



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

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**Senate**

**Ref. No.**

**Pejë, April 1, 2019**

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**REGULATION ON SELECTION PROCEDURES RELATING TO THE  
APPOINTMENT, REMOVAL AND ADVANCEMENT OF REGULAR  
ACADEMIC STAFF AT THE "HAXHI ZEKA" UNIVERSITY IN PEJA**

Based on the competences defined in Article 48, paragraphs 1.8 and 1.9, 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 (MEST) No.07/2017, dated 19.10.2017, on the Regulation of the Competition Procedures in the Public Sector, Administrative Instruction (MEST) No. 01/2018 principles of recognition of international platforms and journals with review, and Administrative Instruction on supplementation and precision - (Annex - I - MEST) 7/2018 of AI No. 01/2018 principles of recognition of international platforms and journals with review, The Senate of "Haxhi Zeka" University in Peja, on April 1, 2019, approves this:

**REGULATION ON SELECTION PROCEDURES RELATING TO THE APPOINTMENT, REMOVAL AND  
ADVANCEMENT OF REGULAR ACADEMIC STAFF AT THE "HAXHI ZEKA" UNIVERSITY IN PEJA**

**Article 1**

**The Purpose**

1. The purpose of this Regulation is to regulate and determine the evaluation procedures and the process for the appointment, reappointment and promotion of full-time academic staff of "Haxhi Zeka" University in Peja (hereinafter: "HZU"), including full professors, associate professors, assistant professors, assistants, lecturers, co-tutors and other categories provided by applicable legal provisions.
2. Issues that are not expressly regulated in the HZU Statute regarding the procedure for the appointment, reappointment and advancement of academic staff shall be governed by the following provisions of this Regulation.

**Article 2**

**Scope**

1. This Regulation on Selection Procedures for the Appointment, Reappointment and advancement of full-time academic staff at HZU, applies only to full-time academic staff.
2. Whereas for the engaged academic staff, should be based on "Regulation of evaluation procedures for the engagement of external collaborators at "Haxhi Zeka" University in Peja.

**Article 3**

**Academic Staff**

Pursuant to Article 167, paragraph 2, of the Statute, the academic staff of the University shall consist of: Full Professors; Associate Professors; Assistant Professors; University assistants; Lecturers and Corepetitors (Faculty of Arts).

**Article 4**

**Criteria for appointment to academic call**

1. The evaluation procedure for election to academic call shall be based on the criteria arising from the following activities:
  - (1) Educational Activity (A) - Appendix I
  - (2) Research and scientific activity (H) - Appendix II
  - (3) Service activity (administrative support and professional development) (SH) – Appendix III
  - (4) Artistic Activity – Appendix IV

2. Appendix I, II, III, IV, forms for the evaluation of candidates according to the Point-Point system, and the application form for candidates are an integral and binding part of the text of the Regulation.

## **Article 5**

### **Appointment at the call of Regular Professor**

1. In accordance with Article 171 of the Statute of HZU, for the title of Full Professor of Academic Unit, the candidate must have these qualifications:
  - 1.1. Having the Doctor of Science degree (equivalent to Faculty of Arts);
  - 1.2. Demonstrate high level of academic competence and scientific experience in the subject:
    - 1.2.1. A significant number of monographs, textbooks, publications in international scientific or artistic journals, with at least 5 major papers published in international scientific or artistic journals, as first author or correspondent;
    - 1.2.2. Active participation in national and international conferences;
    - 1.2.3. Popular artistic creations or works, or to have had public presentations and contributed when the case is to the Faculties of Arts, in particular must have contributed to the development of culture and art;
    - 1.2.4. Long-term experience in basic and applicable research projects;
    - 1.2.5. Higher educational and pedagogical skills through reasonable practice;
    - 1.2.6. Academic leadership skills;
    - 1.2.7. Master's and PhD terms.
2. The number of publications required in this provision shall be calculated from the time of selection to the last calls. Publications should be from the candidate's area of expertise, from the relevant field or the field the candidate covers in the teaching process.

## **Article 6**

### **Appointment in calling Associate Professor**

1. In accordance with the Article 172 of the Statute of HZU, for the title of Associate Professor, the candidate must meet these conditions:
  - 1.1. Having the Doctor of Science degree (equivalent to Faculty of Arts);
  - 1.2. Have a select number of monographs, publications in international scientific or artistic journals, with at least 3 major papers published in international journals as first author or correspondent;
  - 1.3. To have created genuine artwork or had public presentations, when appropriate for the Faculty of Arts;
  - 1.4. Demonstrate teaching skills;
  - 1.5. To demonstrate work, knowledge and mastery in the subject area.
2. The number of publications required by this provision shall be calculated from the time of selection to the last call. Publications should be from the candidate's area of expertise, from the relevant field or the field the candidate covers in the teaching process.

## **Article 7**

### **Appointment in calling Assistant Professor**

1. In accordance with Article 173 of the Statute of HZU, for the title of Assistant Professor, the candidate must meet these conditions:
  - 1.1. Having the Doctor of Science degree (equivalent to Faculty of Arts);
  - 1.2. Have a select number of monographs and publications reviewed in international scientific or artistic journals, with at least one (1) major paper published and reviewed in international journals as first author or correspondent;
  - 1.3. To have created works of art or to have public presentations when it comes to the Faculty of Arts;
  - 1.4. Demonstrate teaching skills;
  - 1.5. Have at least three years of experience in the teaching process at the University;
  - 1.6. The candidate who is first elected shall not be older than 55 years.<sup>1</sup>
2. Publications should be from the candidate's area of expertise, relevant field, or area that the candidate covers in the teaching process.

## **Article 8**

### **Appointment in calling University Assistant**

1. In accordance with Article 174 of the Statute of HZU, for the title of University Assistant, a candidate must meet the following conditions:
  - 1.1. To have successfully completed Master studies in the relevant field;
  - 1.2. Not older than 28 years old when first appointed;
  - 1.3. Be enrolled in doctoral studies at the University upon re-election;
  - 1.4. Have an average grade of bachelor and master studies not less than eight (8) in each of these studies.

## **Article 9**

### **Appointment in calling Lecturer and Corepetitor**

1. In accordance with Article 175 of the Statute of the HZU, for the title of lecturer of foreign languages, the candidate must meet these conditions:
  - 1.1. To have successfully completed master studies in the chosen language;
  - 1.2. To have excellent language skills;
  - 1.3. Have an average grade of bachelor and master studies not less than eight (8) in each of these studies.
2. For the title of Corepetitor, the candidate must meet these conditions:
  - 2.1.1.** To have successfully completed Master studies, piano direction or any other instrument.
  - 2.1.2.** Have an average grade of bachelor and master studies not less than eight (8) in each of these studies.

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<sup>1</sup> “Not older than 55” is considered the period until the day the candidate turns 56 years old.

## **Article 10**

### **Duration of appointment and restrictions on appointment**

1. The timescales for which selection is made shall be set out in the Law on Higher Education and in the Statute of UHZ.
2. Advancement is not an automatic process, but it is competitive and worthy for all the positions.
3. The first call received at HZU for teacher categories is Prof. Assistant, and during the promotion process it is not allowed to override the calls provided by the HZU Statute.
4. The age criterion set forth in Article 174 of the Statute applies to candidates applying for the establishment of a regular employment relationship and shall be considered until the closing date of the competition.
5. If a candidate has been engaged in HZU as an external associate or honorary before the age set forth in Article 174 of the Statute, this does not mean that the age criterion provided in the Statute does not apply to him at the time of establishing the regular work relationship.
6. Based on the Labor Law in force, a contract for a specified period that is renewed clearly or unambiguously for a period of employment longer than ten (10) years shall be deemed to be a contract for an indefinite period of time.
7. UHZ is not permitted to recruit / hire candidates within the same academic unit if they have a regular working relationship within that academic unit (spousal, parent-child, sibling and vice versa).
8. Foreign nationals and stateless persons in the Republic of Kosovo shall establish employment in accordance with the Labor Law, under the conditions and criteria set forth in a separate law on the employment of foreign nationals and in accordance with international conventions.

## **Article 11**

### **Competition procedures for the appointment, reappointment and promotion of academic staff**

1. The selection procedure for appointment, reappointment and promotion will be done transparently and with the announcement of the public competition for the position.
2. The competition for appointment, reappointment and promotion is announced by the University - Rectorate, on the proposal of the academic units, depending on the needs of the academic units and the sufficient number of hours that a teacher or assistant must have to be selected.
3. Faculties may request vacancy announcements related to full time staff who have less than 12 months left until retirement.
4. Personnel in regular employment in accordance with paragraph 3 of this Article shall not be eligible to apply for a competition, since the same, by decision of the Rector, is extended the contract for the remaining period until retirement.
5. Personnel selected for the positions referred to in paragraph 3 of this Article shall be issued a valid employment contract after the retirement of the relevant regular staff in those positions.
6. Faculties, their proposals should be based on real needs, sufficient number of hours of work that a job should have, to be selected on the call of the teacher, assistant, lecturer or corepetitor.

7. Proposals for new full-time positions may be considered if the Faculty provides evidence that the fund of hours exists for that position:
  - 7.1. For the position of teacher at least 50% of the full-time classes should be lectures from compulsory subjects and the rest of lectures from elective subjects;
  - 7.2. For the position of assistant, at least 50% of the full-time classes should be compulsory subject exercises and the remainder of the elective subject classes.
8. The Rector, on a well-reasoned basis, may decide to propose to the Senate the announcement of a competition for academic staff, even if that position is not foreseen by the proposal of the academic unit.
9. The competition must contain the reference to the relevant articles for election in academic calling of the Statute of "Haxhi Zeka" University also in this Regulation.
10. The competition is announced on the HZU website and printed media. The duration of the competition is fifteen (15) calendar days.
11. 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 (EARK)
12. Applicants must submit the required documents in hard copy and electronically
13. The printed documentation should be submitted to the Rectorate, the Protocol Office, and the electronic version to the official address of the University of Peja (apliko.online@unhz.eu).
14. The required documents for applying for the position are foreseen in the competition.
15. After the competition closes, the protocol office prepares a written report including details of the candidates who applied, the positions for which they have applied, and submits this report to the Rector of the University (Department of Teaching, Student Affairs and Scientific Research)

## **Article 12**

### **Evaluation Committees**

1. The Faculty is obliged to appoint an evaluation committee for each position announced in the Competition.
2. At the latest three (3) days after the closing of the competition, the Dean of the Faculty shall convene a meeting of the Faculty Council in which a decision is made to establish the evaluation committees and the Appeals Commission consisting of 3 members.
3. Evaluation committees are bodies of high professional, academic and ethical credibility, consisting of three (3) members.
4. The evaluation committee is proposed by the professors at the department / branch or program level and approved by the faculty council.
5. Evaluation committees must have at least two (2) members from the narrow field with the position for which the competition was announced.
6. During its work, 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 applicable legal and sub-legal acts.
7. The members of the evaluation committee must have a higher academic degree or at least the position for which the evaluation should be written.

8. In the absence of a sufficient number of professors as in paragraphs 4, 5 and 6 of this Article, professors from other HZU departments and university departments within and outside the country may be appointed as part of the evaluation committee.
9. In the absence of members in regular employment as in paragraphs 4, 5, 6 and 7, retired persons may also be retired persons who have the required academic background in the relevant field and who have not reached the age of 70 years, excluding professors Emeritus who have a contract for teaching also beyond this age.
10. Deans of academic units should provide all the necessary documentation to the evaluation committee and also, at the request of the evaluation committee, should create the infrastructure and logistical conditions for easier commissioning.
11. The chairperson of the evaluation committee is obliged to call the other members of the committee and to draft the evaluation report.
12. The Evaluation Committee is obliged to submit the evaluation report to the candidates who have applied for the position within twenty (20) days from the date of appointment.
13. The Council of the respective Faculty has the right to change the composition of the evaluation committee, respectively to form a new commission if it is found that the first committee has not respected the deadlines provided in this regulation. This change must occur immediately or one day after the deadline set forth in point 12 of this article.
14. After changing the composition of the evaluation committee, the Faculty Council gives the committee fifteen (15) additional days to draft and submit the report on the candidates presented in the competition.  
The evaluation committee is obliged to give priority to candidates who have higher criteria and qualifications than other candidates, to justify the done recommendation.
15. The report of the evaluation committee should make clear the proposal for the nomination, reappointment and promotion of the candidates requested by the competition and to be distinguished from the proposal for the candidates who have not been nominated, reappointed or advanced.
16. After drafting and signing the report by three (3) members, the chair of the evaluation committee is obliged to submit the report to the relevant Faculty Council. In special cases, electronic signature is accepted, but the Office of Academic Affairs reserves the right to confirm the electronic signature with the relevant committee member.
17. The members of the evaluation committee have legal, disciplinary and ethical responsibility for the authenticity of the data stated in the evaluation report and for the recommendations they make, in accordance with the Code of Ethics and other applicable legal provisions.

### **Article 13**

#### **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 review the report at the next meeting (not later than 5 days) and ascertain the performance of the work related to the report of the evaluation committee.
2. The Faculty Council, after holding the meeting and ascertaining the status of the evaluation reports, shall within two (2) days forward the evaluation reports in electronic version and hard copies to the Department of Teaching, Student Affairs and Scientific Research of HZU.

3. The Department of Teaching, Student Affairs and Scientific Research of HZU is obliged, within seven (7) working days after receiving the evaluation reports from the Faculty Councils, to compile the bulletins and publish them on the web site of HZU.
4. If The Department for Teaching, Student Affairs and Scientific Research, or the authorized staff, finds that any of the reports submitted by the relevant Faculty Council are inaccurate with the documentation, should then request the Vice Rector for Teaching, to oblige the relevant faculty to complete the documentation before it appears in the Bulletin.
5. Newsletters must remain published on the UHZ Website for a period of fifteen (15) calendar days from the first day of publication.
6. During the publication phase of the evaluation committee reports in the Bulletin, dissatisfied candidates have the right to appeal to the relevant Faculty Council.
7. Eventual complaints of the candidates should be submitted to the competent bodies of the respective Faculty.
8. The relevant Faculty Council is obliged, after the expiration of the Bulletin deadline, within ten (10) days at the latest, to evaluate the reports of the evaluation committees and to decide whether or not to approve those reports.
9. When reviewing the reports, the relevant Faculty Council is also obliged to examine the complaints of the candidates who have submitted a complaint within the legal deadline (while the Bulletin is published) and to provide written responses to the complaints.
10. The Faculty Council is obliged to submit the relevant decision and other details of the grievance review to the HZU Academic Affairs Office within three (3) days after reviewing and approving the reports of the evaluation committees.
11. The Office of Academic Affairs or the Authorizing Officer, if it finds that there is any omission in the material submitted by the respective Faculties, is obliged to inform the Vice-Rector for Teaching, and then the Vice-Rector for Teaching asks the Dean of the respective Faculty to complete the courses.

#### **Article 14**

##### **Review of the proposals of the Faculty Council and the Senate Studies Committee**

1. Within twenty-five (25) days of receiving of the proposals of the Faculty Council, the Department of Teaching, Student Affairs and Scientific Research shall prepare for the Senate the statements with the following proposals at the Rectorate level.
2. The Study Committee at the Rectorate level serves as an advisory body to the Senate.
3. Proposals of academic unit councils for the appointment, reappointment, or promotion of academic staff members are first reviewed by the Committee on Studies, which recommends the Senate accept or reject the proposal.
4. The decision of the Senate regarding the proposals referred to in point 1 of this article shall be taken no later than twenty (20) days after the preparation of the statements by the Department for Teaching, Student Affairs and Scientific Research.
5. If the Senate decides to reject the proposal of the Faculty Council, the case shall be returned to the Faculty Council within two (2) days for reconsideration.
6. The Faculty Council is obliged within seven (7) days after receiving the Senate's decision to review the cases for re-evaluation and submit the relevant decision within three (3) days to the HZU Department of Teaching, Student Affairs and Scientific Research.



7. If the Faculty Council makes the same proposal after reconsideration, the Senate shall, within twenty (20) days of their receipt, make the final decision.
8. In special cases before the Senate proposes a proposal, the term of the entire procedure may be extended, at the request of the Rector, to a maximum of 30 days.

#### **Article 15**

##### **Decision, appeal period and duration of the competition**

1. The procedure for voting in the Senate on the proposals of the Faculty Council regarding the appointment and promotion of members of the academic staff shall be in accordance with the Rules of Procedure of the Senate.
2. If the academic staff member does not win the votes needed to advance, then the Senate can vote on the remainder of the existing call.
3. The Senate decision may be appealed to the Senate Appeals and Appeals Committee within fifteen (15) days of receipt of the decision, serving as the first and last instance of appeal to the HZU.
4. The competition for the appointment, reappointment or promotion of academic staff must be completed by the relevant decisions of the HZU Senate for all places announced within a period not exceeding 175 days from the date of publication.

#### **Article 16**

##### **Final Provisions**

With the entry into force of this Regulation, the "Regulation on Evaluation Procedure for the Selection and Advancement of Academic Staff at "Haxhi Zeka" University in Peja, No.772 dated 16.06.2014.

This regulation shall enter into force on the day of its adoption by the Senate.

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Chairperson of the Senate of "Haxhi Zeka" University in Peja

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

## FORMS FOR CANDIDATE ACTIVITIES

### Appendix I

#### FORM OF EDUCATIONAL ACTIVITY (TEACHING)

**Table I. 1. Teaching activities, with a focus on relevant experiences**

*(1 year equals 0.1 points)*

Course name & level according to years of review period	Year & Semester when lecturing	Approximate number of students	Number of hours per semester	Form of teaching (eg. lectures, team teaching, supervision of practical work, online, lab work)	Points

**Table I.2. Quality of learning and teaching**

*(Must be averaged for 3 or 4 years)*

Activity	Activity Assessment
Student Assessment of Teaching <i>(Positive / Negative)</i>	
Development of subjects / new curricula	

**Table I.3. Mentoring**

The name of the Candidate	Diploma/ Study level	Registration / Permission Date	In process	Ending date

**Table I.4. Teaching rewards**

*(Extra activities are not graded points, additional activities with students are included)*

Reward / Training	Date / Period	Short description

## Appendix II

### FORM FOR RESEARCH AND SCIENTIFIC ACTIVITY

**First author, correspondent author, co-author, and papers published in international journals in the spirit of articles 171, 172 and 173 of the HZU Statute.**

In accordance with the UHZ Statute, the work published in the international scientific journal may be used for the purpose of appointment, reappointment and promotion by the first author, correspondent author and co-authors.

Only one paper can be replaced with proceeding.

A.1. For the corresponding author of the paper 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 more than one correspondent author is specified in the published work, the first author identified as such shall be considered as the corresponding author;
- c) 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.
- d) For joint publications/publications, or with multiple authors, the lead author and correspondent receive 100% of the points shared; in the case of more than two authors, the third, fourth author or others are entitled to receive up to 50% of the points allocated to the categories specified in the following table (II.1, II.2, II.3 , II.4, II.5, II.6 and II.7)
- e) All conferences qualify as international conferences when they have at least 50% international staff on the board or organizational board, regardless of where they are held.
- f) The minimum necessary of publications in international scientific or artistic journals as first author or correspondent (as required by Sections 5, 6 and 7 of this Regulation) shall be calculated from Category A2 works of this Appendix.

A.2. Based on the HZU Statute and other applicable legal acts, such as papers published in international scientific journals during the evaluation of candidates presented in the competition, apply to papers published in the field of candidate's expertise, relevant field or field that the candidate covers, in the teaching process, in journals which are indexed to the relevant academic bases and categorized as follows:

A.2.1. Papers published in journals which are indexed on the following academic bases are rated as 1:

1. Web of Sciece ( <http://mjl.clarivate.com>)
2. Scopus (Elsevier) (<https://www.scopus.com>)
3. EBSCOhost (<https://www.ebscohost.com/academic>)
4. WorldCat (<http://www.worldcat.org>)
5. Directory of Open Access Journals (<http://www.doaj.org>)

A.2.2. Papers published in journals which are indexed on the following academic bases are estimated as 0.85:

1. *EconPapers* (<https://econpapers.repec.org/>)

*In process (additional journals designated by the Senate)*

A.2.3. Papers published in journals which are indexed on the following academic bases are estimated as 0.70:

*In process (Determining additional databases from Faculty Boards)*

A.2.4. Papers published in the following journals are equivalent to 0.55:

1. *International Journal on Responsibility* ( <https://commons.lib.jmu.edu/ijr/> )<sup>2</sup>

*In process (additional Magazines designated by Departments)*

A.3. Works published in indexed journals on the platforms included in points 3, 4 and 5 of subparagraph A.2.1 and in paragraphs A.2.2, A.2.3 and the journals in paragraph A.2.4 shall not be taken

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<sup>2</sup> If this Magazine is indexed in the future on the platforms mentioned in A.2.1-A.2.3), the score is made in accordance with the platform scores.

into account when evaluating candidates if at the time of publication the respective journals are included in lists of journals and suspicious publishers.

**Table II. 1.** Publications in international journals that meet the requirements as in paragraphs A1 to A4

No.	Authors (work order) & Job title, Magazine, Volume, No. of pages, Year	Identification links	Points

**Remark:** For the call *Regular Professor*, the candidate must have at least 5 papers for the call *Associated Professor* at least 3 papers for the call *Assistant Professor* at least 1 job from this category.

**A. Publications in academic or scientific, international or domestic journals not included in Table II. 1. of this appendix (in the capacity of first author, correspondent author or co-author)**

**Table II.2. Publications in local academic or scientific journals**

*(Depending on which journal the paper is published in, the rating is based on points under paragraphs A2.)*

No.	Authors (ranked as in work) & Title of work, Magazine, Volume, No. of pages, Year	Identification links	Points

**A. Publications of monographs, books, book chapters, dispensations, translations in the field of the candidate (in the capacity of first author or co-author)**

**Table II. 3 Publications of monographs, books, book chapters, dispensations, translations, etc., in foreign languages (equals 0.5 points)**

No.	Authors (ranked as in work), Title of Paper, Publishing House, Country, Year	Working Type & Identification Links (if any)	Points

**Table II.4. Publications of monographs, books, book chapters, dispensations, translations, etc., in Albanian (equals 0, 2 points)**

No.	Authors (ranked as in work) & Title of Paper, Magazine, Volume, No. of pages, Year	Working Type & Identification Links (if any)	Points

**A. Publications from congresses, conferences, symposia, seminars, workshops (in the capacity of first author or co-author)**

**Table II.5.** Publications from congresses, conferences, symposiums, seminars, international workshops (equals 0.35 points if published on the platforms of paragraph A.2.1 of this appendix;

0.2 points on platforms of paragraph A2.2 of this appendix and 0.1 points in the platforms and magazine of paragraphs A2.3 and A2.4 of this appendix)

No.	Authors (ranked as in work) & Title of Work, Magazine, Volume, No. of pages, Year	Identification Links	Points

**Table II.6.** Publications from congresses, conferences, symposiums, seminars, local workshops, (scoring 0.05 points)

No.	Authors (ranked as in work) & Title of work, Magazine, Volume, No. of pages, Year	Identification Links	Points

**A. Other scientific research activity (estimated at 0.05 points)**

**Table II.7.** Lectures-oral presentations in conferences, symposia, scientific workshops and universities (as guest lecturer), in the field of candidate.

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

**Table II.8.** Editor/Reviewer in academic or scientific journals

No.	Contribution (Editor / Reviewer / Scientific Board Member)	Original author of the work (if applicable)	Title of the review paper	Magazine/ Conference	Country, Year

**Table II.9.** Other scientific and professional contributions

No.	Authors (ranked as in work) & Title of Publication, Publishing House, Year and Country)	Type & Identification Links if any

**A. Contribution to basic and applicable research projects**

**Table II.10.** Proven participation in basic and applicable research programs or projects

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

**A. Patents at international or national level**

**Table II.11.** Official patents at international and national level

No.	Authors (listed as in the official patent)	Patent title	Institution, country, and year of formalism

### Appendix III

#### SERVICE ACTIVITY FORM

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

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

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

##### B. Service in relation to the other discipline/profession (different evaluation and admissions committees within the Faculty) (equal to 0.01 points)

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

#### APPENDIX FOR ARTISTIC ACTIVITY

For the appointment of teachers in academic call in artistic subjects, relevant is the artistic activity which is based on the artistic activity which is verified based on the documentation related to the artistic activities in the respective field.

Candidates who apply to receive a specific teaching call in artistic subjects, depending on the call for which they apply, must prove the following artistic activity:

##### **Full Professor (paragraph 1.2 Article 5 of this regulation)**

For this call the candidate must have accumulated at least 5 points from artistic activity in points a and b:

- a) At least 5 international art activities presented at proven cultural / artistic institutions,
- b) Have creations, presentations, interpretations or works of renowned public art and have contributed to the development of art and culture at the national level,
- c) To be the organizer (leader, jury member, participant) of an art event which aims at the artistic promotion of artists from their field,
- d) Have earned important international recognition or awards for artistic or pedagogical work.

**Associate Professor (paragraph 1.2 Article 6 of this Regulation)**

For this call the candidate must have accumulated at least 3 points from artistic activity in points a and b:

- a) At least 3 international art activities presented at proven cultural / artistic institutions,
- b) Have known public artistic creations, presentations, interpretations or works and have contributed to the development of art and culture at the national level,
- c) To be the organizer (leader, jury member, participant) of an art event that aims to promote artists in their field,
- d) To have earned important international recognition or awards for artistic or pedagogical work.

**Assistant Professor (paragraph 1.2 Article 7 of this regulation)**

For this call the candidate must have accumulated at least 1 point from the art activity in points a and b:

- a) At least 1 international level art event presented at proven cultural / artistic institutions,
- b) Have known public artistic creations, presentations, interpretations or works and have contributed to the development of art and culture at the national level,
- c) To be the organizer (leader, jury member, participant) of an art event that aims to promote artists in their field.

The evaluation of the fulfillment of the criteria related to the artistic activities for the candidates who apply in the subjects in the artistic subjects is done through the respective points.

**Musical Arts**

- 1. Artistic activity presented to the public through musical interpretation, composition (performed or in music score), concerts, performances of authorial works in concerts, musical authoring publications;
- 2. Artistic activity of teachers arising as copyrighted works of art teaching publicly, whether soloist, member of chamber formations or as part of a larger joint project (public music rehearsals, joint performances in student ensembles, directing, conducting and realization of student ensembles and alike);
- 3. Artistic activity realized in public in the field of pedagogy and methodology of musical art, which with its value, fulfill the criteria and artistic prerequisites for pedagogical-artistic activity.

**COMPOSER\THEORETICAL-PEDAGOGICAL**

TYPE OF ACTIVITY / ARTISTIC ACTIVITY	Internally (points)	Abroad (points)
1. Vocal Work - Instrumental Performed or music score	0,7	1
2. Symphony or concert performance or music score	0,6	0,9
3. Chamber work - orchestral interpretation or music score	0,5	0,8
4. Choral work with interpreted instrumental accompaniment or music score	0,5	0,8
5. Chamber work (quintet, etc.) interpreted or scored	0,3	0,6
6. Interpreted or scored "a capella" choral act	0,3	0,6

7. Performed solo or duo or score	0,1	0,3
8. Instrumentation, transcription or interpreted harmonization or score	0,1	0,3
9. Leader, selectman, jury member, board member, participant in arts events and institutions	max.0,3	max.0,5
10. Various artistic shapes of the Artistic-Musical scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, applied music, etc.)	max.0,3	max.0,5
11. Awarded artistic activities, awards, gratitude, etc.	max.0,3	max.0,5

Public artistic performances must also be witnessed by video recording in addition to other evidence.

### CONDUCTOR

TYPE OF ARTISTIC ACTIVITY	Internally (points)	Abroad (points)
1. Conducting or recording of vocal - instrumental work	0,7	1
2. Conducting or recording the symphonic work	0,5	0,8
3. Conducting or recording the concert	0,5	0,8
4. Conducting or recording the orchestral chamber work	0,4	0,7
5. Directing or recording solo bears or smaller instrumental parts (points per one act)	0,2	0,5
6. Conducting or recording a choral work (with instrumental accompaniment) (points per one act)	0,2	0,4
7. Conducting or recording a choral work (a capella)	0,1	0,3
8. Leader, selectman, jury member, board member, participant in arts events and institutions	max.0,3	max.0,5
9. Various artistic shapes of the Artistic-Musical scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max.0,3	max.0,5
11. Awarded artistic activities, awards, gratitude, etc.	max.0,3	max.0,5

Public artistic performances must also be witnessed by video recording in addition to other evidence.

### PERFORMER - INSTRUMENTALIST

TYPE OF ARTISTIC ACTIVITY	Internally (points)	Abroad (points)
1. Recital - public concert performance	0,7	1
2. Concert with orchestra - public concert performance	0,7	1



3. Chamber music (duo, trio, quartet, quintet), public concert performance (one act)	max.0,2	max.0,4
4. Interpretation of solo or duo work (one act)	max.0,3	max.0,5
5. Corepetitor in Concert Public Performance (one act)	0.05	0,1
6. Leader, selectman, jury member, board member, participant in events and artistic institutions	max.0,3	max.0,5
7. Various artistic shapes of the Artistic-Musical scope (artistic symposia, master classes, workshops, presentations, lectures in relevant institutions, etc.)	max.0,3	max.0,5
8. Awarded artistic activities, awards, gratitude, etc.	max.0,3	max.0, 5

Public artistic performances must also be witnessed by video recording in addition to other evidence.

#### APPENDIX FOR THE FORM OF CANDIDATE ASSESSMENT ACCORDING TO THE POINT-POINT SYSTEM

(The platforms in this table also apply to the theoretical works of the Faculty of Arts)

Indexing	Equilibrium coefficient	First Author	Correspondent Author	Co-author
Magazines on platforms 1-5 according to point 1 of article 3 of AI 01/18	1 point	1 point	1 point	0,50
Database magazines according to point 2 of article 1 of AI 01/18 (3 platforms designated by the Senate)	0.85 points	0.85 points	0.85 points	0,425
Database magazines according to point 3 of article 1 of AI 01/18 (platforms designated by the Faculty Council)	0.70 points	0.70 points	0.70 points	0,35
Database magazines according to point 4 of article 3 of AI	0.50 points	0.50 points	0.50 points	0,25
Proceedings in databases 1-5 according to point 1 of article 3 of AI 01/18	0.35 points	0.35 points	0.35 points	0,175
Proceedings in databases according to point 2 of article 1 of AI 01/18 (3 platforms designated by the Senate)	0.20 points	0.20 points	0.20 points	0,10
Proceedings in databases according to point 3 of article 1 of AI 01/18 (platforms designated by the Faculty Council)	0.10 points	0.10 points	0.10 points	0,05
Proceedings in databases according to point 4 of article 3 of AI	0.10 points	0.10 points	0.10 points	0,05
Participation in local and regional	0.05 points	0.1	0.1 points	

conferences		points		N/A
Participation in international conferences	0.1 points	0.05 points	0.05 points	N/A
Publication of books in the country	0.20 points	0.20 points	0.20 points	0,10
Publishing books abroad	0.50 points	0.50 points	0.50 points	0,25
Lectures-oral presentations at conferences, symposia, scientific workshops and universities (as guest lecturer), in the field of candidate	0,05 points	N/A	N/A	N/A
Service related to Faculty and University	0,01 points	N/A	N/A	N/A
Service in relation to other discipline / profession (various evaluation and admissions committees within the Faculty)	0,01 points	N/A	N/A	N/A
Learning activities, with a focus on relevant experiences	1 year = 0,1 points	N/A	N/A	N/A