of Education, Sports and Youth the decision on the announcement of the Rector's title holder for USH within 48 hours from the announcement of the result.
3. The first meeting of the Academic Senate is held within 15 (fifteen) days from the decree for the Rector by the President of the Republic.
4. The elected and decreed Rector appoints the Elected Head of the Main Units of USH, within 7 days from his/her decree.
5. The elected Dean of the Main Unit appoints the elected Head of the Basic Units / Centers of Scientific Research, within 7 (seven) days of his/her appointment.
6. All election documents are stored in the archive of the institution, based on the rules set out in the legal framework for the administration, storage and archiving of documents.
7. Monitoring of the election process in all electoral commissions or polling stations is carried out by accredited candidates and observers.
8. This regulation is mandatory to be implemented as such by all Main Units of USH.
9. This Regulation shall enter into force immediately upon its approval by the Academic Senate of USH.

Approved by Decision no. 06 dated 20.02.2020 of the Academic Senate of USH.

Head of the Senate
Prof.dr.Adem Bekteshi
(Signature and Institution Stamp)