



UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"

**Steering Council**

**Date:03.11.2020 PEJA**

The Steering Council Based on article 17, point 3, article 23 of the Statute of "Haxhi Zeka" University in Peja, at the meeting held on 03.11.2020 issued this:

#### **DECISION**

- I. The Regulation on personal income at the "Haxhi Zeka" University in Peja Ref.nr. 1944, dt. 05.10.2016 is changed and supplemented
- II. The implementation of this Decision will be taken care of by the University Management
- III. The decision enters into force on the day of signing

The decision is sent:

- Chairman of Steering Council
- Rector of HZU
- Vice Rector for Infrastructure, Budget and Finance
- General Secretary of HZU
- Office for Budget and Finance
- HZU Archives

Based on Article 17, paragraph 3, and Article 23 of the Statute of "Haxhi Zeka" University, the Steering Council of the "Haxhi Zeka" University at the meeting held on 3.11.2020 changed and approved:

## **REGULATION FOR PERSONAL INCOME**

### **I. GENERAL PROVISIONS**

#### **Article 1**

Personal Income Resources are used by the Kosovo Budget Fund, from tuition fees and other payments made by students, from payments and for commercial and other services and donations, gifts and other assistance as well as contracts with national, international public and private bodies. From these sources, personal income and other allowances are paid for academic and non-academic students in regular employment, as well as work on the norm and honorary work for the academic staff of the "Haxhi Zeka" University (hereinafter referred to as the University).

The level of personal income is determined on the basis of coefficients and calls encoded to the central income service under the unique coding for all education in the Republic of Kosovo and this regulation is the result of the implementation of the same standards according to the legal provisions in force

### **II. SPECIAL PROVISIONS**

#### **Article 2**

The University Finance Service makes the calculation of personal income and other payments based on the Senate's decision to engage academic staff for each academic year, respectively the reports submitted by the 5th of the following month. On this basis, the manager, respectively the authorized person, issues an order for the execution of payments under the contracts that are related to the employees on the occasion of the engagement.

#### **Article 3**

With the academic staff of the University in regular working relations, in compliance with the legal provisions is connected with the contract of employment:

With full rate, and Half-rate, respectively contract on work

The University may conclude a honorarium contract with academic staff for a maximum of one academic year, in cases when the published competition for these places is not successfully completed or because of any other unforeseen circumstances

The employment relationship for regular academic staff is regulated by the Law on Higher Education, the UHZ Statute and the Labor Law

## **SANCTIONS**

### **Article 4**

Academic staff which absent from the teaching process will be sanctioned with a partial salary cut (for professors - 1 lesson = 50 €, for assistants, 1 hour = 25 €).

## **IV. ACADEMIC PERSONNELS**

### **Article 5**

For academic staff employed at Universities, the weekly rate of hours and the salary level according to the following academic titles are determined:

#### **1. Academic staff with full time of norm.**

**a) Title**

Nr.	a. Title	Hours/weeks	Euro
1	Regular professors	6 hours/jweeks	1429.54
2	Associated Proessors	6 hours/weeks	1283.34
3	Assistant Professors	5 hours/weeks	1137.14
5	Lecturers	10 hours/weeks	844.73
6	Asisstents	10 hours/weeks	772.50

(b)For Academic Personnel which are employed in the Faculty of Arts of “Haxhi Zeka” University, the weekly nosrm of hours will be as follows:

Professors (1-3) 10 hours/weeks

Asisstents 15 hours/weeks

c) Assistant, lecturer, with scientific degree Dr. there is added an additional payment of € 50 on the basic salary as defined in point 1.

**2. Salary according leading posts****a) Post - function**

Nr.	Post -Function	Wages €	Extras €
1	Rector	Base Salary	750.00
2	ChvvvvcChair of Steering Council /	00.00	250.00
3	Vice-Rector	Based on the academic call	550.00
4	Deputy. Chair of Steering Council /	00.00	200.00
5	Member of Steering Council/MEST	00.00	200.00
6	Member of Steering Council elected by the University	Based on the academic call	200.00
7	Members of Senate	Based on the academic call	70.00
8	Dean	Based on the academic call	350.00
9	Vice-Dean	Based on the academic call	250.00
10	Head of Department	Based on the academic call	70.00

b) The teacher who is appointed - is elected in any of the posts / functions other than the salary which he / she belongs under the contract and the call is also paid for functional additions.

(c) If the Chairperson or a member of the Steering Council is not a teacher at the University, only the functional add-ons of his / her dependents are paid.

d) The Chairman, the deputy Chairman of the Steering Council and other members of the Steering Council, in addition to the functional monthly subscriptions, shall be paid for participation in the meeting in the amount of 30 euro for the Chairman of the Board and 25 Euro for the members of the Board on the basis of the decision of the MoF.

(e) The Rector and Vice-Rectors receive salaries according to the academic call and functional addition

### **3.Compensation for overtime norms and honorarium**

For the professors of the University (Prof. Prof. Asc. And Prof. Ass.) The payment is ... 30 euro / hour

For lecturer, assistant, 15 euro / hour

Rector, Vice Rector, members of the Steering Council elected by UHZ and the Dean, if they teach, are entitled to compensation for up to 6 hours.

Vice- Dean is obliged to hold 3 hours of the prescribed norm according to the call he holds while 6 hours are paid under the over norm

Compensation for learning is given for nine months during the school year

### **4.Norm of hours over norms and honorarium**

1. Academic staff of the University (Prof. Prof. Prof. Assoc. And Prof.ass.) Who are in regular employment at the university can hold up to 6 hours

2. Academic staff who have two working relationships, inside or outside the Public University "Haxhi Zeka" (primary or secondary) cannot take hours over the norm.

3. For academic staff from point 5.1. in the absence of the full norm in bachelor study, the teaching rate should be supplemented by the hours of the master studies and that one hour of lectures in master studies that will be equal to 1 hour of lectures in bachelor studies, Addition of the rate is also done with hours that will be held in other units within the HZU.

4. Lecturer, assistant who are in regular employment at the University may hold up to 8 hours a week, exceptionally, at the Faculty of Arts, up to 5 hours a week.

5. For academic persons, the academic unit is obliged to provide classes up to the full norm.

In the case when teachers are offered hours for filling the norm and he does not accept it, the payment is made proportionally to the number of hours he or she keeps.

6. Hours above the norm cannot be awarded to academic staff who have the full norm, as long as the teacher's rate is not completed, respectively full-time assistantships from the same field.

i. In case the teacher does not complete the norm for each semester, he complete the norm with hours held over the norm from the next semester.

ii. Exceptionally, if the teacher cannot complete the full norm of lecture hours, he can also complete hours of exercises in a ratio of 1 to 1 but not more than 2 hours of exercise from the totality of the class.

ii. Exceptionally from point 2.2, teachers with a special written explanation from the dean of the faculty, the rector may make a decision for payment of the exercise hours in proportion 2: 1

7. Academic staff outside the territory of the Republic of Kosovo may engage in the learning process only with the proposal of the Dean approved in the Council and with the Rector's Approval and the same will be paid 30.00 € for one hour but not more than 5 hours in week.

In this amount of 30 € all travel, sleeping and food expenses are included.

8. Assistants can not be compensate for lecture hours. In special cases with the request of the Faculty Council and Dean of the academic unit when it is found that there is no possibility of engaging adequate staff, the assistant who has registered doctorate degree can engage in holding the lectures.

9. Payment for the category as in point 5.8. will be made based on the academic call.

10. Academic staff who do not have regular working relations at HZU but are engaged outside the HZU, can hold up to 6 hours of lectures per week with a compensation of up to 30 euros while assistant for up to 8 hours of exercises for week with 20 euro compensation, with the exception of the Arts Faculties up to 10 hours a week with a fee for exercises.

11. The engagement of overtime and honorary academic staff at the University is done on the basis of the University Senate's decision on the proposal of the academic unit, not later than 30 September of the following year.

12. The Rector of the University with the proposal of the Dean of the academic unit, in special cases, may decide with a special decision to increase the engagement of academic staff from abroad or within the University, but no more than 8 hours total over the norm (6 hours above the norm plus

2 hours for special cases under this provision).

## V. BASIC CRITERIA FOR THE FORMATION OF GROUPS FOR LEARNING WORK

### Article 6

- Determining groups based on the number of students according to the specifics of the faculties during COVID-19 pandemic time:

#### 6.1 First Group

	Lecture	Exercises
Faculty of Business	Obligatory Subjects 45 for Electoral Group - Minimum 50 students for Bsc and 20 For master	Oblig. - 35 Electoral.>20
Faculty of Law	Obligatory Subjects 60 for Electoral Group- minimum of 40 students for Bsc and 20 for Master	Oblig. - 45 Electoral.>20
F. MTHM	Tourism and Hospitality Management Module, Oblig subject. 45 for group Environmental Management modul, Oblig subject 30 for group. Electoral-Group minimum 30 students for BSC and 20 for Master	Oblig. - 35 Electoral.>20 Oblig. – 15 Electoral

#### 6. 2 Second Group

	Lectures	Exercises
F. of Agrobusiness	Food technology Oblig -35 electoral.>10 Plant product technology Oblig.-25 electoral >10. agri-environment and agribusiness oblig -25 electoral.>10.	Theory- 20/Elect.10/Lab.Ob.10/Elect.10
F.of Arts (common subjects) Collective Group subjects	Oblig. -30 electoral. > 10 Oblig. -10 electoral. >10	

## VI. HIGHNESS OF COMPENSATION FOR EXAM

### Article 7

- For each deadline according to the Senate proposal, the University Steering Council will consider the financial possibility for teachers to compensate for holding of the exam at a

rate of 60 cents for student.

2. The Steering Council reserves the right not to allow the payment of exams if it finds that it does not have sufficient financial means

## **VII. Highness of Compensation for Graduation Works**

Article 8 of the Basic Rule, is changed with the following text

### **Article 8**

1. The payment for diploma protection in bachelor studies is done as follows
  - a) ..... Mentor 30 euros
  - b) ..... Members of the commission 10 Euros
2. A teacher during a year cannot lead more than 15 candidates for graduation at the bachelor level, only if there are additional exam deadlines then he can lead 5 more candidates for deadlines.

## **VIII. HIGHNESS OF COMPENSATION FOR LEADING THE CANDIDATE IN MASTER STUDIES**

### **Article 9**

1. Compensation for conducting a candidate for master studies is as follows:
  - a) Mentor .....250 Euros
2. A teacher for one year cannot lead more than 9 candidates for graduation at the master level, only if there are additional exam deadlines then he can lead 3 more candidates for term.
3. A fee of 3 € belongs to the for each submitted student examination for master studies if the conditions set out in the regulations are fulfilled.

## **IX. HIGHNESS OF COMPENSATION FOR THE COMMISSION FOR THE ASSESSMENT AND DEFENSE OF THE DIPLOMA WORK FOR MASTER STUDIES**

### **Article 10**

1. Compensation of the commission for assessment and protection of diploma work for master students is done as follows:
  - 1.1. Chair of Commission 90 euro
  - 1.2. Members of Commission 80 euro

### **Article 11**

1. Teachers at both bachelor and master levels within the year are entitled to be 45 times members of committees for the defense of topics.
2. External collaborators also have the right to be members of the commission and mentor for the protection of topics, while the payment is made in accordance with the regulation which must be evidenced in the employment contract.

## **X.METHOD OF REALIZING, VERIFICATION AND MONITORING OF PAYMENTS FOR NORMAL AND OTHER PROVISIONS**

### **Article 12**

Every hour submitted for payment must be justified with the list of present students, verified by the faculty's authorized person.

Reports should be submitted by the date 5th of next month

Reports for held hours older than 1 month are not paid

## **XI. HIGHNESS OF COMPENSATION FOR DOCTORATE STUDIES**

### **Article 13**

A teacher can not lead more than two doctoral candidates within one academic year.

1. Compensation for teaching in doctoral studies is done as follows

(a) Compensation for classes held for the general module group 1 hour of lecture = 30 €, but no more than 28 hours for semester.

(b) Compensation for classes held for the group of professional courses 1 hour of lecture = 30 €, but not more than 12 hours for semester

2.Compensation for the evaluation of doctoral work included in the fees:

a) Commission for Evaluation of Work

Mentor .....1000 €

Chair of Commission .....300 €

Member of Commission.....250 €

In cases where the Evaluation Committee consists of a mentor and a commentator, then the

payment will be made as follows:

- ® Mentor ..... 600 €
- ® Commentator..... 550 €

3.Compensation for public defense of doctoral work included in the fees:

- ® Chair of Commission ..... 250 €
- © Member of Commission ....200 €

4.For regular university professor candidates who defend the doctoral work at “Haxhi Zeka” University and have a commission member outside of Kosovo, travel and stay expenses are dropped by the University.

5.Compensation for the Reviewer Commission will be done as follows:

- a) Chair of Commission .....50 €
- b) Members of Reviwer Commission.....30 €

## **TRANSITIONAL PROVISIONS**

### **Article 14**

- 1.This regulation shall enter into force on the date of its approval by the Steering Council of the University.
- 2.Article 6 of this regulation remains in force until the end of the COVID-19 pandemic.
3. With the entry into force of this regulation, the provisions of the Personal Income Regulation Ref.nr. 1944, dt. 05.10.2016 are repealed