



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Senate

Ref. No.

Pejë, dt. 04.01.2023

Based on the competences 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, in accordance with the provisions of the Law on Higher Education No. 04/L-037, Labor Law No. 03/L-212, Administrative Instruction (Ministry of Labour and Social Welfare) No. 07/2017, dt. 19.10.2017, for the regulation of tender procedures in the public sector, Administrative Instruction (MEST) No. 01/2018 the principles of recognition of platforms and international journals with review, and the Administrative Instruction for completion and precision - (annex - I - MEST) 7/2018 of AI No. 01/2018 the principles of recognition of platforms and international journals with review, the Senate of "Haxhi Zeka" University in Peja, on 04.01.2023, approves the following:

REGULATION FOR THE EVALUATION AND SELECTION PROCEDURES RELATED TO THE APPOINTMENT, REAPPOINTMENT AND ADVANCEMENT OF REGULAR ACADEMIC STAFF AT "HAXHI ZEKA" UNIVERSITY IN PEJA

Article 1

Purpose

1. The purpose of this regulation is to determine the evaluation and selection procedures related to the appointment, reappointment and advancement of the regular academic staff of "Haxhi Zeka" University in Peja (hereinafter: "UHZ"), including full (regular) professors, associate professor, assistant professors, university assistants, lecturers and tutors, as well as other categories provided by the legal provisions in force.

Article 2

Field of action

This Regulation applies to regular academic staff at UHZ who are subject to evaluation and selection procedures for appointment, reappointment and advancement.

Article 3

Academic staff

The academic staff of UHZ consists of: full professors; associate professors; assistant professors; university assistants; lecturers and tutors (Faculty of Arts).

Conditions and criteria for academic title

Article 4

Title "Full Professor"

1. For the title of **Full Professor**, the candidate must meet the following criteria:
 - 1.1. To have the degree of doctor of science;
 - 1.2. Show high level and academic competence and scientific experience for the subject, which is evidenced by:
 - 1.2.1. A considered number of monographs, textbooks, publications in international scientific journals with at least 5 main papers published in international scientific journals indexed in the WEB OF SCIENCE and SCOPUS platforms, as first author or correspondent of which at least two (2) be from the last call and at least four (4) years have passed since the call of the associate professor.
 - 1.2.2. Active participation in national and international conferences;
 - 1.2.3. Long-term experience in basic and applied research projects;
 - 1.2.4. High educational and pedagogical skills through reasonable practice;
 - 1.2.5. Academic leadership skills;
 - 1.2.6. Mentorment of master's and doctoral thesis. Candidates that applies for the appointment of **Full Professor** must prove that they have mentored or co-mentored master's and doctoral thesis or are in the process of mentoring at least 1 candidate in doctoral studies. In the absence of evidence of mentoring a doctoral student, the candidate must prove that he/she is at least in the process of co-mentoring a candidate (no more than 1 co-mentor per 1 doctoral student is accepted) or has participated in at least one defense committee/evaluation of the doctoral thesis and to have published as the first author at least 1 article more than the minimum required for the appointment of full professor. The article must meet the criteria specified in paragraph A of Appendix II, respecting the transitional provisions of this regulation.
2. The publications must be from the candidate's field of expertise, from the relevant field or the field that the candidate covers in the teaching process.
3. The appointment for the title of **Full Professor**, as well as the duration of employment, is for an indefinite period.

Article 5

Title "Associate Professor"

1. For the title of **Associate Professor**, the candidate must meet the following criteria:
 - 1.1. To have the title of doctor of science;
 - 1.2. To have a selected number of monographs, publications in international scientific journals with at least 3 main articles published in international

journals indexed in the WEB OF SCIENCE and SCOPUS platforms, as first author or correspondent of which at least two (2) to be from the last appointment and at least four (4) years have passed since the assistant professor appointment.

- 1.3. Demonstrate teaching skills;
- 1.4. To prove work, knowledge and mastery in the subject of the relevant field.
2. The publications must be from the candidate's field of expertise, from the relevant field or the field that the candidate covers in the teaching process;
3. The appointment for the title of **Associate Professor**, as well as the duration of employment, is for four (4) years.

Article 6 **Title "Assistant Professor"**

1. For the title of **Assistant Professor**, the candidate must meet the following criteria:
 - 1.1. To have the degree of doctor of science;
 - 1.2. Have a selected number of monographs and publications, reviewed in international scientific journals, with at least one (1) main paper published and reviewed in international journals indexed on the WEB OF SCIENCE platforms (SCIE, SSCI and AHCI) and SCOPUS, as first author or correspondent;
 - 1.3. Demonstrate teaching skills¹;
 - 1.4. Have at least three (3) years of work experience in the teaching process in higher education.
2. The publications must be from the candidate's field of expertise, from the relevant field or the field that the candidate covers in the teaching process;
3. The appointment for the title of **Assistant professor**, as well as the duration of employment, is for four (4) years.

Article 7 **Title "University Assistant"**

1. The title of University Assistant, the candidate must meet the following criteria:
 - 1.1. To have successfully completed postgraduate studies in the relevant field;
 - 1.2. To be not older than 28 years, when appointed for the first time;
 - 1.3. Be enrolled in doctoral studies in, upon re-election;
 - 1.4. Have an average grade in basic and postgraduate studies of not less than eight (8), in each of these studies.
2. After the first appointment in the University Assistant title, the candidate can be re-elected a maximum of two (2) times, except if he has obtained the degree of Doctor of Science.

¹ Experience that the candidate has achieved in the teaching process in higher education.

3. With the exception of paragraph 2 of this article, current assistants who pass this time period will also have the opportunity for re-election.
4. The appointment for the title of **university assistant**, as well as the duration of employment, is for three (3) years.

Article 8

Title "Lecturer of foreign languages"

1. For the title "**Lecturer of foreign languages**", the candidate must meet the following criteria:
 - 1.1. Have successfully completed postgraduate studies in the chosen language;
 - 1.2. Have excellent language skills;
 - 1.3. Have the average grade of bachelor and master studies no less than eight (8), in each of these studies.
2. The appointment for the title Lecturer of foreign languages, as well as the duration of employment is for three (3) years.

Conditions and criteria for academic titles for the staff of the Faculty of Arts

Article 9

Title "Full Professor"

1. For the title of **Full Professor**, the candidate must meet the following criteria:
 - 1.1. Have a doctorate degree or equivalent in the Faculty of Arts (master's degree).
 - 1.2. To show a high level and academic competence and artistic experience for the subjects, which is evidenced by:
 - 1.2.1. For theoretical subjects, a selected number of monographs, textbooks, publications in international scientific/artistic journals with at least 5 main works published in international scientific/artistic journals indexed in WOS and SCOPUS platforms, as first author or correspondent of which at least two works are from the last call.
 - 1.2.2. For artistic subjects, the candidate must have accumulated at least 50 points from the artistic activity as in points a, b and c:
 - a) At least 5 artistic activities (according to Appendix IV for the type of artistic activity) of the international level (of which 50 points must be accumulated) of which at least two activities (20 points) must be from the last title, presented in institutions cultural/artistic proofs abroad, where the works are published in catalogs/agendas/programs/placards/etc. And at least four (4) years have passed since the title of the associate professor.
 - b) To have creations, presentations, interpretations or well-known public artistic works and to have contributed to the development of art and culture at the national level.

- c) To be an organizer (leader, selector, curator, jury member, and participant) of an artistic event aimed at the artistic promotion of artists from their own field.
- 1.2.3. Active participation in national and international conferences;
- 1.2.4. Long-term experience in basic research projects;
- 1.2.5. High educational and pedagogical skills through reasonable practice;
- 1.2.6. Academic leadership skills;
- 1.2.7. Management of master's topics. Candidates that apply for the appointment of **Full professor** of theoretical subjects must prove that they have successfully mentored or co-mentored master's subjects or are in the process of mentoring at least 1 candidate in master's studies. In the absence of evidence of mentoring students in the master's degree, the candidate must prove that he is at least in the process of co-mentoring a candidate (no more than 1 co-mentor is accepted for 1 master's) or has participated in at least one defense committee / evaluation of the master's thesis and to have published as the first author at least 1 article more than the minimum required for the appointment of full professor.

Candidates applying for the appointment of **Full Professor** of artistic subjects must prove that they have successfully mentored or co-mentored Master's subjects or are in the process of mentoring at least 1 candidate in Master's studies.

In the absence of evidence of mentoring students in the master's degree, the candidate must accumulate at least 10 points more than the minimum required from the artistic activity for the appointment of full professor.

- 2. Publications and artistic activity must be from the candidate's field of expertise, from the relevant field or the field that the candidate covers in the teaching process.
- 3. The appointment for the title of **Full Professor**, as well as the duration of employment, is for an indefinite period.

Article 10 **Title "Associate Professor"**

- 1. For the title of **Associate Professor**, the candidate must meet the following criteria:
 - 1.1. Have a doctorate or master's degree in the relevant field;
 - 1.2. For theoretical subjects, have a selected number of monographs, publications in international scientific/artistic journals with at least 3 main works published in international scientific/artistic journals indexed in WoS and SCOPUS platforms, as first author or correspondent, of

- which at least two (2) works are from the last call and at least four (4) years have passed since the call of the assistant professor;
- 1.3. For artistic subjects, the candidate must have accumulated at least 30 points from the artistic activity as in point 1.3.1;
 - 1.3.1. At least three (3) artistic activities (according to Appendix IV for the type of artistic activity) of the international level (of which 30 points must be accumulated) of which at least two artistic activities (20 points) must be from the last call, presented in proven cultural/artistic institutions abroad where the works have been published in catalogs/agendas/programs/posters/etc., and at least four (4) years have passed since the call of the assistant professor.
 - 1.4. Demonstrate teaching skills;
 - 1.5. To prove work, knowledge and mastery in the subject of the relevant field;
 - 1.6. Publications and artistic activity must be from the candidate's field of expertise, from the relevant field or the field that the candidate covers in the teaching process;
 - 1.7. The appointment for the title of **Associate Professor**, as well as the duration of employment, is for four (4) years.

Article 11 **Title "Assistant Professor"**

1. For the title of **Assistant Professor**, the candidate must meet the following criteria:
 - 1.1. Have a doctor's degree or equivalent in the Faculty of Arts (master's degree);
 - 1.2. For theoretical subjects, have a selected number of monographs, publications in international scientific/artistic journals with at least 1 main paper published in international scientific/artistic journals in journals indexed in WEB OF SCIENCE (SCIE, SSCI and AHCI) and SCOPUS, as first or corresponding author;
 - 1.3. For artistic subjects, the candidate must have accumulated at least 10 points from the artistic activity as in point 1.3.1;
 - 1.3.1. At least one (1) artistic activity (according to Appendix IV for the type of artistic activity) of international level (from which 10 points must be accumulated) presented in proven cultural/artistic institutions abroad where the works are published in the catalogs /agendas/programs/posters/etc.
 - 1.4. Demonstrate teaching skills;
 - 1.5. Have at least three (3) years of work experience in the teaching process in higher education;
 - 1.6. Publications and artistic activity must be from the candidate's field of expertise, from the relevant field or the field that the candidate covers in the teaching process.

- 1.7. The appointment for the title of **Assistant professor**, as well as the duration of employment, is for four (4) years.

Article 12
Title "University Assistant"

1. For the title of University Assistant, the candidate must meet the following criteria:
 - 1.1 To have successfully completed master's studies in the relevant field;
 - 1.2 To be no older than 28 years old², when appointed for the first time;
 - 1.3 Have an average grade in basic and postgraduate studies of not less than eight (8), in each of these studies;
2. The appointment for the title of university assistant, as well as the duration of employment, is for three (3) years.

Article 13
Title "Corpetitor"

1. For the title of **Corpetitor**, the candidate must possess the following qualifications:
 - 1.1 To have successfully completed postgraduate studies in piano conducting;
 - 1.2 Have an average grade of basic and postgraduate studies not less than eight (8) in each level of studies;
 - 1.3 The appointment for the title of Correspondent, as well as the duration of employment is for three (3) years.

Article 14
Criteria for appointment in academic title

1. The evaluation procedure for selection in academic calls is based on the criteria that through from the following activities:
 - (1) Educational activity (A) - Appendix I
 - (2) Research and scientific/professional activity (H) - Appendix II
 - (3) Service activity (administrative support and professional development) (SH) - Appendix III
 - (4) Artistic activity – Appendix IV
2. Annexes I, II, III and IV, the forms for evaluating candidates according to the system based on points, as well as the application form for candidates are an integral and binding part of the text of the Regulation.

² "Not older than 28 years" is considered the period until the day the candidate turns 29 years old.

Article 15
Duration of appointment and limitations on appointment

1. The time limits for which the election is made are defined in the Law on Higher Education and in the Statute of UHZ.
2. The first title to be obtained at UHZ for the teacher categories is Prof. Assistant, while during the advancement process it is not allowed to skip the calls provided by the UHZ Statute.
3. The age criterion defined as in Article 174 of the Statute applies to candidates who apply for the establishment of a regular employment relationship and will be taken into consideration until the day of the closing of the announcement.
4. If a candidate has been engaged in UHZ as an external collaborator or with a fee before the age defined according to Article 174 of the Statute, this does not mean that the criterion of age stipulated by the Statute at the time of establishing the relationship is not applied to him regular job.
5. A contract for a fixed 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 of time.
6. In UHZ, it is not allowed to recruit academic staffs that are considered a close family person³ within the same academic unit, if within that academic unit they have a leadership position (in the relationship of spouse, parent-child, brother-sister, sister-sister, brother-brother and vice versa).
7. 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 16
Competition procedures for appointment, reappointment and advancement of academic staff

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 re-appointment and advancement is the internal process in the sense of the Law on Labor in Kosovo.
2. The competition for appointment, reappointment and advancement is announced by the University - Rectorate, with the proposal of the academic units, depending on the needs of the academic units and the sufficient number of hours that must be available to select a teacher or assistant.
3. Faculties may request the announcement of positions related to regular staff who have less than 12 months left until retirement.

³ Article 3, point 1.6 of the law no. 06/L-011 for the prevention of conflict of interest in the exercise of public function.

4. Personnel in regular employment according to paragraph 3 of this article, do not have the right to apply to the competition since the same, by decision of the Rector, the contract is extended for the remaining period until retirement.
5. The personnel selected for the positions according to paragraph 3 of this article shall be issued a valid employment contract after the retirement of the relevant regular personnel in those positions.
6. Faculties, their proposals should be based on real needs, the sufficient fund of hours that a workplace should have, to be chosen in the title of the teacher, assistant, lecturer or tutor.
7. Proposals for new full-time positions may be considered if the Faculty provides evidence that there is a fund of hours for that position.
8. For the position of teacher, at least 50% of the scheduled hours for the full rate should be lectures from mandatory subjects, while the rest of the hours are lectures from elective subjects.
9. For the position of assistant, at least 50% of the hours required for the full rate should be exercises from mandatory subjects, while the rest of the hours should be exercises from elective subjects.
10. The rector, with a well-founded reasoning, may decide to propose to the Senate the announcement of the competition for vacant positions for academic staff, even if the position is not foreseen by the proposal of the academic unit.
11. The competition must contain the reference to the relevant articles for academic titles elections of the "Haxhi Zeka" University Statute in this Regulation as well.
12. The competition is announced on the UHZ website, print and electronic media. The duration of the competition is fifteen (15) calendar days.
13. 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 (MPMS)
14. Applicants must submit the necessary documents in hard copy and electronic form.
15. 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).
16. After the competition is closed, the protocol office formulate a written report that includes all information's on the candidates who have applied, the positions for which they have applied, and submits this report to the University Rectorate (Department for Teaching, Student Affairs and Scientific Research).

Article 17
Evaluation committees

1. The Faculty is obliged to appoint the evaluation committee for each position announced in the Competition.
2. No later than three (3) days after the closing of the competition, the dean of the faculty appoint a meeting of the faculty council in which the decision is made to establish the evaluation committees and the complaints commission for the competition consisting of 3 members.
3. The evaluation committees 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 competences of the evaluation process of evaluation committees. Any intervention during the evaluation will be considered as a legal, disciplinary and ethical violation and which must be reported to the UHZ bodies.
4. The evaluation committee is proposed by the professors at the department/branch or program level and approved by the council of faculty.
5. Evaluation committees must have at least two (2) members from the narrow field with the position for which the competition was announced. Decisions on the academic title of the members of the Evaluation Committees, which must also be in the Albanian language, are attached to the decision on the establishment of the committee.
6. The evaluation committee is obliged to respect the provisions of the Law on Higher Education, the Statute of "Haxhi Zeka" University, this Regulation and other legal and by-laws in force during its work.
7. The members of the evaluation committee must have a higher academic title 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 other departments of UHZ and departments of 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 paragraph 4, 5, 7 and 8, retired persons who have the necessary academic qualifications from the relevant field and who have not passed the age of 70 can be members of the evaluation committee, except for emeritus professors who have a contract for teaching and over this age.
10. Deans of academic units 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 committee is obliged to call the other members of the committee 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 twenty (20) days from the day of appointment.
13. The council of the relevant faculty has the right to change the composition of the evaluation committee, i.e. to form a new committee if it is found 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 fifteen (15) days to formulate 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. After drafting and signing the report by the three (3) members, the chairman of the evaluation committee is obliged to submit the report to the Council of the relevant faculty. In specific 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. The members of the evaluation committee 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 18

Procedure after submission of the report by the Evaluation Committee

1. The Faculty Council, after receiving the report from the evaluation committee, is obliged to examine the report at the next meeting (no later than 5 days) and to ascertain the compliance with the procedures and the fulfillment of the obligations related to the report of the evaluation committee.
2. The council of the relevant faculty, 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 draft the bulletins and publish them on the website within seven (7) working days after receiving the evaluation reports from the Faculties Councils of UHZ.

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 stay published on the UHZ website for a period of fifteen (15) calendar days from the first day of publication.
6. During the phase of publication of the evaluation committees' 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 competent bodies of the respective Faculty.
8. The council of the relevant faculty is obliged to evaluate the reports of the evaluation commissions and decide on the approval or not of those reports after the deadline of the Bulletin, at the latest of ten (10) days.
9. During the examination of the reports, the Council of the relevant faculty 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 council of the relevant faculty is obliged to submit the relevant decision and other details about the review of complaints within three (3) days to the Department for Teaching, Student Affairs and Scientific Research 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 is any omission in the material submitted by the respective Faculties, is obliged to inform the Vice-Rector for Learning, in which case the Vice-Rector for Learning requests the dean's office of the relevant Faculty to complete the subjects.

Article 19

Scrutiny of the proposals of the Faculty Council and the Studies Committee in the Senate

1. Within a period of twenty-five (25) days after the acceptance of the proposals of the Faculty Council, the Department for Teaching, Student Affairs and Scientific Research prepares for the Senate the reports with the relevant proposals: the proposal of the Evaluation Committee, the Faculty Council and the Studies Committee in Rectorate level.
2. The study committee at the level of the Rectorate serves as an advisory body for the Senate regarding the regularity of the procedure and proposals from the faculties for the candidates presented in the competition. No one has the right to interfere in the work of the Study Committee, any interference during the evaluation will be considered a legal, disciplinary and ethical violation and should be reported to the UHZ bodies.

3. The proposals of the councils of academic units for the appointment, re-appointment or advancement of members of the academic staff are first examined by the Study Committee, which recommends to the Senate the acceptance or rejection of the proposal.
4. 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.
5. If the Senate decides to reject the proposal of the Faculty Council, the relevant matter within two (2) days is returned to the Faculty Council for reconsideration.
6. The faculty council is obliged to re-examine the subjects for re-evaluation within seven (7) days after receiving 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.
7. If the Faculty Council, even after reconsideration, brings the same proposal, the Senate, within a period not longer than twenty (20) days from their acceptance, makes the final decision.
8. For special cases before reaching the proposal in the Senate, at the request of the Rector, the deadline of the entire procedure can be extended, and the maximum is 30 days.

Article 20

Decision, period of appeal and duration of the competition

1. The voting procedure in the Senate for the proposals of the Faculty Council regarding the appointment, reappointment and advancement of the members of the academic staff is done according to the Rules of Procedure of the Senate.
2. In the event that the academic staff member does not obtain the necessary votes for advancement, then the Senate votes for reappointment in the existing call.
3. Regarding the decision of the Senate, no later than fifteen (15) days after the acceptance of the decision, an appeal 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 in UHZ.
4. The competition for the appointment, reappointment or advancement of academic staff must be terminated 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 21

Transitional provisions

1. For the advancement of academic staff from January 04, 2023, only the works which until this date have been published in the journals indexed on the following platforms will be considered:
 - 1.1 WEB OF SCIENCE (<http://mjl.clarivate.com>)
 - 1.2 SCOPUS (<https://www.scopus.com>)

Article 22

Repeal of provisions

1. With the entry into force of this regulation, the Regulation on the assessment procedure for the selection and advancement of academic staff at the University "Haxhi Zeka" in Peja is repealed. 754/19, dated 01.04.2019.
2. Completion amendment of the regulation no. 754/19 dated 01.04.2019, for the evaluation procedure for the selection and advancement of academic staff at "Haxhi Zeka" University in Pejë, ref. no. 2225/22 dated 23.09.2022.

Article 23

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

FORMS FOR CANDIDATE ACTIVITIES

Appendix I

FORM FOR EDUCATIONAL ACTIVITY (TEACHING)

*Table I.1. Learning activities, focusing on relevant experiences
(1 year equivalent is evaluated with 0.50 points)*

HEI (name of Institution/faculty)	Time period of teaching	Points

Table I.2. Quality in teaching and learning

(The average for the last 3 years should be calculated)

Activity	Activity evaluation	Reference points for activity
Student evaluation of teaching		

Table I.3. Mentoring for subjects at the bachelor's, master's and doctoral level (mentoring, co-mentoring and members of the committee for defense in doctoral topics)

(Points for mentoring and co-mentoring: bachelor's = 0.20 points; master's = 0.50 points; PhD = 1 point, Points for committee members: doctorates (PhD) = 0.50)

Name of candidate	Name of institution	Level of study	Status(in process/finished)

Table I.4. Participation in professional activities

(training, seminars, mobility, workshops, study visits, etc.)

Activity (Short description)	Date /Period	Scoring for activity = 0,50 points

Appendix II

FORM FOR RESEARCH AND SCIENTIFIC ACTIVITY

A. First author, corresponding author, co-author and articles published in international journals in the spirit way of article 171, 172 and 173 of the UHZ Statute.

In the spirit of the UHZ Statute, the articles published in an international scientific journal can be used for the purposes of appointment, re-appointment and advancement by the first author of the work, the corresponding author and the co-authors.

Three proceedings published in Scopus or Web of Science are equivalent to one paper according to article 171, 172, 173 of the Statute of UHZ. This rule can only be used for cooperation.

A.1. For the corresponding author of the article published in the international scientific journal, the following definitions apply:

- a) Corresponding author is considered the author who is identified as such in the published work;
- b) If there are only two authors in the published work and the corresponding author is not specified, the second author is considered as the corresponding author;
- c) For joint publications/publications, or with multiple authors, the main author and correspondent receive 100% of the points allocated; in the case of more than two authors, the third, fourth or other authors have the right to receive 50% of the points that are divided into the categories defined in the following table (II.1, II.2, II.3, II .4 and II.5.).
- d) The necessary minimum of publications in international scientific journals, as first author or correspondent (as required in articles 4, 5, 6, 9, 10 and 11 of this Regulation) is calculated from the works of category A2 of this Appendix.

A.2. Based on the UHZ statute and other legal acts in force, such as works published in international scientific journals during the evaluation of candidates submitted to the competition, the works published in the field of the candidate's expertise, from the relevant field or the field that the candidate covers, are valid in the teaching process, in journals which are indexed in the relevant academic bases and categorized as follows:

A.2.1. Articles published in journals that are indexed on the following academic basis are equally-evaluated with 1:

1. Web of Science (<http://mjl.clarivate.com>)⁴
2. Scopus (<https://www.scopus.com>)

⁴ According to AI 07/2018 (principles of recognition of platforms and international peer-reviewed journals).

Table II.1. Publications in scientific journals that meet the conditions according to point A.2.1. of this Table (Publications in such journals are evaluated with 1 point)

No.	Authors (ranked as in the paper) & Title of the paper, Journal, Volume, No. of pages, Year	Identification link	Points

B. Publications in academic or scientific, international or local journals that are not included in Table II. 1. of this appendix (for the first author, corresponding author or co-author)

Table II.2. Publications in other scientific journals (excluding publications in dubious journals), (Publications in such journals are valued at 0.10 points)

No.	Authors (ranked as in the paper) & Title of the paper, Journal, Volume, No. of pages, Year	Identification link	Points

Table II. 3 Publications of monographs, books, book chapters, dispensations, translations (evaluated with 0.50 points, except for books that are evaluated with 1 point)

No.	Authors (ranked as in paper), Title of Paper, House Publisher, Country, Year	Type of paper & Identification link (if any)	Points

Table II.4. Publications from congresses, conferences, symposia, seminars, workshops (equivalent to 0.35 points if they are published on the platforms of paragraph A.2.1 of this appendix; 0.10 points for others).

No.	Authors (ranked as in the paper) & Title of the paper, Journal, Volume, No. of pages, Year	Identification link	Points

Table II.5. Oral scientific lectures-presentations at conferences, symposia, scientific workshops and at other universities (equal to 0.20 points if they are conferences that publish on the platforms of paragraph A.2.1 of this appendix; 0.05 points for others).

No.	Authors (ranked as per lecture/presentation) & Title of lecture/presentation, country, year	Type of lecture: conference, symposium, workshop, university, etc.	Points

**Table II.6. Editor/Reviewer in academic or scientific journals
(equal to 0.10 points if the journals/conferences are on the platforms of paragraph A.2.1 of
this appendix; 0.05 points for others)**

No.	Contribution (Editor/Reviewer/Scientific Board Member)	Original author of the paper (if applicable)	Title of peer- reviewed paper	Journal/ Conference	Country, Year

Table II.7. Other scientific and professional contributions

C. Contribution to research and applied projects

**Table II.8. Proven participation in research and applicable projects (equivalent to 0.20 points
small research projects (€2000-10000); international projects 0.50 points)**

No.	Title of the program/scientific project	Institution, Country and Year	Position/Contribution to program or project

D. International or national patents and scientific discoveries

Table II.9. Official patents at international and national level (equal to 1 point)

No.	Authors (ranked as per official patent)	Title of patent	Institution, place, and year of officialship

Appendix III

FORM FOR SERVICE ACTIVITY

This form includes activity in the service of the academic unit, the University and the discipline or profession, and aims to evaluate the activity related to professional development and contribution to the institutional life and management of the institution or department through participation in academic and administrative committees, as well as the exercise of other institutional responsibilities within the "Haxhi Zeka" University in Peja.

A. Service related to the Faculty and the University (equal to 0.01 points)

Service or position in a committee/commission/team	Duration	Description of service activity and results	Points

B. Service related to the other discipline/profession (various evaluation and admission commissions within the Faculty) (equivalent to 0.01 points)

Service or position in a committee/commission/team	Duration	Description of service activity and results	Points

APPENDIX FOR THE EVALUATION FORM OF CANDIDATES ACCORDING TO THE POINTS-BASED SYSTEM

Indexing	Equivalence coefficient	First author	Correspondent author	Co-author
Publications in scientific journals that meet the conditions according to point A.2.1. of this Table	1 points	1 point	1 point	0,50 points
Publications in academic or scientific, international or local journals that are not included in Table II. 1. of this appendix (in the capacity of first author, corresponding author or co-author).	0.10 points	0.10 points	0.10 points	0.10 points
Publications of monographs, books, book chapters, dispensations, translations	1 point	1 point	1 point	0,50 points
Publications from congresses, conferences, symposia, seminars, workshops	0.35 points 0.10 points	0.35 points 0.10 points	0.35 points 0.10 points	0.35 points 0.10 points
Oral scientific lectures-presentations at	0.20 points			

conferences, symposiums, scientific workshops and at other universities.	0.05 points	0.20 points 0.05 points	0.20 points 0.05 points	0.20 points 0.05 points
Editor/Reviewer in academic or scientific journals	0.20 points 0.05 points	0.20 points 0.05 points	0.20 points 0.05 points	0.20 points 0.05 points
Contribution to research and applied projects (Proven participation in research and applied projects)	0.20 points 0.50 points	0.20 points 0.50 points	0.20 points 0.50 points	0.20 points 0.50 points
International or national patents and scientific discoveries Table II.9. Official patents at international and national level	1 point	1 point	1 point	1 point
Service related to the Faculty and the University	0.01 points	0.01 points	0.01 points	0.01 points
Service related to the other discipline/profession (various assessment and admission commissions within the Faculty)	0.01 points	0.01 points	0.01 points	0.01 points

Appendix IV

Form for artistic activities

Musical Arts

1. Artistic activity presented to the public through musical interpretation, composition (performed or in sheet music), participation in concerts or theaters, recordings (recordable) on radio, television and publishing houses, interpretations of authorial works in concerts or in the theater, publications musical authorship;
2. The artistic activity of teachers that arise as authorial works during artistic teaching, that have a public character, either as a soloist, a member of chamber formations or as part of a larger joint project (public music exams, joint performances in student ensembles) , direction and conducting and realization of student ensembles and the like);
3. The artistic activity performed in public, in the field of pedagogy and methodology of musical art, which with its value, meet the artistic criteria and prerequisites for the pedagogical-artistic activity.

COMPOSER\THEORETICAL-PEDAGOGICAL (for the first appointment in the call of the teacher, the candidates must have completed the relevant direction - the direction of composition or theoretical-pedagogical at both levels Ba, Mr./Ma from the relevant field, respectively the two levels Ba and Mr. /Ma, for the subjects: Composition, Orchestration, Arrangement, Harmony, Polyphony, Musical Form, Recognition of Instruments, Reading Scores, Solfeggio and related subjects).

TYPE OF ACTIVITY / ARTISTIC WORK	In country (points)	Out of country (points)
1. Vocal work - performed instrumental or score	7	10
2. Performed symphonic or concert work or score	6	9
3. Performed orchestral chamber work or score	5	8
4. Choral work with performed instrumental accompaniment or score	5	8
5. Chamber work (quartet, quintet, etc.) interpreted or score	3	6
6. Choral work "a capella" performed or score	3	6
7. Performed solo or duet work or score	1	3
8. Orchestration, transcription or performed harmonization or score	1	3
9. Leader, selector, jury member, board member, participant of artistic events and institutions	max 3	max.5
10. Various artistic formations in the artistic-musical scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, applied music, etc.)	max. 3	max. 5
11. Artistic activity evaluated with a price, reward, recognition, etc.	max. 3	max. 5

* The same artistic activity cannot be pointed more than 1 time in the country and 2 times abroad.

CONDUCTOR for the first appointment in the call of the teacher, candidates must have completed the relevant course - conducting course at both levels Ba, Mr./Ma

from the relevant field, namely the two levels Ba and Mr./Ma, for the subjects: Conducting, Cor , Orchestra, Reading Scores, Solfeggio, etc.).

TYPE OF ARTISTIC ACTIVITY	In country (points)	Out of country (points)
1. Conducting or recording the vocal-instrumental work	7	10
2. Conducting or recording the symphonic work	5	8
3. Conducting or recording the concert	5	8
4. Conducting or recording (recording) the chamber orchestral work	4	7
5. Conducting or recording solo arias or smaller instrumental pieces (points for 1 piece)	2	5
6. Conducting or recording choral work (with instrumental accompaniment) (points for 1 work)	2	4
7. Conducting or recording a choral work (a capella)	1	3
8. Leader, selector, jury member, board member, participant of artistic events and institutions	max. 3	max. 5
9. Various artistic formations in the artistic-musical field (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max. 3	max. 5
10. Artistic activity evaluated with a price, reward, recognition, etc.	max. 3	max. 5

* The same artistic activity cannot be pointed more than 1 time in the country and 2 times abroad.

PERFORMER-INSTRUMENTIST for the first appointment in the title of the teacher, candidates must have completed the relevant course - instrumental course (main subject) at both levels Ba, Mr. /Ma from the relevant field, respectively the two levels Ba and Mr. /Ma, for subjects: main instrument, method of the instrument, chamber music, a vista, reading of orchestral parts and similar (for piano conducting also: accompaniment, piano duo and similar).

TYPE OF ARTISTIC ACTIVITY (WORK)	In country (points)	Out of country (points)
1. Recital - public concert performance	7	10
2. Concert with orchestra - public concert performance	7	10
3. Chamber music (duo, trio, quartet, quintet) public concert performance (one piece)	max. 2	max. 4
4. Interpretation of a solo or duo piece (one piece)	max. 3	max. 5
5. Accompanist in a public concert performance (one work)	0.5	1
6. Leader, selector, jury member, board member, participant of artistic events and institutions	max. 3	max. 5
7. Various artistic formations in the artistic-musical field (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max. 3	max. 5
8. Artistic activity evaluated with a price, reward, recognition, etc.	max. 3	max.5

* The same artistic activity cannot be pointed more than 1 time in the country and 2 times abroad.

PERFORMER - SOLO SINGING (for the first appointment in the title of the teacher, candidates must have completed the relevant direction - the direction of solo singing at both levels Ba, Mr./Ma from the relevant field, respectively the two levels Ba and Mr./Ma, for subjects: solo singing, vocal technique, chamber music, and similar).

TYPE OF ARTISTIC ACTIVITY (WORK)	In country (points)	Out of country (points)
1. Recital - public performance or concert Opera - leading role - public performance in theater or concert	7	10
2. Soloist in vocal-instrumental work Opera - supporting role -- public performance in theater or concert	6	9
3. Chamber performance (trio, quartet, etc.) - public concert performance (one piece)	1	2
4. Performance as a soloist or duo (duet) in a public concert performance (one work)	5	1
5. Leader, selector, jury member, board member, participant of artistic events and institutions	max. 3	max. 5
6. Various artistic formations in the artistic-musical field (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max. 3	max. 5
7. Artistic activity evaluated with a price, reward, recognition, etc.	max. 3	max. 5

* The same artistic activity cannot be pointed more than 1 time in the country and 2 times abroad.

Visual Arts

1. The artistic activity of artists realized in public activity through graphics, painting, sculpture, animation and new media, figurative technology, restoration and conservation, video art, photography, animated film, authorial multimedia projects, performance, conceptual work, installations, shaping various works of art in the artistic and figurative scope, personal and group exhibitions, works of art as part of the permanent collections of museums and world galleries, works of art realized in public spaces, public competitions.
2. The artistic realizations of the teachers which occur as their authorial works in artistic teaching, and which have a public character as the bearer of the project, (in the realization of individual or group student projects).

Applied Arts

1. Artistic activities realized in public activities in the field of design, visual communications, typography, photography, illustration, digital multimedia media, product design, interactive design, industrial design, personal and group exhibitions, artistic works as part of permanent collections of museums and galleries worldwide, artistic works realized for public spaces.
2. The artistic realizations of the teachers which occur as their authorial works in artistic teaching, and which have a public character as the bearer of the project (in the realization of individual or group student projects).

Visual and Applied Arts: (for the first appointment in the title of the teacher, candidates must have completed the relevant course - the relevant course at both levels Ba, Mr./Ma and a doctorate from the relevant field, respectively the two levels Ba and Mr./Ma).

TYPE OF ARTISTIC ACTIVITY	In country (points)	Out of country (points)
1. Personal exhibition in an institutional gallery	1-5	6-10
2. Collective exhibition in institutional gallery	max.3	max.5
3. Works of art as part of permanent collections of Museums and Galleries	max.3	max.5
4. Design (logo, illustration, animation, product design, interactive design, advertising design, industrial design, etc.)	1-5	6-10
4. Leader, curator, selector, jury member, board member, participant of artistic events and institutions	max.3	max.5
5. Various artistic formations in the artistic-figurative scope (artistic symposia, workshops, presentations, lectures in relevant institutions, etc.)	max.3	max.5
6. Artistic activity evaluated with a price, reward, recognition, etc.	max.3	max.5

* The same artistic activity cannot be scored more than 1 time in the country and 1 time abroad.

Dramatic Arts

a) Theater Art

1. Artistic activity realized with public artistic activity in Acting, Stage Movement, and Stage Games, theater direction, direction of musical and stage forms, radio direction, puppet theater, dramatic texts, staged dramaturgy, lighting design, audio, scenography, costume design, production.
2. The artistic activity of the teacher, which arises as his authorial work during artistic teaching, which has a public character (public exams of acting, directing, movements and stage games and diction).
3. Artistic activity realized with public artistic activity, in the appointment procedure, in the field of pedagogy and theater art methodology, which meet the artistic criteria and prerequisites for artistic pedagogy activity.

b) Movie Arts (film, electronic and media-television tape)

1. Artistic activity realized with public artistic activity in directing, filming (with filmstrip, electronic), film photography, montages, dramaturgy and script, acting, animation film direction, lighting design, audio, scenography, costume design, production and authorship of multimedia and video art projects.
2. The artistic activity of the teacher, which arises as his authorial work during artistic teaching that has a public character (main author, or bearer of authorship in the realization of individual or group projects of students).

Acting - (for the first appointment in the title of the teacher, candidates must have completed the relevant course - acting course at both levels Ba, Mr. /Ma and a doctorate from the relevant field, namely the two levels Ba and Mr. /Ma, for the subjects: Acting, Acting in Theater, Acting in Film, Acting in front of the camera, Diction, Stage movement, Stage games, mask acting, production, and other similar).

For the theoretical and secondary subjects in dramatic arts, candidates who have different related courses (Ba. Ma. /Mr. and doctorates, respectively, Ba. and Mr./Ma) can be taken as a basis.

TYPE OF ARTISTIC ACTIVITY	In country (points)	Out of country (points)
1. Main Role (National Theater)	7	10
2. Main role (Professional Theater) (city theater, independent theater)	5.5	10
3. Secondary role (National Theater)	5	7
4. Secondary role (Professional Theater) (city theater, independent theater)	3	5
5. Main Role (Feature Film)	10	10
6. Secondary role (Feature film)	6	8
7. Episodic role (Feature film)	3	6
8. Main Role Short feature film	4	6
9. Secondary role Short feature film	2	4
10. Episodic role Short feature film	1	3
11. Main role TV series (season)	1-3	3-5
12. Secondary role TV series (season)	1.5	3
13. Roles Presented abroad with feature film		2-5
14. Roles Presented Abroad with Theatre		3-5
15. Various artistic formations in the artistic-theatrical-filmic scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max.3	max.5
14. Leader, selector, jury member, board member, participant of artistic events and institutions	max.3	max.5
15. Artistic activity evaluated with a price, reward, recognition,	max.3	max.5

etc.		
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* The same artistic activity cannot be pointed more than 1 time in the country and 1 time abroad.

Theater directing (for the first appointment in the title of the teacher, candidates must have completed the relevant course - theater directing at both levels Ba, Mr./Ma and a doctorate in the relevant field, namely the two levels Ba and Mr./Ma, for the subjects : Directing Theater, and other related ones).

For the theoretical and secondary subjects in dramatic arts, candidates who have different related degrees (Ba. Ma. /Mr. and doctorates, respectively, Ba. and Mr./Ma, according to article 3 of this regulation) can be taken as a basis. .

TYPE OF ARTISTIC ACTIVITY	In country (points)	Out of country (points)
Directing at the National Theatre	7	10
Directing in professional theater, city theater, independent theater	5	10
Original direction and authorship	5	7
Shows presented abroad with the National Theatre	-	5
Shows presented abroad with city theater, independent theater	-	3
Various artistic formations in the artistic-theatrical-filmic scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max. 3	max. 5
Leader, selector, jury member, board member, participant of artistic events and institutions	max. 3	max. 5
Artistic activity evaluated with a price, reward, recognition, etc.	max. 3	max. 5

* The same artistic activity cannot be pointed more than 1 time in the country and 1 time abroad.

Film and Television Directing (for the first appointment in the title of the teacher, candidates must have completed the relevant course - film and television directing at both levels Ba, Mr. /Ma and a doctorate from the relevant field, namely the two levels Ba and Mr. /Ma, for the subjects: film direction, television direction, documentary film direction, production and other related ones).

For the theoretical and secondary subjects in dramatic arts, candidates who have different related courses (Ba. Ma./Mr. and doctorates, respectively Ba. and Mr./Ma, according to article 3 of this regulation) can be considered as a basis.

TYPE OF ARTISTIC ACTIVITY	In country (points)	Out of country (points)
Feature Film Directing	15	15

Directing in medium feature film	6	8
Directing in Short Feature Film	4	6
Directing in TV Movie	7	9
Directing in TV series (season)	5	7
Assistant director in feature film (all categories)	2	5
Directing in Documentary Film	7	9
The film presented abroad		3-5
Various artistic formations in the artistic-theatrical-filmic scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max. 3	max. 5
Leader, selector, jury member, board member, participant of artistic events and institutions	max. 3	max. 5
Artistic activity evaluated with a prize, reward, recognition, etc.	max. 3	max. 5

* The same artistic activity cannot be pointed more than 1 time in the country and 1 time abroad.

Subjects: production is evaluated with 80%, namely editing and camera with 60% of the points of film and television direction, depending on the type of activity mentioned above.

Dramaturgy (for the first appointment in the title of the teacher, candidates must have completed the relevant course - the dramaturgy course at both levels Ba, Mr./Ma and a doctorate from the relevant field, respectively the two levels Ba and Mr./Ma, for the subjects: dramaturgy, film/tv script, radio drama, choreography, libretto, production and other similar).

For the theoretical and secondary subjects in dramatic arts, candidates who have different related courses (Ba. Ma./Mr. and doctorates, respectively Ba. and Mr./Ma, according to article 3 of this regulation) can be considered as a basis. .

TYPE OF ARTISTIC ACTIVITY	In country (points)	Out of country (points)
Drama written and staged (National Theatre)	7	10
Written and staged drama (city theater, independent theater)	5	8
Screenwriter (Feature Film)	8	10
Screenwriter (Artistic Short Film)	4	6
Screenwriter (TV Movie)	5	7
Screenwriter (Documentary)	4	6
Published drama	4	6
Screenwriter TV series (season)	2-5	3-7
Radio drama	5	7
Drama	3	5
The notebook	5	7
Chore drama	2	4
Shows presented abroad with the National Theatre		5
Shows presented abroad with city theater, independent theater		3
Film presented abroad (screenplay)		2-5

Various artistic formations in the artistic-theatrical-filmic scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max. 3	max. 5
Leader, selector, jury member, board member, participant of artistic events and institutions	max. 3	max. 5
Artistic activity evaluated with a price, reward, recognition, etc.	max. 3	max. 5

* The same artistic activity cannot be pointed more than 1 time in the country and 1 time abroad.

Scene design and costume design (for the first appointment in the title of the teacher, candidates must have completed the relevant course - stage design and costume design (or scenography) at both levels Ba, Mr./Ma and a doctorate from the relevant field, respectively the two levels Ba and Mr./Ma, according to article 3 of this regulation, for the subjects: stage design, costume design, and other related subjects.

For the theoretical and secondary subjects in dramatic arts, candidates who have different related courses (Ba. Ma./Mr. and doctorates, respectively Ba. and Mr./Ma, according to article 3 of this regulation) can be considered as a basis.

TYPE OF ARTISTIC ACTIVITY	In country (points)	Out of country (points)
Scenography designer or costume designer (National Theater)	7	10
Scenography designer or costume designer City Theater - professional, independent theater	5	8
Scenography designer or costume designer (Feature Film)	7	10
Scenography designer or costume designer (Artistic Short Film)	4	6
Scenography or costume design (TV movie)	7	9
Scenography designer or costume designer (Documentary film)	5	7
Scenography designer, costume designer (season) TV series	1-3	3-5
Shows presented abroad with the National Theatre	-	3
Shows presented abroad with the city theater	-	2
Artistic Film presented abroad	-	2
Various artistic formations in the artistic-theatrical-filmic scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max. 3	max. 5
Leader, selector, jury member, board member, participant of artistic events and institutions	max. 3	max. 5
Artistic activity evaluated with a price, reward, recognition, etc.	max. 3	max. 5

* The same artistic activity cannot be pointed more than 1 time in the country and 1 time abroad.