



UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"

	REPUBLIKA E KOSOVËS REPUBLIKA KOSOVA MINISTRIA E ARSIMIT, SHKENCËS DHE TEKNOLOGJISË	UNIVERSITETI UNIVERZITET "HAXHI ZEKA" PEJË	
<b>REKTORATI</b>			
Nr. / Br. / No. <u>09</u>		Nr. i faqj / Br. str / "o. pg <u>9</u>	
Data / Datum / Date <u>01.06.2023</u> Pejë / Poë			

---

**REGULATION FOR THE SYSTEMATIZATION OF WORKPLACES AND THE DESCRIPTION OF  
WORK DUTIES IN THE INSTITUTE FOR SCIENCE AND ARTS**

Peja, May 2023.

In support of article 19, paragraph 2, of the Statute of the Institute for Science and Arts of University "Haxhi Zeka" in Peja, no. 249/23, dated 07 February 2023, the Governing Council of the Institute for Science and Arts, dated 31.05.2023, approves the following:

## **REGULATIONS FOR THE SYSTEMATIZATION OF WORKPLACES AND THE DESCRIPTION OF WORK DUTIES IN THE INSTITUTE FOR SCIENCE AND ARTS**

### **Article 1 Purpose**

This Regulation is aimed at determining the internal organization and systematization of workplaces as well as the description of work tasks at the Institute for Science and Arts (ISHA) of the University "Haxhi Zeka" in Peja ("UHZ"), including the functions and responsibilities of personnel according to general job descriptions.

### **Article 2 Scope**

The provisions of this Regulation are implemented by all ISHA personnel, who are part of the general organizational structure.

### **Article 3 Definitions**

The terms used in this Regulation have the same meaning as in the definitions of the ISHA Statute, no. 249/23, dated February 7, 2023, as well as Law no. 04/L-135 for research-scientific activity.

### **Article 4 Principles of internal organization and systematization of workplaces**

1. ISHA fulfills the duties defined by Law no. 04/L-135 for research-scientific activity and the Statute of ISHA, effectively and carries out its research, scientific and artistic activity transparently and professionally.
2. The organization and internal functioning of ISHA are based on:
  - 2.1 **The principle of legality and organizational independence**, which means that ISHA performs the defined tasks independently, based on Statute no. 249/23, dated February 07, 2023, by-laws, ISHA's specifics and goals defined by this regulation, local and international standards, principles and best practices.
  - 2.2 **The principle of professionalism**, which means that the bodies of ISHA and its officials exercise their duties and responsibilities by the relevant legal provisions, and the code of ethics and in compliance with the principle of impartiality.
  - 2.3 **The principle of functionality**, which means the internal organization of ISHA in such a way that all functions from the scope of the UHZ are grouped and divided into separate organizational units, with clear responsibilities and functions, to increase motivation, taking initiative, and performance at work.
  - 2.4 **The principle of equal opportunities and the protection of the rights of employees**, which means ensuring the provision of equal opportunities as well as the protection of basic rights arising from the legal provisions that regulate the employment relationship of ISHA staff.

**Article 5**  
**The organizational structure of the Institute for Science and Arts**

1. The structure of ISHA's Governing bodies is:
  - 1.1. Governing Council
  - 1.2. Scientific Council
  - 1.3. Director of the Institute

**Article 6**  
**Governing Council of the Institute for Science and Arts**

The management council is the governing body of the Institute, which is responsible for:

1. Approval of ISHA's annual work plans
2. Approves the annual budget of ISHA
3. To be gathered at least 4 times a year

**Article 7**  
**Scientific Council of the Institute for Science and Arts**

The scientific council is a professional body of ISHA that:

- a) examines and decides on scientific, artistic, and professional issues;
- b) drafts the annual work plan of the Institute;
- c) helps with the drafting of the annual financial plan;
- d) approve the proposal-research projects proposed by the Councils of the scientific and artistic fields;
- e) prepare progress reports on the implementation of scientific projects;
- f) allows the organization of scientific meetings;
- g) proposes the allocation of funds for research-scientific activity, as well as
- h) performs other work by this Statute.

**Article 8**  
**Director of the Institute for Science and Arts**

The Director of the Institute manages and coordinates the works related to the performance of the Institute's activity and leads such works, takes care of the implementation of the decisions of the governing and scientific and artistic bodies of the Institute, represents the Institute, and takes care of the legality in the works of the Institute and its bodies.

In performing these functions, the Director of the Institute deals specifically with the following tasks:

- a) Leads and organizes the research-scientific and artistic work of the Institute;
- b) Draft the draft plan and program for the research-scientific work of the Section.
- c) Engages workers in the implementation of the annual and long-term Plan - Program and is responsible for the timely implementation of the tasks foreseen by the plan and program;

- d) Orients and coordinates the work of research-scientific and artistic groups as well as individuals, whether these are Institute workers or external collaborators involved in the implementation of the Institute's plan;
- e) Explains and justifies proposals for the engagement of external collaborators and takes care of professional development related to various projects and works.
- f) Participates in the realization of the research-scientific and artistic tasks of the Institute, is responsible for cooperation with external institutions and individuals within the work of the Institute;
- g) Organizes the scientific, professional, and artistic work within the activity and the activities determined by the work program and plans,
- h) Takes care of the progress of work methods and proposes measures for the progress of work and activity of the Institute as well as the popularization of this activity;
- i) Take measures to develop cooperation with similar institutions in the country and abroad,
- j) Cares for the training of scientific and professional staff;
- k) Cares that the material-financial work is developed based on the provisions of the normative acts of the UHZ and the Institute;
- l) Participates in the meetings (meetings) of the leading bodies of UHZ, its academic units, and the Institute;
- m) Concludes and signs contracts on behalf of the Institute in coordination with the ISHA Management Council.
- n) Represents the Institute before courts, bodies or third parties;
- o) Decides on the use and expenditure of the Institute's funds up to the amount determined by the Governing Council and according to the Rector's authorization;
- p) Regularly reports to the bodies of the Institute regarding the work, implementation of programs and work plans of the Institute or related to the various problems of the Institute;
- q) Submit a proposal to the governing bodies of the Institute;
- r) Draws attention and gives opinions regarding the legality of decisions;
- s) Take measures related to the protection of legality in the work of the Institute;
- t) In the framework of the normative acts of the Institute and the decisions of the UHZ, issues orders to successfully implement the activity of the Institute;
- u) Analyzes the problems of the Institute and submits a report on the situation found;
- v) It also exercises other rights and duties, provided by normative acts of the University and the Institute.

#### **Article 9**

#### **Organizational units of the Institute for Science and Arts**

1. The research-scientific and artistic activity of the Institute is organized through five separate academic Units represented in the Institute:
  - a) Institute Unit – Faculty of Business;
  - b) Institute Unit – Faculty of Tourism, Hospitality and Environment Management;
  - c) Institute Unit – Faculty of Law;
  - d) Institute Unit – Faculty of Agribusiness;

- e) Institute Unit – Faculty of Arts;
- 2. The work of the Institute's separate units is coordinated by the vice-dean for the science of each separate unit.
- 3. Institute units have 3 members each, appointed by the Institute's Governing Council.
- 4. The areas with which the Scientific Council deals are:
  - 1) Business, economics, finance, and informatics sciences;
  - 2) tourism and hospitality sciences
  - 3) sciences of law and international relations
  - 4) agribusiness and environmental sciences;
  - 5) artistic-musical sciences
- 5. The scientific council can also define other scientific fields, as needed.
  - Scientific field councils do:
    - a) professional and scientific evaluation of projects;
    - b) propose the distribution of funds for projects;
    - c) draft scientific and artistic proposal-projects;
    - d) submit requests for the organization of scientific meetings.

### **Article 10 ISHA personnel**

- 1. **Scientific titles:**
  - a) Scientific associate;
  - b) Senior scientific associate;
  - c) Scientific advisor.
- 2. **Research titles:**
  - a) Researcher;
  - b) Independent researcher.

### **Article 11 Duties and responsibilities of ISHA's scientific staff**

- 1. **The scientific associate:**
  - a) studies different problems from the relevant scientific discipline;
  - b) works independently in scientific research related to the subject, in a separate part of the subject and a separate subject, prepares material publications and publications from the field of own activity, extracting materials from the Institute's fund, from publications and archives, from the professional and scientific literature.
  - c) makes the classification, selection, editing, and writes introductions related to projects, idea projects, programs, detailed plans, etc.;
  - d) works on perfection in the relevant Institute, participates in the design of the method and relevant research instruments in the field, individually or on expeditions, and helps professional collaborators and assistants in their respective work.

**The scientific associate** must be a doctor of sciences and have evaluated scientific works.

- 2. **Senior scientific associate:**
  - a) participates in the preparation of scientific research work programs.

- b) studies problems that require good theoretical and methodological preparation from certain disciplines;
- c) participates in the methodological preparation for various scientific research works, for the realization of certain research projects;
- d) studies different problems from his scientific field;
- e) does independent research on the topic, and processes the difficult and important parts of the program;
- f) works independently on the topics to be written (as the scientific advisor) and on the preparation of idea projects (as the scientific advisor);
- g) reviews various works of other collaborators, helps the younger collaborators in their training for scientific work;

**The senior scientific associate** must be a doctor of science in the relevant field and have published scientific papers, which are evaluated as a scientific contribution.

### 3. Scientific advisor:

- a) participates in the preparation of the plans and programs of research - scientific and artistic work of the Institute;
- b) studies problems that require comprehensive theoretical and methodological knowledge from his scientific discipline or related disciplines;
- c) works on the most important parts of the program,
- d) gives advice and instructions to colleagues at the Institute,
- e) conveys the latest results from the field or its narrowest specialization;
- f) works on projects, idea projects, programs, essays, plans from the field of the Institute, topics that are written (prepares reports, studies, monographs from his section;
- g) prepare reports or statements for scientific sessions);
- h) studies the materials collected at the Institute; documents, periodicals, press, and literature needed in the country and in the outside world;
- i) conducts research in the field, individually or on expeditions in the country or abroad;
- j) works on scientific perfection in the relevant discipline;
- k) conveys the scientific literature and consults with new collaborators;
- l) identifies methodological problems that are of general importance for the realization of research tasks;
- m) deals theoretically with various problems of special importance.
- n) leads and coordinates the work of various research groups - scientific and artistic, evaluates the scientific and artistic character of the projects of various programs;
- o) makes reviews of the research works carried out within the Institute;
- p) helps young collaborators in their tenure in research-scientific work.

**The scientific adviser** must be a doctor of sciences and must have reached a high degree of scientific maturity that is proven through published works of special importance for the Institute with which he deals.

## Article 12 Duties and responsibilities of ISHA research staff

### 1. Researcher:

- a) participates in research-scientific work;

- b) collects, arranges, processes, analyzes, and studies the materials collected in the fund of the Institute (documents, periodicals, press, and necessary literature);
- c) conducts field research individually or locally and abroad;
- d) works on the systematization, classification, and selection of the collected material;
- e) is included in the preparation of materials or documents;
- f) works on perfection in the relevant field, and consults with scientific and professional collaborators.

**The researcher** must have completed the faculty at the bachelor's level, have registered for master's studies, and have professional and scientific papers positively evaluated.

**2. Independent researcher:**

- a) deals with the professional work of the Institute in which he works;
- b) collects, classifies, and systematizes materials; works on the preparation of publications, extracting materials from the Institute's fund, publications, and archives;
- c) does field research in the country and the outside world;
- d) helps the assistants in performing their duties;
- e) writes professional and scientific papers from the activity of the Institute;
- f) consults the scientific, and professional literature.

**The independent researcher** must have completed postgraduate studies, as well as have published professional-scientific works positively evaluated.

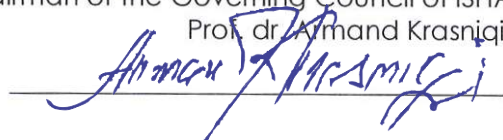
**Article 13  
Final Provisions**

1. The increase or decrease in the number of personnel according to the annual budget does not create a need to supplement-change this Regulation, except in cases where organizational units are created or extinguished.
2. For matters not provided for in this Regulation, the provisions of Law no. 04/L-135 for research-scientific activity, the Statute of UHZ, the Statute of ISHA, and the internal acts of UHZ.

**Article 14  
Entry into force**

This regulation entered into force after the approval by the Governing Council of ISHA.

Chairman of the Governing Council of ISHA  
Prof. dr. Armand Krasniqi



ORGANIZATION CHART OF THE INSTITUTE FOR SCIENCE AND ARTS IN UHZ

