



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Based in the art. 42, 47, 48 and 167, of the Statute nr.04-V-622 of the university "Haxhi Zeka" in Peja, the Senate of UHZ, in the meeting held on 06.02.2023, approved the:

REGULATION FOR THE WORKLOAD FOR TEACHERS, ASSOCIATES AND ASSISTANTS IN THE ACADEMIC UNITS AND INSTITUTE OF SCIENCE AND ARTS OF "HAXHI ZEKA" UNIVERSITY

**Article 1
Purpose**

The purpose of the Regulation is the workload for teachers, collaborators, assistants and tutors in the academic units and the Institute for Science and Arts of the "Haxhi Zeka" University (hereinafter referred to as the Regulation) is the standardization of the workload of the academic staff and the staff of the Institute for Science and Arts at the "Haxhi Zeka" University (hereinafter UHZ).

**Article 2
Definitions**

- ✓ **Working hours** - in terms of the Labor Law, the working hours are 40 hours per week
- ✓ **Employment relationship** - means an agreement or legal contractual arrangement between UHZ as an employer, on the one hand, and the employee for the performance of work duties and responsibilities, on the other hand, against an agreed payment in the form of money.
- ✓ **Work contract** - is the individual act that is related between the UHZ and the employee, which regulates the rights, duties and responsibilities deriving from the work relationship in accordance with this Regulation and other acts of the UHZ.
- ✓ **Curriculum** - determines the teaching subjects, the total number of hours of lectures, exercises and professional practice, as well as the basic teaching aids or equipment necessary for the implementation of that plan. The curriculum defines: the content of the course, the way of teaching and giving exams and other forms of knowledge assessment (seminar papers, paper presentations, colloquia), as well as mandatory texts, manuals and other mandatory literature based on which the exam is given in that subject and the basic teaching tools, namely the

necessary equipment for the realization of that program, as well as the number of ECTS credits.

- ✓ **Teacher** - in the sense of this regulation, the person who has a work contract in the scientific-teaching field or a work contract in the teaching field with one of the academic units of UHZ is considered, with the aim of developing teaching at all levels of studies;
- ✓ **The teacher for collective theoretical subjects** - in terms of this regulation, is considered a person who has a work contract in the field of teaching collective subjects that in themselves include theoretical and analytical teaching of subjects with larger groups of students.
- ✓ **Teacher for practical group subjects** – in the sense of this regulation, the person who has a work contract in practical teaching with a group of students in choral, orchestral or chamber formations, mastering the skills of group artistic interpretation of the works of different composers, familiarity with the characteristics of musical styles through the development their historical background, familiarization with the structure and form of musical works, training for public performances in choirs, orchestras and ensembles.
- ✓ **Teacher for individual practical subjects** - in terms of this regulation, the person who has a work contract in the field of individual practical teaching in the field of mastering the techniques of the instrument or singing, mastering the skills of artistic interpretation of the works of different composers, familiarity with the characteristics of the styles is considered music through their historical development, familiarity with the structure and form of musical works, training for public performances, soloist in concerts.
- ✓ **Assistant** - in the sense of this regulation, the person who has a work contract in the scientific-teaching field or a work contract in the teaching field in one of the academic units of UHZ, in order to develop the provision of exercises according to the accredited programs in the unit, is considered academic;
- ✓ **Tutor** - in terms of this regulation, the person who has a work contract in the field of musical art within the Faculty of Arts is considered to accompany the artistic works with the piano during individual lessons, exercises, concerts of the performers.
- ✓ **Lecturer** - in terms of this regulation, the person who holds lectures (teaching) in foreign language subjects or even in the Albanian language is considered.
- ✓ **Laborant** - in the sense of this regulation, the person who deals with technical / auxiliary work within the activities that take place in the laboratories owned by the academic units of UHZ is considered;
- ✓ **Collaborator** - in the sense of this regulation is considered the person who has signed a work contract with one of the academic units of UHZ for cooperation in teaching at the level of fifth-level studies (5) provided by the Law on the National Qualifications Framework of Republic of Kosovo, Level Six (6) and Level Seven (7);

- ✓ **Workload composition** - means the division of the entire workload of the teacher or associate for teaching, scientific - research work, contribution to administrative work and other work in accordance with the labor contract with UHZ;
- ✓ **The planned composition of the workload** - is the composition of the workload of all teachers and associates at the level of the academic unit;
- ✓ **Indirect learning activity** - are the activities of the teacher, teaching assistant, assistant or tutor which are not included in direct activities and which are not fully standardized but which are possible to be evidenced in a special way. These are activities related to the progress of teaching and artistic activity, teaching, exercises and work with students (writing summaries and assignments, scripts, translations, reading and evaluating final academic papers) related to entrance exams, perfecting learning achievements, digital content processing, checking the program and daily practices, tutoring in exams, etc.
- ✓ **Direct learning activity** - are all direct undergraduate, graduate and postgraduate teaching activities such as: lectures, seminars, exercises, work in laboratories, individual work in the arts, etc.
- ✓ **Repetitive learning [5] (repetition)** - is the lesson which the teacher or colleague, with the aim of better learning, carries out in the same way as teaching (in lectures or exercises),
- ✓ **Ex ante activity learning [6]** - it is work in teaching which precedes teaching activities (eg examples for the organization of the teaching subject).
- ✓ **Learning with ex post activities [7]** - is the work in teaching which follows after the end of the teaching activities (eg exams, colloquiums, consultations, mentoring, etc.);
- ✓ **Direct scientific - research activities** - are the activities of the teacher and collaborator in the field of scientific research, which is carried out by direct work in competitive research-scientific activities in the field of international and national projects and similar activities in institutes or faculties;
- ✓ **Indirect scientific - research activities** - are the activities of the teacher or the scientific-research associate, which he carries out in indirect competitive engagements and activities in the field of international and national projects, including similar activities in institutes or faculties (e.g. work in the implementation of projects, in the editorial office of the journal and the editing of papers, the review of scientific papers and projects, professional papers as a result of research in harmony with the mission of UHZ, academic unit or institute);
- ✓ **Institutional contribution** - include the contribution of the teacher and associate for the overall advancement of the academic unit in the field of specialization or scientific research with work in forums, professional commissions at the institutional level, of the academic unit or representations in the Governing Council of UHZ, the Senate, the organization of conferences scientific and professional.

- **Administrative work** - together with teaching and scientific - teaching activities of the teacher and the collaborator which are not completed with norms but which can be evidenced in a special way.

GENERAL PROVISIONS

Standard division of working hours

Article 3

In principle, the composition of the workload during working hours for teachers/co-workers, assistants and tutors in academic units in accordance with the standard of division of this schedule, presents:

| No. | Content | Percentage load (%) |
|-----|--|--|
| 1 | For scientific - teaching work | 45% work in teaching |
| | | 45% scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 2 | For teaching work | 67.5% in teaching work |
| | | 22.5% in scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 3 | For teaching work in collective theoretical subjects | 65% in work and teaching |
| | | 20% in scientific work - research |

| | | |
|---|--|--|
| | | 15% contributions to the institution and administrative work |
| 4 | For teaching work in practical group subjects | 60% in work and teaching |
| | | 30% in research and interpretation work |
| | | 10% contributions to the institution and administrative work |
| 5 | For teaching work in individual practical subjects | 65% in work and teaching |
| | | 20% in scientific work - research |
| | | 15% contributions to the institution and administrative work |
| 6 | For associate work at the level of post-doctoral studies | 33.8% for teaching jobs |
| | | 56.2% for scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 7 | For the job of associate assistant | 22.5% for teaching jobs |
| | | 67.5% for scientific work - research |

| | | |
|----|---------------------|--|
| | | 10% contributions to the institution and administrative work |
| 8 | Teaching assistants | 22.5% for teaching jobs |
| | | 67.5% for scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 9 | Corepetitor | 70% in work and teaching |
| | | 25% public and interpretative presentations |
| | | 5% contributions to the institution and administrative work |
| 10 | Lecturer | 70% in work and teaching |
| | | 20% public and interpretative presentations |
| | | 10% contributions to the institution and administrative work |

Flexible full-time work schedule

Article 4

Avoiding the standard full-time working hours in relation to the standard fund of working hours for teaching and scientific-research activities represents the flexibility of dividing the workload for the working hours so that in the full-time working hours the teacher or associate can develop as follows for:

1. The workplace for a scientist - teacher:

- with a schedule of at least 27% and up to 63% for teaching, and in the same schedule of scientific activities for full-time work;

2. Teaching job:

- With a schedule of at least 55% and up to 90% in teaching and at most up to 35% in scientific - research activities with full working hours.

3. Teaching job in collective theoretical subjects:

- With a schedule of at least 30% to 80% in teaching and at most up to 50% in scientific - research work with a full-time working schedule.

4. Teaching job for practical group subjects:

- At least 40% to 80% full-time teaching work, and at most up to 20% full-time scientific - research and artistic work

5. Workplace for individual practical courses:

- At least 60% to 90% teaching work and at most up to 20% full-time research - scientific and artistic work

6. Doctoral associate position:

- Full-time with at least 33.8% to 40% in teaching and at least 65% to 67.5% in science – full-time research.

7. Associate assistant position:

- With a schedule of at least 22.5% and up to 25% in teaching and at least 65% and up to 67.5% for scientific work - research for full-time work.

8. Teaching assistant position:

- With a schedule of at least 30% and up to 50% in teaching and up to 70% for scientific-research work for full-time work.

9. Accompanying workplace:

- With a schedule of at least 60% to 90% teaching work and at most up to 20% research - scientific and artistic work with full-time work;

10. Lecturer position:

- With a schedule of at least 60% to 90% teaching work and at most up to 20% research-scientific work with full-time work;

Article 5

Conditions for deviating from the working time division standard

- 1) Increasing the working hours for science - research in relation to the standard load, in the spirit of the above provision, is possible in cases where the teacher and the associate work competitively in scientific - international and national research activities related to projects that require exceeding of working hours in contrast to the standard of division of working hours;

- 2) The increase of working hours for teaching in relation to the standard load, in the spirit of the above provision, can be adjusted according to the program and the needs of the academic unit.

Article 6
Actual allocation of full working hours

- 1) The planning of the composition of the full work schedule of all teachers and associates is determined and confirmed with the annual plan of the academic unit and with the approval of the Dean, before the beginning of the academic year, in the period of one academic year.
- 2) The Dean's decision according to the above-mentioned point, as a whole, is made on the basis of the needs of the academic unit, possibly in accordance with the preferences of the teachers/co-workers.

WORK IN TEACHING
Article 7

1. The teaching work of teachers and associates is divided based on direct and indirect teaching activities;
2. Direct jobs in teaching are:
 - a) All forms of direct activities leading pre-graduate, graduate and post-graduate work; lectures, seminars, exercises and laboratory work, field work, etc.
 - b) Preparations for teaching and, in this function, the organization of work with course collaborators:
 - c) Work which is considered an integral part of the teaching load (exams, colloquiums, seminar papers, etc.).
 - d) Mentoring jobs within the student's independent work (final theses, diploma topics, master's and doctorate mentoring), etc.;
3. Indirect jobs in teaching are:
 - a) Other jobs related to teaching activity are:
 - *Activity within various professional commissions (defense and assessment of works in all phases of studies)*
 - *Excellence in educational achievements;*
 - *review of the program and practical work;*
 - *Custody in exams, etc.*
 - b) Writing, editing and reviewing texts, scripts, task summaries, etc.,
4. In cases where the teacher/collaborator teaches at any other institution outside the UHZ, then this is not counted in the workload of the academic unit;
5. Exceptionally, if the teacher/collaborator teaches in any academic unit of any other university in Kosovo, then this commitment is counted only if this commitment has been regulated by a signed inter-university act related to joint projects and programs.

Article 8

1. The teaching load of the teacher who performs the rector's duties is 20% of the full teaching load;
2. The teaching load of the teacher who performs the duties of vice-rector is 20% of the full teaching load;
3. The teaching load of the teacher who performs the duties of vice-rector is 20% of the full teaching load;
4. The teaching load of the teacher who performs the dean's duty is 20% of the full teaching load;
5. The teaching load of the teacher who performs the duties of the vice-dean has 50% of the full teaching load;
6. The teaching load of the teacher who is employed with a special procedure and part-time, the time of the teaching load is determined by the employment contract;

Standard measurement of some forms of direct learning

Article 9

1. The equivalent standard hours required for one (1) contact hour within the regular working hours, including the direct teaching activities which are included in the entire part of the teaching working hours, constitute:
 - a) In lectures 4 - 6 working hours;
 - b) In seminars, 4 working hours;
 - c) In exercises 2.7 hours of work;
 - d) In lectures in postgraduate studies 8.1 working hours
2. The equivalent standard hours required for one (1) contact hour within the regular working hours for indirect activities are:
 - a) In lectures, 3.2 hours of work;
 - b) In seminars 2.4 hours of work;
 - c) In exercises 1.6 hours of work;
 - d) In lectures in postgraduate studies 4.9 working hours.

Article 10

- 1) Measurable learning activities are divided into:
 - Ex ante measurable learning activities (e.g. preparation for the lesson and organization of the lesson and program, etc.)
 - Indirect learning activities;
 - Ex post measurable learning work (e.g. exams, colloquiums, consultations, mentoring, etc.).
- 2) The equivalent standard hours needed for one (1) ex ante contact hour in the measurement of learning activities, contains:
 - a) In lectures, 1 hour of work;

- b) In seminars 0.7 working hours;
 - c) In exercises 0.3 working hours;
 - d) In lectures in postgraduate studies 1.4 hours of work;
- 3) The equivalent standard hours needed for one (1) contact hour in ex post measurement for learning activities, contains:
- a) In lectures 1.2 hours of work;
 - b) In seminars 0.7 hours of work;
 - c) In exercises 0.3 hours of work; AND
 - d) In lectures in postgraduate studies, 2.5 hours of work.

Article 11

1. Ex post measurable learning activities (e.g. exams, tests, colloquiums, consultations, mentoring, etc.) are evidenced through the formation of two types of measurable ex post activities, in order to monitor the necessary hours dedicated to ex post activities learning metrics, as follows:
 - Ex post measurable learning activities for validation of knowledge (eg tests, colloquiums, exams, etc.);
 - Ex post measurable learning activities related to mentoring (eg final papers, professional projects, research - scientific papers, diploma papers, consultations, etc.);

2. Evidence of ex post measurable learning activities is realized in the following ways:
 - a) The necessary equivalent hours determined ex post for the activities measured according to the total number of hours in the academic unit are divided into:
 - 50% for ex post learning activities related to knowledge verification (eg tests, colloquiums, exams, etc.);
 - 50% for ex post teaching activities related to mentoring (e.g. final papers, professional projects, research-scientific papers, diploma papers, etc.)

 - b) The number of working hours for ex post related to learning activities for the verification of knowledge in an academic unit is divided by the total number of students in subjects and faculties until the normative ex post load of measurable learning activities related to the verification of knowledge per student;

c) Ex post evidence of learning activities related to mentoring is realized in such a way that the total number of hours ex post for learning activities related to mentoring in different academic units fits the number of hours of all types of activities that are mentored in academic unit, first of all evaluating the relationships between the types of activities:

| No. | content | Hours |
|-----|---|-------|
| 1 | Professional practice | 0.5 |
| 2 | Official projects | 1 |
| 3 | Scientific research work I | 1 |
| 4 | Professional work | 1 |
| 5 | Final thesis (pre-graduate) | 2 |
| 6 | Final paper and exam (specialization) | 3 |
| 7 | Practical work | 3.5 |
| 8 | Scientific research work II (diploma thesis, diploma exam) | 5.5 |
| 9 | The final thesis of post-graduate studies and specialized studies | 22 |

| | | |
|----|-----------------|---|
| | | (usually divided into two academic years) |
| 10 | Doctoral thesis | 49.9 (usually divided into three academic years) |

3. After recording all types of ex post measurable activities, the ex post hourly number of measurable activities related to mentoring for a teacher and for colleagues is calculated as follows:

- For each teacher or associate according to the number of contacts per hour of lectures and exercises for ex post direct teaching activities;
- In order to obtain the total number of ex post hours of teachers and associates related to the validation of acquired knowledge per student, it is multiplied by the number of students with whom the teacher/associate carries out the teaching process, and multiplied by the part of the teacher's workload / collaborators with proof of knowledge of any subject;
- The number of indirect ex post hours for learning activities related to mentoring was calculated so that from the total number of hours for ex post indirect learning activities of the teacher/collaborator, the number of hours for ex post indirect learning activities related to the validation of knowledge is obtained;
- If this measurement between the hours needed for different types of ex post indirect learning activities is greater than 4:1 for a teacher / associate, then the hours are adjusted in such a way that the number of ex post hours for indirect learning activities related to mentoring is corrected to 20% of the number of working hours for ex post indirect learning activities (if the number of hours for ex post learning activities related to mentoring is less than 20% of the number of hours ex post activities indirect learning activities), respectively, is corrected to 80% of the number of working hours for ex post learning activities (if the number of hours for ex post indirect learning activities related to mentoring is greater than 80% of the number of working hours for ex post indirect learning activities).

- *Exceptions to the division of the above-mentioned point are the workplaces of collaborators and those workplaces that are not provided for mentoring activities, and the entire fund of ex post indirect learning activities per working hour is distributed in the knowledge verification section.*

ACTIVITY IN RESEARCH - SCIENTIFIC WORK

Article 12

1. The work in scientific research of the teaching staff / collaborators within the general fund of working hours is:
 - *Direct activity in scientific work*
 - *Indirect activity in scientific work*
2. Direct scientific activities are research-scientific work in the field of mastering the publication of works through national and international competitive projects related to the academic unit and the university in general;
3. Indirect scientific activities are:
 - *Works in the preparation and management of projects;*
 - *Works in the editorial office of research-scientific journals or works in certain parts (e.g. editorial, boards, etc.), reviews.*
4. The work of teachers/collaborators in competitive scientific projects in which the academic unit, the Institute and the university is neither the carrier nor partner is not considered work within their workload within the evidence where the activities must be evidenced.
5. Exceptionally, the work highlighted in the point above can be considered work within the workload of the teacher/collaborator in an academic unit, provided that there is agreement or authorization from the dean of that academic unit for engagement within competitive scientific projects in institutions others. This certain part of the working hours which the teacher/collaborator has carried out as above is part of the total workload of the work schedule, in the part of scientific activities and this is provided that the same does not accept remuneration for the work performed nw other institution outside the part of the regular salary, and in the capacity of the project leader of another institution and not record them as his activities within the fund for the working hours defined in the agreement or with the dean's authorization.

Direct scientific activities

Article 13

1. The basic form of organization of direct scientific activities are research-scientific projects;
2. The basic characteristics of the research-scientific project must have the main purpose of determining the final goal of the project, the budget, human and material resources, and the time plan (deadlines);
3. Each teacher and collaborator must be involved in at least one of the research-scientific projects;
4. The work in the research-scientific project must be determined by the dean of the academic unit with the justification for the need for engagement and in the interest of the academic unit of UHZ - and with the determination of the hours needed to complete the project;
5. The competitive research-scientific project, both at the national and international level, is considered the one that is won within the framework of calls, tenders, foundations or competitions. These projects may be related to the European Commission, state administration institutions or other local or foreign legal entities that have passed the appropriate review (of the same level of validity) whose purpose is to achieve new knowledge;
6. Work in research-scientific projects can also be justified by participation in certain research-scientific projects of the institution, academic unit (institute projects) if they exist;
7. The research-scientific projects of the academic unit (or of the Institute) can also be regulated by special regulations;
8. Exceptionally, work in research-scientific projects can also be justified with other research-scientific activities which have the basic characteristics of any research-scientific project (have the final goal, activities, budget, material and human resources and time schedule) within which the number of working hours for the realization of the goals of the project is determined, which must be determined by the dean or by authorized personnel;
9. The necessary equivalent standard hours for work in science, which are justified by the participation in the projects mentioned in point 5 and 7 of this provision, within the work schedule, including indirect activities that support the work in science, must be adapted to the percentages (%) in the provisions of articles 3, 5 and 6 of this regulation.

Article 14

1. The planning of working hours in all activities and types of research-scientific projects of teachers / collaborators, as a rule, is carried out at the beginning of the academic year, while the final calculation is carried out at the end of the academic year;
2. The planning of the number of working hours is proposed by the project leader and allowed and approved by a written decision by the dean;

Article 15

1. In case of participation in more projects, the cumulative planning must be in accordance with the provisions highlighted in articles 3, 5 and 6.

CONTRIBUTION TO THE INSTITUTION AND ADMINISTRATIVE WORK

Article 16

1. The contribution to the institution and administrative work of the teacher / associate includes:
 - Work in the senate;
 - Work in the Faculty Council;
 - Work in other bodies of the academic unit and the university;
 - Work in bodies / commissions of the academic unit and the university;
 - Work in bodies / permanent working groups of the academic unit or the university which are described in the UHZ Statute (Commissions for statutory issues, committees for issues of student submissions and complaints, committees for issues of publications, committees for issues ethics, Commissions for issues of lifelong studies and studies for adults, commissions for verifying the fact of light or serious violations of employees in the disciplinary procedure within the framework of the employment relationship, Commissions for awarding prizes and rewards, Commissions for determining the disciplinary responsibility of students, Commissions for registration and transfer of students from other institutions of higher education, the Council for quality assurance, Commissions for the evaluation of the internal quality system, the Publishing Council or other commissions provided by statute and internal regulation of UHZ-sw.
 - Work in bodies / groups and commissions that draft legal acts and rules of academic units and UHZ (the ECTS manual, the commission for ensuring academic integrity, the internal commission for reporting irregularities, the commission for protection against discrimination, etc.
 - Work entrusted to commissions within bodies / working groups of the University and academic unit, etc.;
 - Participation in the organization of research-scientific and professional conferences organized by the academic unit or university, as well as in the regulation and publication of journals whose publisher is the academic unit or university;
 - Participation in the professional affairs of the academic unit;

- Participation in various activities that represent an institutional contribution to the academic unit and the university determined by the dean's decision;
2. The workload plan for the institutional contribution and administrative commitments for each individual teacher/collaborator must be verifiable in written form by the dean's decision and on the proposal of the head of the chair - department.
 3. The plan for the above-mentioned point can be changed and supplemented during the academic year, taking into account the possibilities and needs of the academic unit and the university as a whole.

Article 17

1. For the purposes of validating the work performed outside the working hours of the teacher/collaborator, the calculation of such commitment is made at the end of the academic year. In order for this commitment to be considered as overtime work, the total overtime hours must be calculated and measured against the amount of regular working hours in teaching and science and the difference results as additional hours greater than the fund total hours in regular work.
2. The work of the teacher/collaborator in teaching and science must be documented in accordance with the Labor Law, the labor contract and the Law on higher education in the Republic of Kosovo.
3. Payment for overtime work in teaching or science is regulated by separate regulations

SPECIAL PROVISIONS **Charge at the Faculty of Business**

Article 18

| No. | content | Percentage load (%) |
|-----|--------------------------------|--------------------------------|
| 1 | For scientific - teaching work | 50% work in teaching |
| | | 45% scientific work - research |

| | | |
|---|---|--|
| | | 5% contributions to the institution and administrative work |
| 2 | For teaching work | 65% in work and teaching |
| | | 25% in scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 3 | <i>For associate work at the level of post-doctoral studies</i> | 35% for teaching jobs |
| | | 55% for scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 4 | For the work of associate assistants | 25% for teaching jobs |
| | | 65% for scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 5 | Teaching assistants | 30% for teaching work |
| | | 60% for scientific work - research |

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|--|--|--|
| | | 10% contributions to the institution and administrative work |
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The load table at the Faculty of Law

Article 19

| No. | content | Percentage load (%) |
|-----|--|--|
| 1 | For scientific - teaching work | 55% work in teaching |
| | | 35% scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 2 | For teaching work | 65% in work and teaching |
| | | 25% in scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 3 | For associate work at the level of post-doctoral studies | 30% for teaching work |
| | | 60% for scientific work - research |

| | | |
|---|--------------------------------------|--|
| | | 10% contributions to the institution and administrative work |
| 4 | For the work of associate assistants | 35% for teaching jobs |
| | | 55% for scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 5 | Teaching assistants | 30% for teaching work |
| | | 60% for scientific work - research |
| | | 10% contributions to the institution and administrative work |

The load table at the Faculty of Tourism, Hospitality and Environment Management

Article 20

| No. | content | Percentage load (%) |
|-----|--------------------------------|----------------------|
| 1 | For scientific - teaching work | 50% work in teaching |

| | | |
|---|---|---|
| | | 45% scientific work - research |
| | | 5% contributions to the institution and administrative work |
| 2 | For teaching work | 66.5% in teaching work |
| | | 23.5% in scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 3 | <i>For associate work at the level of post-doctoral studies</i> | <i>40% for teaching work</i> |
| | | <i>50% for scientific work - research</i> |
| | | <i>10% contributions to the institution and administrative work</i> |
| 4 | For the work of associate assistants | 35% for teaching jobs |
| | | 55% for scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 5 | Teaching assistants | 30% for teaching work |

| | | |
|--|--|--|
| | | 60% for scientific work - research |
| | | 10% contributions to the institution and administrative work |

The load table at the Faculty of Agri-business

Article 21

| No. | content | Percentage load (%) |
|-----|--------------------------------|---|
| 1 | For scientific - teaching work | 45% work in teaching |
| | | 50% scientific work - research |
| | | 5% contributions to the institution and administrative work |
| 2 | For teaching work | 55.0 % in teaching work |
| | | 40.0% in scientific work - research |
| | | 5% contributions to the institution and administrative work |
| 3 | | 35% for teaching work |

| | | |
|---|---|--|
| | <i>For associate work at the level of post-doctoral studies</i> | 55% for scientific work - research |
| | | 10% contributions to the institution and administrative work |
| 4 | For the work of associate assistants | 38% for teaching jobs |
| | | 57% for scientific work - research |
| | | 5% contributions to the institution and administrative work |
| 5 | Teaching assistants | 35% for teaching work |
| | | 60% for scientific work - research |
| | | 5% contributions to the institution and administrative work |

Load table in the Faculty of Arts

Article 22

| No. | content | Percentage load (%) |
|-----|---------|--------------------------|
| 1 | | 65% in work and teaching |

| | | |
|---|--|--|
| | For teaching work in collective theoretical subjects | 20% in scientific work - research |
| | | 15% contributions to the institution and administrative work |
| 2 | For teaching work in practical group subjects | 65% in work and teaching |
| | | 30% in research and interpretation work |
| | | 15% contributions to the institution and administrative work |
| 3 | For teaching work in individual practical subjects | 55% in work and teaching |
| | | 30% in research and interpretation work |
| | | 15% contributions to the institution and administrative work |
| 4 | Correspondent | 70% in work and teaching |
| | | 25% public and interpretative presentations |
| | | 5% contributions to the institution and administrative work |

Final provisions

Neni XX

- 1) The special provisions presented in the tables may be subject to revisions for each academic year and according to the needs and specifics of the academic units.
- 2) The changes that the academic unit needs to implement, presented in the tables, must be approved by the UHZ Senate no later than September 15 of the following year.
- 3) The table as in points 1 and 2 of this provision, after the approval of the Senate, is an amendment of this regulation.
- 4) This regulation entered into force on the day it is approved by the Senate of the "Haxhi Zeka" University.

Head of the Senate of UHZ

Prof. Dr. Armand Krasniqi



[1] Labor Law, no. 03/L 2012 article 20 point 2 – determination of working hours,

[2] Korepetitor (Albanian: accompanist) (Latin word. *repetere*: to repeat), in music, an assistant conductor of an opera or ballet ensemble, who rehearses their parts, or accompanies or assists the soloists and the choir on the piano.

[3] Mikel Ndreca, Dictionaries of foreign words and expressions, Rilindja Edition 1986 pg. 430

[4] Po aty fq. 425

[5] Dictionary of Foreign Words: 1988 Renaissance Edition, Term **repetitive** = repetitum, repeat, repeater, repetitorium, (Latin word *repeater*) means repetition, repeat, etc.,.

[6] Teachers' work classified as ex-ante is calculated for the next period. Its calculation is based on returns or expected results. Therefore, the phrase expected result can also be used. The expected return is usually expressed based on the internal rate of return that students have from these learning activities.

[7] Ex post work is calculated for the previous period. Its calculation is based on realized returns. Therefore, with the phrase it can also be marked as a realized result.