



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

	REPUBLIKA E KOSOVËS REPUBLIKA KOSOVA ANALISTRA E ARIKIMIT, SHKENCËS DHE TEKNOLOGJISË	UNIVERSITETI "HAXHI ZEKA" PEJE 
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**REGULATION ON EVALUATION PROCEDURES FOR ENGAGEMENT OF
EXTERNAL ASSOCIATES OF THE HAXHI ZEKA UNIVERSITY IN PEJA**

Peja, 2022

Pursuant to Law No. 04/L-037 on Higher Education in the Republic of Kosovo and Article 14, paragraph 3.4., of the Statute of the " Haxhi Zeka" University in Peja, the HZU Senate, in the meeting held on 19.05.2022, adopted:

REGULATION ON EVALUATION PROCEDURES FOR ENGAGEMENT OF EXTERNAL ASSOCIATES OF THE " HAXHI ZEKA " UNIVERSITY IN PEJA

Article 1

Purpose

The purpose of this regulation is to regulate and define the evaluation procedures for the engagement of external associates for the purposes of giving lectures, exercises, exams, colloquia, and to provide consultations and mentoring, as required.

Article 2

Evaluation procedures for the engagement of external associates

Procedures for engagement of external associates are based on the need to ensure the sustainable operation of the University in accordance with its obligations, in the following activities:

1. Teaching activity (lectures, exercises);
2. Consultative activity;
3. Giving exams in the subjects they are engaged;
4. Mentoring of degree thesis at the Bachelor and Master level only in cases when the internal staff is not able to meet the students' needs for mentoring.

Article 3

Engagement period

1. External associates are engaged for one or two semesters of the same academic year.
2. The contract for engagement is effective from October 1 to January 15 and from February 16 to June 30 of the respective academic year.
3. The engaged associate has the obligation under the contract to give exams for all terms within the relevant academic year.
4. The engaged associate is entitled to mentoring candidates at the Bachelor level provided that the defense of the theses of the winter semester subjects ends no later than April 15, and of the summer semester no later than November 30 of the next academic year.

Article 4

Competition for engagement of external associates

1. The engagement procedure is done in a transparent way through the announcement of the public competition.
2. Paragraph 1 of this Article excludes 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 the Haxhi Zeka University in Peja and if the faculty needs their engagement. The engagement of this category of associates is done until the age allowed by special acts. The faculty council issues the decision for the engagement of this category for the respective academic year.
 - Visiting professors from other countries employed in the University for a certain number of lectures up to one semester, on the proposal of the academic unit and decision of the Senate.
 - Staff engaged in the University institute on the proposal of the academic unit based on the report of the evaluation commission and the decision of the Senate.
3. The competition will be announced only if there are not enough academic staff within the university within the relevant field.
4. The competition for engagement is announced by the Senate based on the recommendations of the Studies Commission at the level of the Senate, on the proposal of the respective faculty council for announcing the competition for engagement for external associates for lectures or exercises.
5. The Rector may, in special cases and with a reasonable justification, propose to the Senate the announcement of the competition for the engagement of staff in the designated faculty.
6. The competition must refer to the terms of this regulation.
7. The competition must be announced on the website of the Haxhi Zeka University in Peja. The duration of the competition is 15 (fifteen) calendar days from the day of the announcement.
8. Candidates who apply must submit all documents within the competition deadline in hard copy to the central protocol office at the Rectorate, while the scanned documents are sent by email to apluko.online@unhz.eu.
9. Diplomas for scientific degrees obtained abroad will only be considered if they are nostrified and submitted before the closing of the competition.

Article 5

Evaluation Commission

1. Within 7 days after the opening of the competition, the dean of the faculty convenes a meeting of the faculty council in which the decision is made to establish an evaluation commission.
2. The evaluation commission is proposed at the department/branch or program level and is approved by the faculty council.
3. The evaluation commission is a body with high professional, academic and ethical credibility, which consists of three (3) members with at least the academic title of Asst. Prof.
4. The evaluation commission consists of professors in regular employment, members of the department or branch or program.
5. The member of the evaluation commission with the highest academic title is automatically the chair of the commission. If at least two of the commission members have the same academic title, the chair will be the oldest member.
6. In the absence of a sufficient number of professors in regular employment in the department, retired persons who are engaged in the relevant department may also be members of the evaluation commission.
7. In the absence of a sufficient number of professors as in paragraphs 5 and 6 of this Article, professors from other departments may be appointed as part of the evaluation commission, but in this case the chair of the commission must be one of the professors of the department for which applications are being evaluated.
8. The Secretary of the Faculty in cooperation with the Dean of the Faculty must provide all the necessary documentation to the evaluation commission.
9. The chair of the evaluation commission is obliged to convene the meeting of the commission and to draft the evaluation report in coordination with the other members.
10. The commission, during the drafting of the evaluation report, has the obligation to implement the terms of the competition and this regulation.
11. For the external associates for exercises, the evaluation commission reserves the right to be provided with an opinion of the teacher responsible of the subject in which the associate for exercises will be engaged.
12. The evaluation commission is obliged to review the application of all candidates presented in the relevant subject.
13. The evaluation commission has the obligation to present in the evaluation report all relevant facts in a tabular way, for all candidates participating in the competition for the respective subject.
14. The evaluation commission bears legal, disciplinary and ethical responsibility for the veracity of the data recorded in the evaluation report.

Article 6

Engagement conditions

1. Persons engaged in the capacity of external associates do not receive academic titles. Their engagement is based on the specific procedures set out below in this regulation.
2. For the position of external associate for lectures, candidates must meet the following conditions:
 - 2.1. Hold the scientific degree of Doctor of Science from the respective field (equivalent for the Faculty of Arts). Candidates who hold, in addition to the title Doctor of Science, the academic title of lecturer or professor, obtained at one of the public universities, are preferred in selection.
 - 2.2. Have at least 1 publication in international scientific journals (in the Faculty of Arts at least 1 work of international standing in the relevant field) in accordance with the criteria of the Statute of the HZU and the rule in force for the appointment of academic staff.
3. For the position of external associate for exercises, the candidates must meet the following conditions:
 - 3.1. Has completed Master studies or equivalent in the relevant field.
 - 3.2. Has a grade point average of not less than 8 at both levels of study.
 - 3.3. Preferred for engagement are candidates holding the degree of Doctor of Science.
4. In case more than one candidate meet the criteria for the respective position according to paragraph 2 or 3 of this Article, the selection will be made according to this order of preference:
 - The candidate who has the best evaluation by the students and the supervisor for the previous period of engagement in the HZU
 - The candidate with longer experience in the relevant field,
 - Female candidate,
 - in other cases it remains at the discretion of the evaluation commission to prefer the particular candidate.
5. If none of the submitted candidates meet all the criteria according to paragraph 2 or 3 of this Article, or if no candidate competes, the vacancy competition is re-announced for the respective position.
6. If even after the re-announcement of the competition, none of the candidates meet all the criteria according to paragraph 2 of this Article, then the candidates will be engaged by applying the order of preference as follows:
 - 6.1. Candidate with the highest scientific degree
 - 6.2. In case of other equal conditions, most preferred is the candidate with longer experience in the respective position, then the female candidate, while in other cases it remains at the discretion of the evaluation commission to prefer the particular candidate.

7. If even after the re-announcement of the competition, none of the candidates meet all the criteria according to paragraph 3 of this Article, then the candidates will be engaged by applying the order of preference as follows:
 - 7.1. The candidate who meets the largest number of criteria set out in paragraph 3 of this Article;
 - 7.2. In case of other equal conditions, most preferred is the candidate with longer experience in the respective position, then the female candidate, while in other cases it remains at the discretion of the evaluation commission to prefer the particular candidate.
8. In absence of candidates holding the degree of Doctor of Science (Dr. Sc.) and in case it is impossible to find within the academic unit candidates holding Master of Science (Mr.Sc) or Master of Arts (MA) degrees who could be engaged to give lectures in a certain subject in accordance with the Statute of the HZU, candidates holding the degree of Mr.Sc. or MA can be engaged for the position of external associate for lectures at the Bachelor level, giving preference to candidates enrolled in doctoral studies. For that candidate, the faculty council issues a decision to entrust the course under the care of a professor in full-time employment in the relevant field.
9. Candidates with lower titles than Masters or equivalent, cannot be engaged as external associates at the Haxhi Zeka University in Peja.
10. The Haxhi Zeka University in Peja cannot engage candidates who have more than one engagement in regular or part-time employment in public or private institutions with a primary or secondary salary; except in special cases for specific subjects for which there is a lack of staff.
11. The Haxhi Zeka University in Peja is not allowed to recruit/engage candidates within any of the basic organizational structures (department/branch or program), if such candidates have close family members (spouse, parent, children, sibling) in regular employment or engaged by those structures.

Article 7

Terms in case of re-announcement and unforeseen situations

1. All deadlines in case of re-announcement will be halved from the announcement of the competition until the final decision.
2. In situations that cannot be foreseen by HZU bodies, such as the suspension of employment or termination of employment, most preferred are candidates who have competed in the announced or re-announced competition and who belong to the relevant field.
3. If there are no candidates according to paragraph 2 of this Article, the competition is announced with halved terms for the respective position.

Article 8

Evaluation terms and decision making for engagement

1. The evaluation commission, within 5 days after the closing of the competition, prepares the evaluation report which is reviewed by the faculty council within 10 days after the closing of the competition.
2. The decision of the faculty council, together with the report of the evaluation commission according to paragraph 13 of Article 5 of this regulation, is published on the faculty website on the day of the review in the faculty council, for a period of at least 5 days.
3. After the expiration of the publication deadline, the dean of the academic unit sends to the studies commission at the level of the Senate the decision of the faculty council, the report of the evaluation commission, as well as the report on the review of eventual complaints.

Article 9

Procedure for review of draft decisions for engagement by the Studies Commission at the Senate level

1. The Studies Commission at the Rectorate level serves as an advisory body to the Senate regarding the regularity of the procedure, deadlines from the announcement of the vacancy, establishment of evaluation commissions, newsletter, review of complaints until the final stage of engagement of external associates participating in the competition.
2. The proposals of the councils of the academic units for the engagement of external associates for lectures and exercises, are first considered by the Studies Commission, which recommends to the Senate to accept or reject the proposal.
3. The Teaching and Academic Affairs Office prepares statements for the Senate with relevant proposals of the Evaluation Commission, the Faculty Council, and the Studies Commission at the Senate level.
4. The decision of the Senate regarding the proposals mentioned in paragraph 3 of this Article, is taken no later than ten (10) days after the preparation of the statements by the Teaching and Academic Affairs Office.
5. The Dean of the academic unit issues an individual decision for each associate based on the decision of the HZU Senate.
6. The secretary of the academic unit drafts the employment contract for each engaged staff in accordance with the decision of the dean of the respective academic unit.

Article 10

Right to Appeal

1. Faculties are obliged to establish a commission to review complaints and grievances regarding the engagement of external associates.
2. The Appeals Commission, consisting of 3 members, is appointed by the faculty council and cannot be composed of faculty heads.
3. Dissatisfied candidates have the right to appeal to the appeals commission of the respective faculty, within 8 days from the date of the decision by the faculty council.
4. The Appeals Commission, no later than 3 days after the expiration of the grievance period, compiles the report and submits the relevant proposal to the faculty council on the same day. The faculty council, within 3 days from receiving the report, must review the proposal and decide on its approval or rejection.
5. Reviewing complaints and making the relevant decision in the faculty council is the final decision at the university level.

Article 11

Signing of contract for engagement

1. The University Senate, in its regular meeting, reviews the recommendations of the Studies Commission regarding the proposal/decisions of the academic units for the engagement of external associates for lectures and exercises according to the announced competition, and makes a decision to approve or reject them.
2. The Rector of the HZU, based on the decision of the senate, signs the contracts of the engaged associates.

Article 12

Rights and obligations

1. The candidate engaged in the capacity of external associate is not entitled to annual leave and work experience allowance.
2. Engagement under this regulation does not imply the establishment of a regular employment relationship nor automatic payment during the period of engagement.
3. In case of competition for the establishment of a regular employment relationship, the provisions of the Statute of the HZU apply to the respective position.
4. The University reserves the right to terminate the employment contract of the engaged staff who do not fulfill the obligations and responsibilities towards the University/faculty and students, such as: respecting the schedule of lectures or exercises, respecting the schedule of exams, colloquia, consultations, timely submission of reports and minutes, as well as other tasks required by the dean or HZU management.

5. Engaged candidates bear legal, disciplinary and ethical responsibilities for the manner in which they use the assets of the " Haxhi Zeka" University in Peja.

Article 13

Abolishing provision

With the entry into force of this regulation, Regulation No. 2327/17 on Evaluation Procedures for the Engagement of External Associates at the " Haxhi Zeka" University in Peja, of 02.10.2017, is repelled.

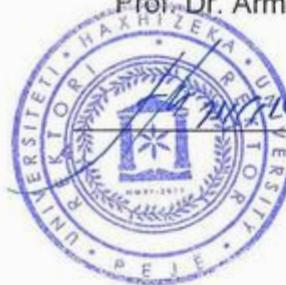
Article 14

Entry into force

This Regulation shall enter into force on the day of its adoption by the Senate of the "Haxhi Zeka " University in Peja.

Senate Chair

Prof. Dr. Armand Krasniqi



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