



UNIVERSITETI - UNIVERSITY - UNIVERZITETI
'HAXHI ZEKË'

Based on the competencies defined in Article 48, Article 167, Article 169, and Article 170, of the Statute of the "Haxhi Zeka" University in Peja, No. 04-V-622, 2013, the Statute of the Institute for Science and Arts, No. 249/23 dated 07.02.2023, in accordance with the provisions of the Law on Higher Education No. 04/L-037, Labor Law No. 03/L-212, Administrative Instruction (MPMS) No. 07/2017, dated 19.10.2017, regarding the regulation of competition procedures in the public sector, Administrative Instruction (MASHT) No. 01/2018 principles for the recognition of international platforms and journals with review, and the Administrative Instruction for supplementation and precision - (Annex - I - MASHT) 7/2018 and UA No.01/2018 principles for the recognition of international platforms and journals with review, the Senate of the "Haxhi Zeka" University in Peja, on the date 27.09.2023, adopts this:

REGULATION FOR APPOINTMENT – REAPPOINTMENT AND RECRUITMENT PROCEDURES OF STAFF IN THE INSTITUTE FOR SCIENCE AND ARTS

Article 1

Purpose

The purpose of this regulation is to define the evaluative and selective procedures related to appointment-reappointment and the recruitment procedures of regular staff at the Institute for Science and Arts (in the following text: "ISHA"), including the categories provided by current legal provisions.

Article 2

Scope

This Regulation applies to the staff of ISHA who are subject to evaluative and selective procedures for appointment and reappointment.

Article 3

ISHA Staff

The staff of ISHA consists of: Research Associate; Senior Research Associate; Scientific Advisor; Researcher; Independent Researcher.

Conditions and Criteria for Scientific Titles

Article 4

Title "Research Associate"

1. For the title of Research Associate, the candidate must meet the following criteria:
 - 1.1. Must hold a Doctor of Science degree;
 - 1.2. Must demonstrate ability for scientific research;
 - 1.3. Must have at least 1 scientific paper published in international scientific journals indexed in international review platforms (Web of Science and Scopus), as the first author or correspondent.
 - 1.4. Must have active participation in international scientific conferences;
 - 1.5. Must have at least three (3) years of work experience in scientific research and research projects.
2. Publications must be from the candidate's field of expertise, relevant field, or the field the candidate covers in the research process;
3. The appointment to the title of Research Associate, as well as the duration of employment, is for four (4) years.

Article 5

Title "Senior Research Associate"

1. For the title of Senior Research Associate, the candidate must meet the following criteria:
 - 1.1. Must hold a Doctor of Science degree in the respective field;
 - 1.2. Must demonstrate ability for scientific research;
 - 1.3. Must have at least 3 scientific papers published in international scientific journals indexed in international review platforms (Web of Science and Scopus), as the first author or correspondent.
 - 1.4. Must demonstrate work, knowledge, and expertise in drafting scientific-research projects.
2. Publications must be from the candidate's field of expertise, relevant field, or the field the candidate covers in the research process.

3. The appointment to the title of Senior Research Associate, as well as the duration of employment, is for four (4) years.

Article 6

Title "Scientific Advisor"

1. For the title of Scientific Advisor, the candidate must meet the following criteria:
 - 1.1. Must hold a Doctor of Science degree;
 - 1.2. Must have achieved a high level of scientific maturity as evidenced through published works of significant importance for the Institute;
 - 1.3. Must have at least 5 scientific papers published in international scientific journals indexed in international review platforms (Web of Science and Scopus), as the first author or correspondent;
 - 1.4. Long-term experience in fundamental and applied research projects;
 - 1.5. Must provide evidence of leading at least 1 scientific research project.
2. Publications and projects must be from the candidate's field of expertise, relevant field, or the field the candidate covers in the research process and research projects.
3. The appointment to the title of Scientific Advisor, as well as the duration of employment, is for an indefinite period.

Conditions and Criteria for Research Titles

Article 7

Title "Researcher"

1. For the title of Researcher, the candidate must meet the following criteria:
 - 1.1. Must have completed undergraduate studies;
 - 1.2. Must be enrolled in postgraduate studies;
 - 1.3. Must have professional and scientific works published on indexed platforms;
 - 1.4. Must have an average grade in bachelor studies of no less than eight (8);
2. The appointment to the title of Researcher, as well as the duration of employment, is for three (3) years.

Article 8

Title "Independent Researcher"

1. For the title "Independent Researcher", the candidate must meet the following criteria:
 - 1.1. Must have completed postgraduate studies;
 - 1.2. Must have professional-scientific works published on indexed platforms;

- 1.3. Must have an average grade in bachelor and postgraduate studies of no less than eight (8);
- 1.4. Must have basic knowledge in the field of scientific research and project drafting.
2. The appointment to the title of Researcher, as well as the duration of employment, is for three (3) years.

Article 9

Duration of Appointment and Limitations for Appointment

1. The time periods for which selections are made are determined in the Law on Scientific Research Activities and in this regulation.
2. A fixed-term contract that is clearly or implicitly renewed for a period of employment longer than ten (10) years is considered an indefinite term contract.
3. In ISHA, the recruitment of personnel considered as a close relative within ISHA (in the marital, parent-child, brother-sister, sister-sister, brother-brother relationship, and vice versa) is not permitted.
4. Foreign nationals and stateless persons in the Republic of Kosovo establish employment relationships according to the Labor Law, under the conditions and criteria determined by a special law for the employment of foreign nationals and according to international conventions.

Article 10

Recruitment and Advancement Procedures for Personnel in ISHA

1. The selection procedure for appointment-reappointment and advancement will be conducted transparently and with the announcement of a public call for the position. The competition for reappointment and advancement is an internal process within the meaning of the Labor Law in Kosovo.
2. The call for vacancy for appointment, reappointment, and advancement is announced by the Senate of UHZ, based on the proposal of the Governing Council, depending on the needs of ISHA.
3. ISHA may request the announcement of a call for positions related to the regular personnel who have less than 12 months remaining until retirement.
4. Regular employment personnel under paragraph 3 of this article, are not entitled to apply in the call as the same, by decision of the director, may have their contract extended for the remaining period until retirement.
5. The personnel selected for positions according to paragraph 3 of this article, are issued a valid employment contract after the retirement of the respective regular personnel in those positions.

6. Its Governing Council must base its proposals on real needs, a sufficient number of researches that a job position must have, to be selected in the scientific or research call.
7. Proposals for new full-time positions may be considered if the Governing Council provides evidence that there is a need for that position.
8. The director, with a reasoned justification, may propose to the Senate the announcement of a call for vacant positions for scientific or research personnel, even if the position is not foreseen in the proposal of the Governing Council.
9. The vacancy call must include a reference to the relevant articles for selection in the academic call of the ISHA Statute and this Regulation.
10. The vacancy call is announced and published on the website of UHZ, in written and electronic media. The duration of the call is fifteen (15) calendar days.
11. The public sector employer is obliged to send a copy of the public call announcement to the Employment Agency of the Republic of Kosovo (MPMS).
12. Applicants must submit the necessary documents in printed and electronic form.
13. The printed documentation must be submitted to the Rectorate, at the Protocol Office, where the applicant must be provided with an application number and confirmation of documentation submission according to the published conditions, while the electronic version is sent in advance to the official address of the University of Peja (apply.online@unhz.eu).
14. After the call closes, the protocol office compiles a written report including data on the candidates who have applied, the positions for which they have applied, and this report is submitted to the Rectorate of the University (Department of Teaching, Student Affairs, and Scientific Research).

Article 11

Recognition of titles in ISHA

The University Senate, based on the proposal of the academic units and the approval of the Governing Council of ISHA, may recognize the titles won in ISHA and engage or transfer personnel as academic staff, depending on the conditions they meet, in accordance with this regulation and the Law on Scientific Research Activities in the respective academic call.

Article 12

Evaluation Commissions

1. The scientific council is obliged to appoint an evaluation commission for each position announced in the call for vacancy.
2. No later than three (3) days after the call closes, the chairman of the scientific council convenes a meeting of the scientific council at which a decision is made to establish the evaluation commissions and the complaints commission for the competition, consisting of 3 members.
3. The evaluation commissions are organs of high professional, academic, and ethical trustworthiness, consisting of three (3) members. No one has the right to interfere in the managerial competencies of the evaluation commission process. Any interference during the evaluation will be considered a legal, disciplinary, and ethical violation and must be reported to the UHZ bodies.
4. The evaluation commission is proposed from among the professors of UHZ.
5. The evaluation commissions must have at least two (2) members from the narrow field for the position for which the competition is announced. The decision to establish the commission is accompanied by Decisions for academic/scientific calls of the members of the Evaluation Commissions, which must also be in the Albanian language.
6. The evaluation commission is obliged to respect the provisions of the Law on Scientific Research Activities, the Statute of the "Haxhi Zeka" University, the ISHA Statute, this Regulation, and other legal and sub-legal acts in force during its work.
7. Members of the evaluation commission must have a higher academic call equivalent to a scientific call or at least the same as the position for which the evaluation is to be written.
8. In the absence of a sufficient number of professors as in paragraphs 4, 5, and 7 of this article, professors from universities inside and outside the country may be appointed to the composition of the evaluation commission.
9. In the absence of members in regular employment as in paragraphs 4, 5, 7, and 8, retired persons who have the necessary academic calls from the respective field and who have not exceeded the age of 70 years, with the exception of emeritus professors who have a contract for teaching and over this age, may be members of the evaluation commission.
10. The director of ISHA must provide the evaluation commission with all the necessary documentation and also, at the request of the evaluation commission, must create infrastructural and logistical conditions for the easier work of the commission.
11. The chairman of the evaluation commission is obliged to call the other members of the commission and draft the evaluation report.
12. The evaluation commission is obliged to submit the evaluation report for the candidates who have applied for the specified position within ten (10) days from the day of appointment.

13. The scientific council has the right to change the composition of the respective evaluation commission or to form a new commission if it is found that the first commission did not respect the deadlines provided in this regulation. This change should occur immediately or one day after the deadline set as in point 12 of this article.
14. After changing the composition of the evaluation commission, the Faculty Council gives the commission an additional five (5) days to draft and submit the report for the candidates presented in the competition.
15. The evaluation commission is obliged to give priority to candidates who have higher criteria and qualities compared to other candidates and to justify the recommendation made.
16. The report of the evaluation commission must clearly propose the appointment, reappointment, and advancement of the candidates sought with the competition and distinguish it from the proposal for candidates who have not been appointed, reappointed, or advanced.
17. After drafting and signing the report by three (3) members, the chairman of the evaluation commission is obliged to submit the report to the Scientific Council. In special cases, electronic signature is accepted, however, the Office for Academic Affairs reserves the right to confirm the electronic signature with the respective member of the commission.
18. Members of the evaluation commission bear legal, disciplinary, and ethical responsibility for the accuracy of the data recorded in the evaluation report and for the recommendations they make, according to the code of ethics and other legal provisions in force.

Article 13

Procedure after the Submission of the Report by the Evaluation Commission

1. The scientific council, after receiving the report from the evaluation commission, is obliged to review the report in its next meeting (no later than 5 days) and to ascertain the respect of procedures and the fulfillment of obligations regarding the report of the evaluation commission.
2. The scientific council, after holding the meeting and ascertaining the status of the evaluation reports, within two (2) days sends the evaluation reports in 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 prepare bulletins within five (5) working days after receiving the evaluation reports from the faculty councils, and to publish them on the UHZ website.
4. The Department for Teaching, Student Affairs, and Scientific Research, or the authorized personnel, if they find that any of the reports submitted by the respective

faculty council are not in order with the documentation, should request the Vice-Rector for Teaching to oblige the respective faculty to complete the documentation before it appears in the Bulletin.

5. Bulletins must remain published on the UHZ website for ten (10) calendar days from the first day of publication.
6. During the publication phase of the evaluation commission reports in the Bulletins, dissatisfied candidates have the right to file a complaint to the respective faculty council.
7. Any candidate complaints must be submitted to the scientific council.
8. The scientific council is obliged, after the Bulletin period has passed, within a maximum of seven (7) days, to evaluate the reports of the evaluation commissions and to decide on the approval or non-approval of those reports.
9. During the examination of the reports, the scientific council is obliged to also review the complaints of candidates who have filed a complaint within the legal deadline (while the Bulletins are published) and to respond in writing to the complaints.
10. The scientific council is obliged, after examining and approving or not the reports of the evaluation commissions, to deliver the respective decision and other details about the examination of complaints within three (3) days to the Department for Teaching, Student Affairs, and Scientific Research of UHZ.
11. The Office for Academic Affairs or the authorized officer, if they find any omission in the material submitted by the scientific council, is obliged to inform the Director of ISHA.

Article 14

Review of Proposals from the Scientific Council for Appointment-Reappointment and Advancement of Personnel by the Senate

1. Within a period of fifteen (15) days after receiving the proposals from the scientific council, the Department for Teaching, Student Affairs, and Scientific Research prepares for the Senate summaries with the respective proposals: the proposal of the Evaluation Commission, Scientific Council.
2. Proposals of the scientific council for the appointment, reappointment, or advancement of ISHA personnel are examined by the senate of UHZ.
3. The Senate's decision regarding the proposals mentioned in point 1 of this article is made no later than twenty (20) days after the preparation of the summaries by the Department for Teaching, Student Affairs, and Scientific Research.
4. If the Senate decides to reject the proposal of the scientific council, the respective case is returned for review to the scientific council within two (2) days.

5. The scientific council is obliged to reexamine the cases for reevaluation within seven (7) days after receiving the Senate's decision and to deliver the respective decision within three (3) days to the Department for Teaching, Student Affairs, and Scientific Research of UHZ.
6. If the scientific council, even after reexamination, brings the same proposal, the Senate, within no more than twenty (20) days from their receipt, makes the final decision.
7. In special cases before the proposal reaches the Senate, at the request of the Director, the entire procedure period can be extended, and the maximum is 30 days.

Article 15

Decision, Appeal Period, and Duration of the Competition

1. The voting procedure in the Senate on the proposals of the scientific council regarding the appointment, reappointment, and advancement of ISHA personnel is conducted according to the Senate's Working Regulations.
2. If a member of the scientific/research personnel does not receive the necessary votes for advancement, then the Senate votes for reappointment in the existing call.
3. Against the decision of the Senate, no later than fifteen (15) days after receiving the decision, an appeal can be made to the Complaints and Appeals Commission within the Senate of UHZ, which serves as the first and final instance of appeal in UHZ.
4. The call for the appointment, reappointment, or advancement of academic personnel must be concluded with the respective decisions of the Senate of UHZ for all announced positions, within a period not longer than 175 days from the day of announcement.

Article 16

Entry into Force

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

Chairman of the Senate

Prof. Dr. Armand Krašniqi

