



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

REPUBLICA E KOSOVËS REPUBLIKA KOSOVA MINISTRIA E ARSIMIT, SHKENCËS DHE TEKNOLOGJISË		UNIVERSITETI UNIVERZITET "HAXHI ZEKA" PEJË
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Based on the provision of Article 164, Article 48, point 1.8 of the Statute of University "Haxhi Zeka" in Peja, the Senate of University "Haxhi Zeka", on / /2024, approved the following:

REGULATION ON SABBATICAL YEAR AND EXTERNAL MOBILITY OF THE STAFF OF UNIVERSITY "HAXHI ZEKA"

Article 1

Object of Regulation

This Regulation, governs the right to utilize a Sabbatical Year for academic staff, the conditions, rights, and obligations of the parties involved, as well as External Mobility for personnel in regular employment at University "Haxhi Zeka" in Pejë (hereinafter referred to as UHZ).

Definitions

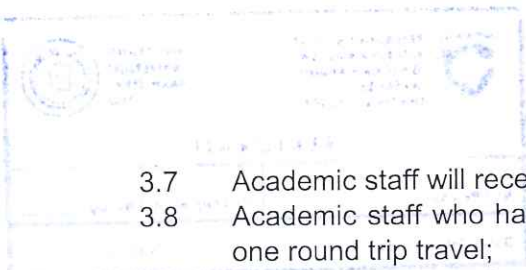
Sabbatical Year: A sabbatical year represents an opportunity for the development, productivity, and training of academic staff. It supports high-quality research and teaching initiatives by freeing academic personnel from all teaching and administrative duties within the university, enabling them to engage fully in academic and scientific activities for a specified period. The sabbatical year is used solely for professional development in the relevant field of the academic staff and for their specialization, which is of interest to the university.

External Mobility: External mobility is an opportunity to develop professional and personal skills to improve the quality of teaching and administrative services, to learn more about new teaching methodologies, curriculum development, and to share best practices.

Article 3

The Right to Utilize and Duration of Sabbatical Leave

- 3.1 All regular academic staff at University "Haxhi Zeka" in the categories of Regular Professor, Associate Professor, and Assistant Professor have the right to apply for a one-year sabbatical after 5 years of regular employment;
- 3.2 An academic staff member has the right to utilize up to 2 sabbatical years, provided that at least 5 years have passed since the first sabbatical was taken;
- 3.3 The first sabbatical year for regular staff at "Haxhi Zeka" University is permissible for those who are in regular employment and have at least 5 years of experience in this institution as a professor;
- 3.4 They must report every three months to the academic unit on the progress of the objectives outlined in the sabbatical plan;
- 3.5 Academic staff have the right to a sabbatical if they have received satisfactory evaluations for at least the past 4 years (from students, colleagues, the dean, etc.) and have not faced disciplinary measures in the last 4 years;
- 3.6 Academic staff will spend the sabbatical year at institutions outside of Kosovo;

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- 3.7 Academic staff will receive 100% of their base salary during the sabbatical year;
 - 3.8 Academic staff who have been granted sabbatical leave are entitled to payment for one round trip travel;
 - 3.9 Academic staff who have been granted the right to a sabbatical are required to return to active service at UHZ immediately after the designated sabbatical period;
 - 3.10 Academic staff who have two years or less until retirement age are not eligible for a sabbatical year;

Article 4

Procedures for Sabbatical Leave

Academic staff must apply based on the announcement/call for applications issued by UHZ. The application must be addressed in writing to the council of the academic unit and should include the following documents:

- 4.1 Formën e aplikimit për vitin sabatik (**Shtojca 1**);
 - 4.1.1 Proposal for the research plan or activities to be undertaken during the sabbatical year
 - 4.1.2 Main objective of the sabbatical year;
 - 4.1.3 Expected outcomes of activities during the sabbatical year;
- 4.2 Invitation from the host institution;
- 4.3 Results of internal evaluations (Students, Colleagues, etc.);
- 4.4 Report on the previous sabbatical year (for those applying for a second time);
- 4.5 Submit an updated curriculum vitae
- 4.6 Proof of foreign language proficiency (for those applying for a sabbatical in higher education institutions in the EU)

Article 5

Process for Sabbatical Leave

- 5.1 The request for sabbatical leave is to be officially recorded and submitted to the council of the academic unit by **May 1** for the sabbatical year that begins in the respective academic year;
- 5.2 Academic staff in leadership positions within the academic unit (head of department, vice-dean, dean may apply for sabbatical leave only one year after they have officially taken on their role and meet the conditions outlined in **Article 3, points 3.1 and 3.3**.
- 5.3 The dean of the academic unit, before the request for sabbatical leave is approved or rejected by the academic unit council, must complete the relevant form (**Appendix 2**).
- 5.4 If the request is approved by the Academic Unit Council, it is then submitted to the Scientific Council of the University;
- 5.5 After the review of the file by the Scientific Council of UHZ, the vice-rector for teaching, student affairs, and scientific research presents it for final approval to the Senate;
- 5.6 The Sabbatical Year is approved by the academic unit council within 2 months after the submission of the request by the candidate;

- 5.7 The dean of the academic unit must inform the academic staff of the approval or rejection of the request within 5 days of receiving the decision from the academic unit council;
- 5.8 The academic unit in which the professor holds a regular position must ensure that their courses are covered by regular staff within the academic unit. In cases where this is not possible, an external professor will be engaged;
- 5.9 In cases where the Sabbatical Year is denied or postponed due to the lack of a replacement for the professor who requested the Sabbatical, the professor does not lose the right to reapply;
- 5.10 The Sabbatical Year may not be approved by the Senate of UHZ in cases where there is insufficient budget in the respective year;
- 5.11 Priority for the Sabbatical Year will be given to candidates who are applying for the first time;
- 5.12 The final decision regarding the Sabbatical Year is made by the Senate of UHZ.
- 5.13 The decision of rejection of the Sabbatical Year by the Senate of UHZ must be justified;
- 5.14 Within two months after the completion of the Sabbatical Year, the professor must submit a written report to the dean of the academic unit and the vice-rector for teaching, student affairs, and scientific research (**Appendix 3**);
- 5.15 The relevant academic unit forms a committee to evaluate the request and the final report for the Sabbatical Year.

Anex 6

External Mobility

- 6.1 All regular academic staff at University "Haxhi Zeka", including Full Professors, Associate Professors, Assistant Professors, assistants and administrative staff, have the right to apply for external mobility.
- 6.2 A member of the UHZ staff has the right to utilize 1 external mobility opportunity per year;
- 6.3 External mobility for regular staff at University "Haxhi Zeka" is permissible for those who are in regular employment;
- 6.4 External mobility may last up to one month, and the value of such mobility for this period (one month) will be up to 1500 euros;
- 6.5 The right to external mobility is granted to academic and administrative staff who have received a satisfactory evaluation (from students, colleagues, the dean, the general secretary, etc.) and against whom no disciplinary measures have been imposed in the last 3 years;
- 6.6 Academic and administrative staff who have gained the right to external mobility must report to the academic unit, respectively to the director and the general secretary, on the achievement of the objectives outlined in the application for external mobility;
- 6.7 Academic staff during external mobility will receive 100% of their base salary;
- 6.7 In the case of a lack of funds, priority will be given to staff applying for the first time;
- 6.8 Travel expenses are calculated as follows:

TRAVEL DISTANCE	AMOUNT
Between 10 and 99 KM	30 EUR

Between 100 and 499 KM	100 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1500 EUR

Anex 7

Procedures for External Mobility for Academic and Administrative Staff

For Academic Staff:

Academic staff must submit a written request to the academic unit's council, along with the following documents:

- 7.1.1 The application form for external mobility (**Appendix 4**);
- 7.1.2 Proposal for the teaching, research, training, or activities that will be undertaken during the external mobility;
- 7.1.3 The main objective of the external mobility;
- 7.1.4 Expected outcomes of the activities; Ftesa nga institucioni pritës;
- 7.2 Invitation from the host institution;
- 7.3 Results of internal evaluations (students, colleagues, etc.);
- 7.4 Report on previous mobility, if applicable;
- 7.5 Updated CV;
- 7.6 Proof of foreign language proficiency (for those applying for external mobility in higher education institutions in the EU).
- 7.7 The dean of the academic unit, before the request for the Sabbatical Year is approved/denied by the Academic Unit Council, must complete the appropriate form (Appendix 5);
- 7.8 If the request is approved by the Academic Unit Council, it is presented for final approval to the Senate.

For Administrative Staff:

Administrative staff must submit a request to the relevant director, along with the following documents:

- 7.8.1 The application form for external mobility (**Appendix 4**);

- 7.8.2 Proposal for the activities to be undertaken during the external mobility;
- 7.8.3 The main objective of the external mobility;
- 7.8.4 Rezultatet e pritshme të aktiviteteve;
- 7.9 Invitation from the host institution
- 7.10 Results of internal evaluations (students, colleagues, general secretary, director, etc.);
- 7.11 Report on previous mobility, if applicable;
- 7.12 Updated CV;
- 7.13 Proof of foreign language proficiency (for those applying for external mobility in higher education institutions in the EU).
- 7.14 Approval for the implementation of external mobility is obtained from the relevant director and the general secretary.
- 7.15 If the request is approved by the relevant director and the general secretary, it is submitted for final approval to the Senate.

Article 8

Process for External Mobility

- 8.1 The request for external mobility is recorded and submitted to the academic unit council by May 30 for the respective academic year;
- 8.2 Academic and administrative staff in leadership positions (head of department, associate dean, dean, general secretary, department directors) may apply for external mobility only one year after officially assuming their position and fulfilling the conditions outlined in Article 6, points 6.1 and 6.3 of these regulations
- 8.3 The dean of the academic unit must complete the relevant form (**Appendix 5**) before the request for external mobility for academic staff is approved or rejected by the Academic Unit Council;
- 8.4 For administrative staff, before the request for external mobility is approved or rejected by the general secretary, the relevant form (**Appendix 5**) must be completed;
- 8.5 External mobility for academic staff is approved by the academic unit council no later than 1 month after the candidate submits the request. Following the approval by the academic unit council, the Senate of UHZ must approve or reject the request for external mobility within 1 month of the council's approval.
- 8.6 External mobility for administrative staff is approved by the General Secretary no later than 1 month after the candidate submits the request. Following this approval, the Senate of UHZ must approve or reject the request for external mobility within 1 month of the General Secretary approval.
- 8.7 If the request is approved by the Academic Unit Council, it shall be submitted to the Scientific Council of UHZ;
- 8.8 After the review of the file by the Scientific Council of UHZ, the Vice Rector for Teaching, Student Affairs, and Scientific Research submits it for final approval to the Senate;
- 8.9 If the request for external mobility is approved by the Academic Unit Council for academic staff and by the General Secretary for administrative staff, it is then submitted for final approval to the Senate;
- 8.10 The academic unit in which the professor is employed must ensure that their courses are covered/replaced.
- 8.11 External mobility may not be approved by the Senate of UHZ if there are insufficient budgetary resources in the respective year.

- 8.12 The decision to reject external mobility must be justified.
- 8.13 Priority for external mobility will be given to candidates who are applying for the first time;
- 8.14 Within two weeks after the completion of the external mobility, the academic staff member and the administrative staff must submit a written report to the dean of the academic unit and the vice rector for teaching, student affairs, and research, respectively, from the secretary general for the administrative staff (**Appendix 6**).
- 8.15 The relevant academic unit for academic staff and the secretary general for administrative staff shall form a commission to evaluate the application and final report for external mobility.

Article 9

Call for Applications and Application Deadline.

- 9.1 The call for Sabbatical Leave and External Mobility is open throughout the year;
- 9.2 Regular meetings of the Scientific Group for Sabbatical Leave and External Mobility are held four (4) times a year (March, June, September, and December), during which the requests of staff for financial support for Sabbatical Leave and External Mobility are reviewed.

Article 10

Entry in force

The Regulation for Sabbatical Leave and External Mobility of UHZ Personnel comes into force on the day of its approval by the Senate.



Chairman of Senate
Prof. dr. Armand Krasniqi

Proposal for the research plan or activities to be carried out during the Sabbatical Year

What is the benefit of UHZ from the Sabbatical Year:

How will students benefit from your experience during the sabbatical year:

Applicants for the Sabbatical Year are required to: Declare the purpose(s) of the application (usually 1-2 pages will suffice). This may include objectives related to teaching, scientific research, or a specific work program (e.g., completing a book or article). Complete a detailed proposal for the research plan or activities to be carried out during the Sabbatical Year, consisting of 3 pages or more.

Host University:

Enter text

Faculty

Enter text

Applicant's Declaration

I wish to apply for a sabbatical year as specified above, and I affirm that the information provided is accurate.

Signature:

Date

Select date

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APPLICATION FORM FOR THE SABBATICAL YEAR OF THE ACADEMIC UNIT

To be filled out by the Dean of the Academic Unit

The Dean of the Academic Unit must complete the following form before the request for a Sabbatical Year is approved/rejected by the Academic Unit Council. After completing the required forms, the request will be reviewed by the Academic Unit Council. The final decision regarding the Sabbatical Year is made by the Senate of the University "Haxhi Zeka".

**Meeting the Criteria for the Sabbatical Year
(The Dean of the Academic Unit reviews the candidate's documentation according to the regulations for the Sabbatical Year and External Mobility.)**

The academic staff has been in regular employment at UHZ for 4 or more years. YES NO

The academic staff has received a satisfactory evaluation from the dean, students, and colleagues in the past 4 years. YES NO

No disciplinary measures have been imposed on the academic staff in the past 4 years. YES NO

Please provide complete details on how the teaching process and any other duties of the academic staff member applying for a sabbatical will be covered during their absence.

Enter text

Academic Unit Council

The Council approves the request (the approval decision is attached to the request and reviewed by the Senate)

The Council does not approve the request and suggests postponing it for a specified period for the following reasons: (the decision for non-approval of the request is attached to the request and reviewed by the Senate).

The Council rejects the request for the following reasons (the decision for the rejection of the request is attached to the request and reviewed by the Senate):

Signature of the Dean of the Academic Unit	Insert typed name or electronic signature	Date:	Select date
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REPORT FOR THE SABBATICAL YEAR

Academic staff who have utilized the Sabbatical Year are required to submit a quarterly report on activities during the Sabbatical Year and a final report within two months of their return.

NAME AND SURNAME _____ **FACULTY** _____

Sabbatical Year Period: Winter Semester 20___; Summer Semester 20___, Academic year 20___/20___

1. Provide a summary of the objectives/goals achieved during the Sabbatical Year (No more than 400 words).

2. Which objectives/goals were partially achieved and which could not be realized? Explain the reason in no more than 300 words.

3. What are the benefits of the Sabbatical Year for you personally and for UHZ? No more than 300 words.

4. How will the acquired knowledge be applied to the students?

5. Summarize the activities conducted during the sabbatical year that contributed to the achievement of the sabbatical year objectives.

Commission for the Evaluation of the Sabbatical Year

The Commission has reviewed the report and evaluated it as follows:

- A. The report fulfills the objectives presented in the application and was submitted on time.

B. The report does not fulfill the objectives presented in the application, even though it was submitted on time.

C. The report partially fulfills the objectives presented in the application and was submitted on time.

D. The report does not fulfill the objectives presented in the application and was not submitted on time.

Comments of the Commission after Evaluating the Report (for each of the points A, B, C, and D, the commission should provide the reasons for the evaluation):

The Commission consists of:

1. _____
2. _____
3. _____

Date: __/__/__.



REQUEST - APPLICATION FORM FOR EXTERNAL MOBILITY

To be completed by the applicant for External Mobility.

Applicant details.

TITLE Choose an item. **Name** Enter text **Surname** Enter text

Years of working at UHZ: Enter text **Faculty:** Enter text

Have you previously applied for external mobility? Yes No

Details for external mobility.

Period for external mobility. 20Select year / Select year Only the Winter Semester.
 Only the Summer Semester.
 20Select year / Select year The entire academic year

The purpose for which external mobility is requested and its importance for career development:

What is the benefit of UHZ from external mobility:

How will students benefit from your experience during external mobility?

Host university: Faculty

Have you previously applied for external mobility? Yes No
If the answer is YES, please submit the last Mobility report

Applicant's statement

I wish to apply for external mobility as defined above and confirm that the information provided is correct.

Signature: Date



ACADEMIC UNIT FORM FOR EXTERNAL MOBILITY

To be completed by the dean of the Academic Unit for the academic staff or the general secretary for the administrative staff

The dean of the academic unit before the request for external mobility is approved/rejected by the Council of the Academic Unit must complete the following form. After completing the required forms, the request is reviewed by the Council of the Academic Unit. The final decision on external mobility is taken by the Senate of University "Haxhi Zeka".

Completion of the criteria for external mobility (the dean of the academic unit examines the candidate's documentation according to the regulation for the Sabbatical Year and External Mobility)

The academic staff has been in regular employment at UHZ for at least 3 years

Yes No

The academic or administrative personnel has a satisfactory evaluation in the last 3 years

Yes No

No disciplinary measures have been imposed on academic and administrative staff in the last 3 years

Yes No

Please provide full details of how it is proposed that the teaching process and any other duties of the academic staff applying for external mobility will be covered while he/she is not present; How the duties of the administrative staff applying for external mobility will be covered while he/she is not present.

Enter text

Academic Unit Council

- The Council approves the request (the decision on approval is attached to the request and is reviewed in the Senate)
- The Council does not approve the request and suggests its postponement for a certain period for the following reasons: (the decision not to approve the request is attached to the request and is considered in the Senate) [Click here to enter text.](#)
- The Council rejects the request for the following reasons (the decision to reject the request is attached to the request and is reviewed in the Senate):
[Click here to enter text.](#)

GENERAL SECRETARY

- Approves the request (the approval decision is attached to the request and reviewed in the

[Click here to enter text.](#)

Senate)

Approves the request and suggests its postponement for a certain period for the following reasons: (the decision not to approve the request is attached to the request and is considered in the Senate)

The general secretary rejects the request for the following reasons (the decision to reject the request is attached to the request and is considered in the Senate):

Signature of the Dean of the Academic Unit for the academic staff	Insert typed name or electronic signature	Date:	Select date
Signature of the general secretary for administrative personnel	Insert typed name or electronic signature	Date:	Select date



REPORT ON FOREIGN MOBILITY

The academic staff who have used external mobility are required to submit the detailed report of the activities developed during the external mobility to the dean of the academic unit.

The administrative staff who have used external mobility are required to submit the detailed report of the activities developed during the external mobility to the relevant director and the general secretary.

NAME AND SURNAME _____

FACULTY _____

Period of external mobility: ___/___/___.

1. 1. Make a summary of the objectives/goals achieved during the external mobility (no more than 400 words)

2. Which objectives/goals were partially achieved and which ones were you unable to achieve? Explain why in no more than 300 words.

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3. What are the benefits of external mobility for you personally and for UHZ? No more than 300 words

A large, empty rectangular box with a thin black border, intended for the student's response to question 3.

4. How will the acquired knowledge be applied to the students?

A large, empty rectangular box with a thin black border, intended for the student's response to question 4.

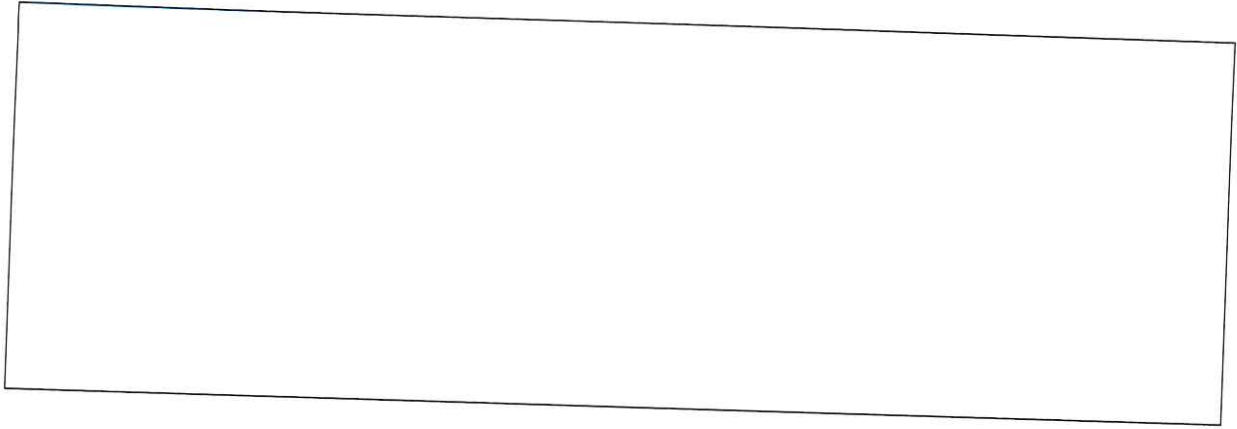
5. Summarize the activities carried out during the mobility that have met the objectives of the external mobility?

Commission for evaluation of external mobility

The commission has reviewed the report and assessed as follows:

- A. The report meets the objectives presented in the request and was submitted on time
- B. The report does not meet the objectives presented in even though it was submitted on time
- C. The report partially fulfills the objectives presented in the request and was submitted on time
- D. The report does not meet the objectives presented in the request and was not submitted on time

The commission comments after evaluating the report (for each point A.B.C. and D the commission must write the reasons for the evaluation):



Commission composed of:

- 1. _____
- 2. _____
- 3. _____

Date: __/__/__.

