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"HAXHI ZEQA"

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**REGULATION FOR EVALUATION PROCEDURES FOR THE ENGAGEMENT OF EXTERNAL  
COLLABORATORS IN THE INSTITUTE FOR SCIENCE AND ARTS**

Peja, 2024.

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Based on the competencies defined in Article 48, Article 167, Article 169, and Article 170 of Statute No. 04-V-622, 2013 of the University "Haxhi Zeka" in Peja, Statute No. 249/23 of the Institute for Science and Arts, by the provisions of Law No. 04/L-037 on Higher Education, Law No. 03/L-212 on Labor, Administrative Instruction MFPT-NR. 01/2024 for regulating competition procedures in the public sector, Administrative Instruction (MASHT) No. 01/2018 on the principles of recognition of international platforms and journals with peer review, and Administrative Instruction for completion and clarification - (Annex - I - MASHT) 7/2018 of UA No. 01/2018 the principles of recognition of international platforms and journals with peer review, the Senate of the University "Haxhi Zeka" in Peja, on 28.03.2024, approves this:

**REGULATION FOR EVALUATION PROCEDURES FOR THE ENGAGEMENT OF  
EXTERNAL COLLABORATORS IN THE INSTITUTE FOR SCIENCE AND ARTS**

**Article 1**

**Objective**

This regulation aims to regulate and define the evaluation procedures for the engagement of external collaborators in the Institute for Science and Arts (hereinafter ISA).

**Article 2**

**Legal basis**

Law on Higher Education, Law on Scientific Research Activity, Statute of UHZ, Statute of ISA.

**Article 3**

**Needs for the engagement of external collaborators**

The engagement of external collaborators is based on the need to ensure the sustainable activities of ISA by its obligations, with a particular emphasis on activities such as:

1. Design of scientific research projects;
2. Preparation and implementation of scientific research projects;
3. Conducting field research;
4. Processing of statistical data;
5. Preparation of reports; and
6. Other tasks assigned by the office manager.

## **Article 4**

### **Period of Engagement**

1. The engagement of external collaborators is done through a fixed-term contract with a maximum duration of up to 1 year;
2. The engagement contract is concluded by the terms of reference of the specified research activity;
3. The engaged individual is obligated to carry out the specified activities within the contract;
4. Compensation for the engagement of external collaborators is determined by a separate Regulation.

## **Article 5**

### **Competition for the engagement of external collaborators**

1. The engagement procedure is conducted transparently through the announcement of a public competition.
2. Exception from paragraph 1 of this article is made for the following categories:
  - Academic staff in regular employment.
  - Staff who, at the time of reaching the mandatory retirement age, have been in regular employment at ISA and if ISA needs their engagement. The engagement of this category of collaborators is until the permitted age by special acts. The Scientific Council decides on the engagement of this category for the respective year.
3. The competition will only be announced if ISA does not have sufficient personnel within the respective field.
4. The competition for engagement is announced by the Senate of UHZ based on the recommendations of the Director of ISA.
5. The competition must adhere to the conditions of this regulation.
6. The competition must be announced on the website of the University "Haxhi Zeka" in Peja. The duration of the competition is 15 (fifteen) calendar days from the day of announcement.
7. Candidates applying must submit all documents within the competition deadline in hard copy at the central protocol office at the Rectorate, while scanned copies should be sent to the email address [apply.isha@unhz.eu](mailto:apply.isha@unhz.eu).
8. Diplomas for foreign academic degrees will be considered only if recognized and evaluated by MESTI / NARIC Office and submitted before the competition deadline.

## **Article 6**

### **Evaluation Commission**

1. Within 7 days after the competition deadline, the Chairman of the Scientific Council calls a meeting of the Scientific Council, which decides on the establishment of the evaluation commission.
2. The evaluation commission is a highly professional, academic, and ethical body, consisting of at least three (3) members with the academic title Prof. Ass.
3. The evaluation commission consists of professors in regular employment at UHZ and members of ISA departments.
4. The member of the evaluation commission with the highest academic title automatically chairs the commission. If at least two of the commission members have the same academic title, the chairperson will be the oldest member in age.
5. In the absence of a sufficient number of professors from the department in regular employment, retired individuals engaged in the respective department may also be members of the evaluation commission.
6. In the absence of a sufficient number of professors as in points 4 and 5 of this article, other professors who are not part of ISA departments may be appointed to the evaluation commission, but in this case, the chairperson of the commission must be from the ranks of professors of the department for which the applications are being evaluated.
7. The Scientific Council, in cooperation with the Director of ISA, must provide all necessary documentation to the evaluation commission.
8. The chairperson of the evaluation commission is obliged to convene the commission meeting and, in coordination with other members, prepare the evaluation report.
9. The commission, during the preparation of the evaluation report, is obligated to adhere to the competition conditions and this regulation.
10. The evaluation commission is obliged to review the applications of all candidates for the respective position.
11. The evaluation commission is obliged to present all relevant facts (in tabular form) for all candidates participating in the competition for the respective position in the evaluation report.
12. The evaluation commission bears legal, disciplinary, and ethical responsibility for the accuracy of the data marked in the evaluation report.

## **Article 7**

### **Conditions of Engagement**

1. Individuals engaged as external collaborators do not receive academic titles. Their engagement is based on specific procedures determined by this regulation.
2. For the position of external collaborator for Scientific Research, candidates must meet the following conditions:
  - 2.1 Hold a Ph.D. or master's degree in the relevant field (equivalent to the Faculty of Arts). Candidates who, in addition to a Ph.D. or master's degree, have academic titles, work experience in research projects (designing projects, project implementation, data processing, etc.) have priority.
  - 2.2 Have at least 1 publication in international scientific journals (in the Faculty of Arts, at least 1 international artistic work in the relevant field) by the criteria of the ISA Statute and the current regulation for the appointment of academic staff at ISA.
  - 2.3 Have advanced knowledge of the English language;
  - 2.4 Have advanced knowledge of software programs and data processing.

## **Article 8**

### **Reannouncement of the competition and deadlines**

1. The competition may be re-announced if no candidate has applied for the required positions;
2. All deadlines in the case of re-announcement will be halved from the announcement of the competition to the final decision.

## **Article 9**

### **Assessment deadlines and decision-making for engagement**

1. The evaluation commission, within 5 days after the appointment decision, prepares the evaluation report, which the Scientific Council of ISA reviews within 10 days after the competition deadline.
2. The proposal-decision of the Scientific Council together with the evaluation commission report according to point 12 of Article 6 of this regulation is published on the UHZ website and remains published for 5 days.

3. During this period specified in paragraph 2, dissatisfied candidates have the right to appeal, which is addressed to the Appeals Commission established by the Scientific Council.
4. After the deadline for appeals, proposal decisions and decisions regarding the review of appeals are made through the Director of ISA to the Senate of UHZ, which reports on the procedure for engaging external collaborators of ISA.

### **Article 10**

#### **Procedure for reviewing proposal-decisions for engagement in the Scientific Council of ISA**

1. The Scientific Council of ISA serves as an advisory body to the Senate regarding the regularity of the procedure and deadlines, from the announcement of the competition, the establishment of evaluation commissions, the bulletin, the review of appeals, and up to the final stage of engagement of external collaborators presented in the competition.
2. The proposals of the evaluation commission for the engagement of external collaborators are initially reviewed by the Scientific Council, which recommends to the Senate the acceptance or rejection of the proposal.
3. The Director of ISA prepares for the Senate the relevant reports: the proposal of the Evaluation Commission, and the proposal of the Scientific Council.
4. The Senate's decision on the proposals mentioned in paragraph 3 of this article is taken no later than fifteen (15) days after the preparation of the reports by the Director of ISA.
5. The Secretary of UHZ prepares the employment contract for each engaged personnel according to the decision of the Senate of UHZ.

### **Article 11**

#### **Right to appeal**

1. The Scientific Council of ISA is obliged to establish a commission to review appeals regarding the engagement of external collaborators.
2. The Appeals Commission, composed of 3 members appointed by the Scientific Council, cannot include ISA's executive structures.
3. Dissatisfied candidates with the evaluation commission's report for engagement have the right to submit an appeal to the appeals commission within 5 days from the day of the bulletin announcement on the UHZ website.
4. The appeals commission is obliged to review any appeals within 5 days and submit a report to the Scientific Council of ISA.

5. The Scientific Council, within 3 days of receiving the report, must review the proposal and decide on its approval or rejection.
6. In case of approval, it is sent for review and approval to the Senate of UHZ.
7. The decision of the Senate is final, and there is no appeal against it, but the case may be brought to the competent court for administrative conflict.

## **Article 12**

### **Signature of the engagement contract**

The Senate of UHZ, at its next meeting, reviews the recommendations of the Scientific Council regarding the proposal/decisions of the evaluation commission for the engagement of collaborators with engagement for writing research projects and conducting scientific research according to the announced competition and decides to approve or reject them.

## **Article 13**

### **Rights and Obligations**

1. The engaged candidate as an external collaborator is not entitled to annual leave and compensation for work experience.
2. Engagement under this regulation does not imply the establishment of a regular employment relationship or automatic payment during the period for which engagement is made.
3. ISA reserves the right to terminate the employment contract of engaged personnel who do not fulfill their obligations and responsibilities to ISA and students, such as: respecting the work schedule, carrying out activities planned within the specified position, and other tasks required by the Director of ISA.
4. Engaged candidates bear legal, disciplinary, and ethical responsibility for the use of ISA's assets.

## **Article 14**

### **Entry into force**

This Regulation enters into force from the date of approval by the Senate of UHZ.

Chairman of the Senate of UHZ

Prof. Dr. Armand Krasniqi

