



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Senate

Peja, 27.09.2023

Based on the competencies defined by Article 48, article 167, article 169, and Article 170, of the Statute of "Haxhi Zeka" University in Peja, No. 04-V-622, 2013, Statute of the Institute for Science and Arts, No. 249/23 of dt. 07.02.2023, by the provisions of the Law on Higher Education No. 04/L-037, Labor Law No. 03/L-212, Administrative Instruction (MLSW) No. 07/2017, dt. 19.10.2017, for the regulation of tender procedures in the public sector, Administrative Instruction (MEST) No. 01/2018 principles of recognition of platforms and international journals with review, and Administrative Instruction for completion and clarification - (annex - I - MEST) 7/2018 of UA No. 01/2018 principles of recognition of platforms and international journals with review, The Senate of "Haxhi Zeka" University in Peja, on 27.09.2023, approves the following:

**REGULATION FOR APPOINTMENT - REAPPOINTMENT AND STAFF RECRUITMENT
PROCEDURES IN THE INSTITUTE FOR SCIENCE AND ARTS**

Article 1

Purpose

The purpose of this regulation is to determine the evaluation and selection procedures related to the appointment-reappointment and recruitment procedures of the regular staff of the Institute for Science and Arts (hereinafter: "ISA"), including the categories provided by the legal provisions in force.

Article 2

Scope

This Regulation applies to ISA personnel who are subject to evaluation and selection procedures for appointment and reappointment.

Article 3

ISA personnel

ISA personnel consists of a scientific Associate; a Senior Scientific Associate; a Scientific advisor; The researcher; Independent researcher.

Conditions and criteria for scientific titles

Article 4 Title "Scientific Associate"

1. For the title **Scientific Associate**, the candidate must meet the following criteria:
 - 1.1. To have the degree of Doctor of Science;
 - 1.2. Show ability for scientific research;
 - 1.3. Have at least 1 scientific paper published in international scientific journals indexed in platforms with international reviews (**Web of Science and Scopus**), as first author or correspondent.
 - 1.4. To have active participation in international scientific conferences;
 - 1.5. Have at least three (3) years of work experience in the process of scientific research and research projects.
2. The publications must be from the field of the candidate's expertise, from the relevant field or the field that the candidate covers in the process of scientific research;
3. Appointment for the title **Scientific Associate**, as well as the duration of employment is for four (4) years.

Article 5 Title "Senior Scientific Associate"

1. For the title of **Senior Scientific Associate**, the candidate must meet the following criteria:
 - 1.1. To have the degree of a doctor of science from the relevant field;
 - 1.2. Show ability for scientific research;
 - 1.3. Have at least 3 scientific papers published in international scientific journals indexed in platforms with international reviews (**Web of Science and Scopus**), as first author or correspondent.
 - 1.4. To prove work, knowledge, and mastery in the design of research-scientific projects.
2. The publications must be from the field of the candidate's expertise, from the relevant field, or the field that the candidate covers in the process of scientific research.
3. The appointment for the title **Senior Scientific Associate**, as well as the duration of employment is for four (4) years.

Article 6 Title "Scientific Advisor"

1. For the title **Scientific Advisor**, the candidate must meet the following criteria:
 - 1.1. To have the degree of Doctor of Science;

- 1.2. To have reached a high degree of scientific maturity that is evidenced through published works of special importance for the Institute with which he deals;
- 1.3. Have at least 5 scientific papers published in international scientific journals indexed in platforms with the international review (**Web of Science and Scopus**), as first author or correspondent;
- 1.4. Long-term experience in basic and applied research projects;
- 1.5. Provide evidence of leadership of at least 1 research-scientific project.
2. Publications and projects must be from the candidate's field of expertise, from relevant fields or fields that the candidate covers in the process of scientific research and research projects.
3. The appointment for the title **Scientific Advisor**, as well as the duration of employment, is for an indefinite period.

Conditions and criteria for research titles

Article 7

Title "Researcher"

1. For the title of **Researcher**, the candidate must meet the following criteria:
 - 1.1. To have completed the faculty at the bachelor's level;
 - 1.2. To have postgraduate studies registered;
 - 1.3. To have professional and scientific works published on indexed platforms;
 - 1.4. Have an average grade in basic studies not less than eight (8);
2. The appointment for the title of **Researcher**, as well as the duration of employment is for three (3) years.

Article 8

Title "Independent Researcher"

1. For the title "**Independent researcher**", the candidate must meet the following criteria:
 - 1.1. To have completed postgraduate studies;
 - 1.2. To have published professional-scientific works on indexed platforms;
 - 1.3. Have an average grade in basic and postgraduate studies of not less than eight (8);
 - 1.4. To have basic knowledge in the field of scientific research and project design.
2. The appointment for the title of **Researcher**, as well as the duration of employment is for three (3) years.

Article 9
Duration of appointment and limitations on appointment

1. The time limits for which the choice is made are defined in the Law on scientific research activity and in this regulation.
2. A contract for a specific period that is clearly or self-evidently renewed for a period of employment longer than ten (10) years, is considered a contract for an indefinite period.
3. At ISA, it is not allowed to recruit personnel who are considered a close person within ISA (in the relationship of a spouse, parent-child, brother-sister, sister-sister, brother-brother, and vice versa).
4. Foreign citizens and stateless persons in the Republic of Kosovo establish employment relations according to the Labor Law, under the conditions and criteria defined by a special law for the employment of foreign citizens and according to international conventions.

Article 10
Competition procedures for the recruitment and advancement of personnel at ISA

1. The selection procedure for appointment-reappointment and advancement will be done in a transparent manner and with the announcement of the public competition for the position. The competition for reappointment and advancement is an internal process in the sense of the Law on Labor in Kosovo.
2. The competition for appointment, reappointment, and promotion is announced by the UHZ Senate, according to the proposal of the Steering Council, depending on the needs of ISA.
3. ISA can request the announcement in the competition of the positions related to the regular personnel who have less than 12 months left until retirement.
4. Personnel in a regular employment relationship according to paragraph 3 of this article, do not have the right to apply to the competition since the same, with the decision of the director, is extended the contract for the remaining period until retirement.
5. The personnel selected for the positions according to paragraph 3 of this article are issued a valid employment contract after the retirement of the relevant regular personnel in those positions.
6. The Steering Council must base its proposals on real needs, and the sufficient number of researches that a workplace should have, to be chosen in the scientific or research call.
7. Proposals for new full-time positions may be considered if the Steering Council provides evidence that there is a need for that position.

8. The Director, with a well-founded justification, may decide to propose to the Senate the announcement of the competition for vacancies for scientific or research staff, even if the position is not envisaged by the proposal of the Steering Council.
9. The competition must contain the reference to the relevant articles for selection in academic calls of the ISA Statute and this Regulation.
10. The competition is announced on the UHZ website, print and electronic media. The duration of the competition is fifteen (15) calendar days.
11. The employer in the public sector is obliged to send a copy of the announcement of the public competition to the Employment Agency of the Republic of Kosovo (MLSW).
12. Applicants must submit the necessary documents in printed form and electronic form.
13. The printed documentation must be submitted to the Rectors, to the Protocol Office, where the applicant must be provided with the application number and confirmation of the submission of the documentation according to the published conditions, while the electronic version is sent in advance to the official address of the University of Peja (apliko.online@unhz.eu).
14. After the competition is closed, the protocol office prepares a written report that includes data on the candidates who have applied, and the positions for which they have applied, and submits this report to the Rectorate of the University (Teaching Department, Affairs Student and Scientific Research).

Article 11 **Recognition of obtained titles in ISA**

The Senate of the University, according to the proposal of the academic units and the approval of the Steering Council of ISA, can recognize the calls obtained in ISA and engage or transfer personnel as academic personnel, depending on the conditions that they meet, by this regulation and Law on Research-Scientific Activity in the relevant academic title.

Article 12 **Evaluation commissions (committees)**

1. The Scientific Council is obliged to appoint the evaluation commission for each position announced in the Competition.
2. No later than three (3) days after the closing of the competition, the chairman of the scientific council calls a meeting of the scientific council in which the decision is made to establish the evaluation commissions and the complaints commission for the competition, composed of 3 members.
3. The evaluation commissions are bodies with high professional, academic, and ethical credibility, which consist of three (3) members. No one has the right to interfere in the management competencies of the evaluation process of evaluation commissions. Any intervention during the evaluation will be

considered as a legal, disciplinary, and ethical violation and should be reported to the UHZ bodies.

4. The evaluation committee is proposed by the UHZ professors.
5. Evaluation commissions must have at least two (2) members from the narrow field with the position for which the competition was announced. Decisions on the academic/scientific appeals of the members of the Evaluation Commissions, which must also be in the Albanian language, are attached to the decision on the establishment of the commission.
6. During its work, the evaluation committee is obliged to respect the provisions of the Law on research-scientific activity, the Statute of "Haxhi Zeka" University, the Statute of ISA, this Regulation, and other legal and by-laws in force.
7. The members of the evaluation committee must have a higher academic calling equivalent to a scientific calling or at least the same as the position for which the evaluation must be written.
8. In the absence of a sufficient number of professors as in paragraphs 4, 5, and 7 of this article, professors from universities inside and outside the country can also be appointed as members of the evaluation committee.
9. In the absence of members in regular employment as in paragraphs 4, 5, 7, and 8, members of the evaluation committee can also be retired persons who have the necessary academic qualifications from the relevant field and who have not passed the age 70 years old, except for emeritus professors who have a contract for teaching and over this age.
10. The director of ISA must provide all the necessary documentation to the evaluation committee and also, at the request of the evaluation committee, they must create infrastructural and logistical conditions for the easier work of the committee.
11. The chairman of the evaluation commission is obliged to call the other members of the commission and draw up the evaluation report.
12. The evaluation committee is obliged to submit the evaluation report for the candidates who have applied for the given position within ten (10) days from the day of appointment.
13. The scientific council has the right to change the composition of the evaluation committee, respectively to form a new committee if it is determined that the first committee did not respect the deadlines set out in this regulation. This change must occur immediately or one day after the deadline set as in point 12 of this article.
14. After changing the composition of the evaluation committee, the Faculty Council gives the committee an additional five (5) days to draft and submit the report for the candidates presented in the competition.
15. The evaluation committee is obliged to give priority to candidates who have higher criteria and qualities compared to other candidates and to justify the recommendation made.
16. In the report of the evaluation committee, the proposal for the appointment, reappointment, and advancement of the candidates required by the

competition should be made clear and distinguished from the proposal for the candidates who were not appointed, reappointed, or advanced.

17. 17. After drafting and signing the report by the three (3) members, the chairman of the evaluation commission is obliged to submit the report to the Scientific Council. In special cases, the electronic signature is accepted, but the Office for Academic Affairs reserves the right to confirm the electronic signature with the relevant committee member.
18. 18. The members of the evaluation commission bear legal, disciplinary, and ethical responsibility for the authenticity of the data recorded in the evaluation report and for the recommendations they make, according to the code of ethics and other legal provisions in force.

Article 13

Procedure after submission of the report by the Evaluation Committee

1. The scientific council, after receiving the report from the evaluation commission, is obliged to examine the report at the next meeting (no later than 5 days) and to ascertain compliance with the procedures and the fulfillment of the obligations related to the report of the evaluation commission.
2. The scientific council, after holding the meeting and ascertaining the status of the evaluation reports, within two (2) days forwards the evaluation reports in the electronic version and physical copies to the Department for Teaching, Student Affairs and Scientific Research of UHZ.
3. The Department for Teaching, Student Affairs, and Scientific Research of UHZ is obliged to draw up bulletins and publish them on the UHZ website.
4. The Department for Teaching, Student Affairs and Scientific Research, namely the authorized personnel, if it finds that any of the reports submitted by the Council of the relevant faculty is not in order with the documentation, then it must ask the Vice-Rector for Teaching to oblige the relevant faculty to complete the documentation before it appears in the Bulletin.
5. Bulletins must remain published on the UHZ website for ten (10) calendar days from the first day of publication.
6. During the phase of publication of the evaluation commissions' reports in the Bulletin, dissatisfied candidates have the right to submit a complaint to the Council of the relevant faculty.
7. Candidates' eventual complaints must be submitted to the Scientific Council.
8. The Scientific Council is obliged to evaluate the reports of the evaluation commissions after the deadline of the Bulletin, within seven (7) days at the latest, and to decide on the approval or not of those reports.
9. During the examination of the reports, the Scientific Council is obliged to examine the complaints of the candidates who have filed a complaint within the legal deadline (during the time that the Bulletins are published) and to give a written response to the complaints.

10. The scientific council is obliged to submit the relevant decision and other details about the review of complaints to the Department for Teaching, Student Affairs and Scientific Research within three (3) days after reviewing and approving or not the reports of the evaluation commissions of UHZ.
11. The office for academic affairs or the authorized official, if it finds that there are any omissions in the material submitted by the Scientific Council, is obliged to inform the ISA Director.

Article 14

Examination of the proposals of the Scientific Council for appointment-reappointment and advancement of personnel by the Senate

1. Within fifteen (15) days after the acceptance of the proposals of the Scientific Council, the Department for Teaching, Student Affairs, and Scientific Research prepares for the Senate the statements with the relevant proposals: the proposal of the Evaluation Committee, the Scientific Council.
2. The proposals of the scientific council for the appointment, reappointment, or promotion of ISHA personnel are reviewed by the UHZ senate.
3. The decision of the Senate regarding the proposals mentioned in point 1 of this article, is taken no later than twenty (20) days after the preparation of the reports by the Department for Teaching, Student Affairs and Scientific Research.
4. If the Senate decides to reject the proposal of the Scientific Council, the relevant matter within two (2) days is returned for reconsideration to the Scientific Council.
5. The scientific council is obliged to re-examine the subjects for re-evaluation within seven (7) days after the acceptance of the Senate's decision and submit the relevant decision within three (3) days to the Department for Teaching, Student Affairs, and Scientific Research of UHZ.
6. If the Scientific Council, even after re-examination, brings the same proposal, the Senate, within a period not longer than twenty (20) days from their acceptance, takes the final decision.
7. For special cases before reaching the proposal in the Senate, at the request of the Director, the deadline of the entire procedure can be extended, and the maximum is thirty (30) days.

Article 15

The decision, the appeal period, and the duration of the competition

1. The voting procedure in the Senate for the proposals of the Scientific Council regarding the appointment, reappointment, and advancement of ISA personnel is done according to the Rules of Procedure of the Senate.
2. If the member of the scientific/research staff does not win the necessary votes for advancement, then the Senate votes for reappointment in the existing title.

3. Regarding the decision of the Senate, no later than fifteen (15) days after the acceptance of the decision, a complaint can be made to the Commission for complaints and submissions within the Senate of the UHZ, which serves as the first and last instance of appeal to UHZ.
4. The competition for the appointment, reappointment, or advancement of academic staff must be concluded with relevant decisions of the UHZ Senate for all announced positions, in a period not longer than 175 days from the day of the announcement.

Article 16
Entry in force

This regulation enters into force on the day of its approval by the senate.

Chairman of the Senate
Prof. dr. Armand Krasniqi

