



**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

Senate

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Datë: 02.03.2018

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**REGULATION ON THE USE OF EQUIPMENT AND MONITORING OF THE WORKING HOURS OF  
ACADEMIC STAFF AND STUDENTS AT " HAXHI ZEKA " UNIVERSITY IN PEJA**

Peja, 2018

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Rector of the University

Vice Rector for International Cooperation and Quality Assurance

Vice Rector for Teaching, Student Affairs and Research

Vice-Rector for Budget and Finance

Academic Unit - Business - Dean of Faculty

Academic Unit - Law - Dean of the Faculty;

Academic Unit - MTHE - Dean of Faculty;

Academic Unit - Agribusiness - Dean of Faculty;

Academic Unit - Arts - Dean of the Faculty;

Full Professors;

Part time Professors;

Regular Assistant;

Part time Assistant

In support of the Statute of "Haxhi Zeka" University in Peja, Nr. 04 – V – 662, dated May 30, 2013, Article 42, paragraph 1.8, Senate of "Haxhi Zeka" University in Peja, on 01.03.2018 approves:

**Regulation on the use of equipment and monitoring of the working hours of academic staff and students at " Haxhi Zeka " University in Peja**

**Article 1**

**Purpose**

The purpose of this Regulation is to determine how electronic devices are used, including ID cards for entrance to exit at the "Haxhi Zeka" University - Peja during working hours, the progress of lectures / classes / exercises and evidence of their completion, of each category that is part of the "Haxhi Zeka" University in Peja ("UHZ"), including functions and responsibilities foreseen under the employment contract.

**Article 2**

**Scope**

The provisions of this regulation apply by all Academic Units and provided categories, according to the users of this system (introduction to this regulation - p. 1)

**Article 3**

**Using the system for digital timetable management**

The use of SDTM enables the creation of an environment where discipline and schedule are respected by the entire management structure of the University, teachers, staff, and students. This system will enable automatic estimation of the quantity of held hours, and create a barrier to prevent one party or another from disrespecting the schedule, will improve the quality and integrity of the teaching / learning schedule.

**Article 4**

**Advantages of Use for system for digital timetable management**

Using this system eliminates or reduces technical errors caused by incorrect calculations and eliminates unrealistic schedule results

**Article 5**

**Monitoring of the system for digital timetable management**

System maintenance is done by the IT Office, while staff monitoring is done by the academic unit holders, and the Management, upon formal request to the IT office.

## **Article 6**

### **Rules of Digital Schedule System**

5.1 Each user must have a card, from the Rector of the University, management structure, academic staff and students;

Creating a temporary card is not allowed;

- a. It cannot be recalculated;
- b. Each card should only be used by the person to whom the card was issued;;
- c. The card is, and remains the property of "Haxhi Zeka" University - Peja
- d. If the Professor is absent, and the Assistant replaces the Professor in the next lecture, then with the request of the Professor and the permission of the Dean of the academic unit is allowed, but, the hour is calculated to the Assistant, instead of to the Professor, and there will be no penalty on the schedule.

## **Article 7**

### **Start of schedule**

Each category that is part of this regulation is obliged to respect the schedule according to the contractual terms, when not calculated early or late, the time interval is + - 10 min;

For example, 09:00 is the start of working hours, 8:50 to 09:10 is the time allowed for starting the schedule

- e. If you have started lectures and have not placed the card on time, then lecture time is calculated from the moment the card is inserted;
- f. The pause will be calculated automatically as part of the lecture;
- g. g. You cannot compensate for the time you are late, the penalty is 2x the time elapsed since the start of the schedule (20 minutes late, 40 minutes deducted from pay).

## **Article 8**

### **End of schedule**

The completion of the timetable for each category that is part of this regulation is mandatory under contractual terms, when not calculated early or late, the time interval is + - 10 min

For example, 12:00 is the end of schedule, 11:50 to 13:10 is the time allowed for the end of the schedule

- h. If you do not insert the card at the end of the schedule, it will be considered that the schedule is completed before time;
- i. If the card is used before the end of the schedule, then the penalty is 2x the remaining time (10 early, 20 minutes deducted from salary).

## **Article 9**

### **Calculation of Working Hours**

- 8.1 Working hours are calculated automatically, and can not be changed or modified regardless of requirement (unless the device has technical problems)
- j. It is not permitted in any way to interfere with the system, or to modify the start or end times, unless there are technical problems with the equipment;
  - k. The responsibility of the exact schedule depends on the card user;
  - l. In the case of a complaint by students or staff that a user does not use the card correctly or the schedule ends correctly, then responsibility for this system, owns the right to refer to the camera surveillance system, and according to them to inform the leaders of the academic units - Dean, to take punitive measures in accordance with the Code of Ethics and the Regulation on Disciplinary Procedures.

## **Article 10**

### **Technical Problems with the equipment**

- 9.1 In case of technical problems with the equipment:
- m. Contact the responsible person and make adjustments to improve your schedule;
  - n. Manually set the start or end of the schedule, only by the person in charge
  - o. To correct start and end times in real time

## **Article 11**

### **Informing about schedule irregularities**

- 11.1 Each user will be informed about any irregularities with the schedule, regarding the relevant person;
- 11.2 Each user will be sent a digital summary of the total hours at the end of the month
- 11.3 Information and requests must be made electronically.

## **Article 12**

### **Sanctions**

Any category that is part of this regulation, in case of non-compliance with the provisions of this Regulation, shall be sanctioned by the partial removal of pay , according to the Regulation on Personal Income, in case of loss of identification card for this purpose expenses are also carried forward to salaries , in accordance with the held hours, and in the event of a repetition of actions, will take disciplinary action, in accordance with the statute of "Haxhi Zeka" University, and the contractual relations.

**Article 13**  
**Implementation**

Implementation of the regulation will begin immediately after approval in the Senate of "Haxhi Zeka" University - Peja, first for Academic staff, to keep up with students, by volume of Academic Units.

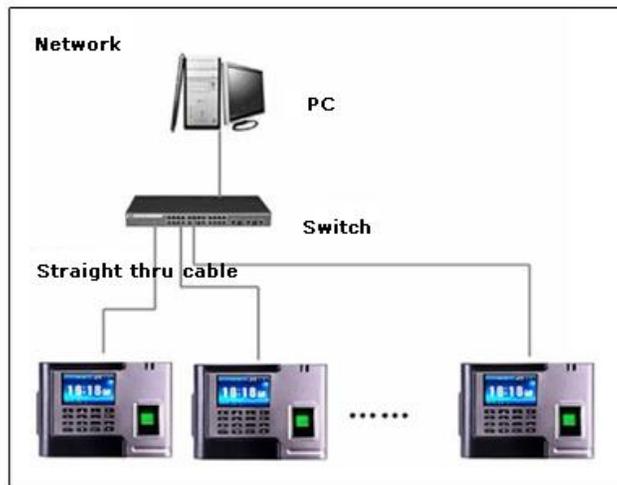
**Article 14**  
**Transitional Provisions**

All lists of evidences of professors for teaching / learning progress, and of students, shall be deleted from the moment of commencement of implementation of this regulation.

**Article 15**  
**Entry into force**

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

**Operation of the Digital Schedule System**



**Rector**  
**Prof. Dr. Fadil Millaku**

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Explanation: This regulation is translated in English but signed and protocoled in Albanian.