



“UKSHIN HOTI” UNIVERSITY

GOVERNING COUNCIL

Rruga e Shkronjave No.1, 20000 Prizren

-Kosovo; Tel:+381 (0) 29- 232 140; Homepage: www.uni-prizren.com

The Chairman of the Governing Council

Prizren

Prof. asoc. dr. Arif Murrja

Based on the provisions of Article 23, paragraph 1.6, subsection 1.6.2, of the Statute of the "Ukshin Hoti" University, No. 04-V-621 of May 30, 2013, the Directing Council, deciding on the approval of the Regulation for personal income of the academic staff, allowances for functions, honoraria and permanent commissions at the University "Ukshin Hoti" at the meeting held on // approved:

REGULATION

For personal income of academic staff, allowances for functions, extra rates, fees and commissions at "Ukshin Hoti" University

I. GENERAL PROVISIONS

Article 1

1. The personal income are used from the Kosovo Budget fund. From this fund, personal income and other compensations for academic and non-academic personnel in regular employment relation, work above the norm and work with honoraria for regular and committed

academic personnel- external collaborators at "Ukshin Hoti" University (in the text hereafter University).

2. The amount of personal income is determined on the basis of coefficients and coded calls in the income central service accordingly with the unique coding as it is for all education system in Kosovo.

II. PARTICULAR PROVISIONS

Article 2

1. The finance service and the personnel office of the University made the calculation of personal income and other payments based on the decision of the University Senate for the commitment of academic staff for each academic year, respectively the reports submitted by the 5th of the following month. On this basis, the authorized person gives orders for the realization of payments accordingly with employee's contract, which are related with the commitment of external collaborators and are above the norms for the regular academic staff.

Article 3

1. With the academic staff in a regular working relation at the "Ukshin Hoti" University, in agreement with the legal provisions, an employment contract is concluded:

- At full norm
- Half-norm
- Over norm
- Honorarium

2. "Ukshin Hoti" University, according to the agreement, concludes a contract with external collaborators for lectures and exercises.

Article 4

1. Academic personnel whose employment contract has expired (the category of teachers according to Article 172 and 173 of the Statute for a duration of 4 years, assistants and lecturers according to Article 174 and 175 of the Statute for a duration of 3 years) as a result of postponement, cancellation, or delays in the completion of re-election or advancement procedures, their contract will be extended until the final decision is taken by the Senate regarding the contest.

Article 5

1. Academic personnel, who contain a regular work relation at the University, cannot have another regular full-time employment relationship at another university or institution.

Article 6

1. Academic personnel in regular working relationship at "Ukshin Hoti" University can be engaged with honoraria (teaching), in other institutions, after having previously received consent from the dean and approval from the rector.
2. The academic personnel who are above the norm at the "Ukshin Hoti" University cannot have a contract with an honorarium for teaching in other Institutions.
3. No member of the academic staff can have a contract for teaching with honoraria in more than one (1), other public/private institution at the same time.

III. SANCTIONS

Article 7

1. Regular academic personnel and external collaborators, who are absent from the teaching and examination process, consultations with students and tutorship will be sanctioned by cutting of the double of the salary per hour missed (for professors: 1 (one) hour lesson 50€ courses for lecturer 1 (one) hour 30 €and for assistant 1 (one) hour 26€
2. The dean of the academic unit is obliged to execute the sanctions determined according to paragraph 1 of this article. If the Dean does not report on the missed hours or the non-participation on the exam, he will be sanctioned with 50% of the value of the functional allowance.

IV. PERSONELI AKADEMIK

Article 8

1. For the academic personnel who are regular employees of the University, the minimum rate of weekly teaching hours, the number of mentored subjects of bachelor's and master's studies and the amount of salary according to the academic titles are determined as follows:

1.1.Compensation of full-time academic personnel:

Table 1.

No.	Academic Title	Hours per week	Monthly salary in euro currency
1	Regular professor	6 hours a week	1,486.72
2	Associated professor	6 hours a week	1334.67
3	Assistant professor	6 hours a week	1182.62
4	Lecturer	6 hours a week	1030.57
5	Speaker	10 hours a week	878.52
6	Korrepetitor	10 hours a week	878.52
7	Assistant	10 hours a week	803.40

- 1.2 The assistant as a regular employee, with a Doctor of Philosophy degree, receives a payment of €100 above the base salary.
- 1.3 If the teacher who is regular employee cannot have the full rate of lecture hours, he can make it complete it with a 1 to 10 hour of exercises, but nothing above the 50% of the total rate within a semester.
- 1.4 The Dean of the Academic Unit may allow payment of hours above the rate, if 2 hours of exercises are in proportion to 1 hour of lectures (In case the professor is assigned with an odd-numbered hour of lecture, for that hour of lecture is not paid). This provision is applicable for external partners as well.
- 1.5 Teachers in a regular employment relation who do not have the full number of hours per rate as prescribed in paragraph 1 and subsection 1.1 of this article, in one of the two semesters of the academic year, can complete it with hours above the norm of the next semester. Without overreaching the rate as it is prescribed in paragraph 1 and subsection 1.1 of the table 1.
- 1.6 The norm and the over norm of teaching hours can be realized in other academic units within the University.
- 1.7 The over norm hours cannot be shifted from one semester to the other.
- 1.8 The dean of the academic unit is obliged to implement the provisions as duly appointed to this article. If the dean does not report on the non-implementation of this article and unreasonably justifies and allows the compensation according to this article, he will be sanctioned with 50% of the value of the functional allowance.

1.9 The diploma thesis a professor can mentor (Bachelor's degree), with payment, is done according to the specifics of the academic units defined in table no.2, within the calendar year.

Academic Unit/Faculty	Mentor	Chairman	Member
of Law	10	15	
of Economics	12	15	15
Of Life and Environmental Sciences	10	15	15
of Philology	12	15	15
of Education	12	15	15
of Computer Science	12	155	15

1.11 The diploma thesis a professor can mentor (Masters' degree), with payment, is done according to the specifics of the academic units defined in table no.3:

Academic Unit/Faculty	Mentor	Chairman	Member
of Law	10	15	
of Economics	12	15	15
Of Life and Environmental Sciences	10	15	15
of Philology	10	15	15
of Education	10	15	15
of Computer Science	10	155	15

V. FUNCTIONAL COMPENSATION ACCORDINLY WITH THE EXECUTIVE POSITIONS

Article 9

1. Academic personnel who are appointed or elected to one of the leading positions as defined in paragraph 2 of this article will receive the base salary in conformity with the academic title they held.
2. The academic personnel, as the regular employees of the University, who are appointed or elected to one of the leading positions in other institutions, can keep up to 6 hours of honorarium, if they don't surpass the norm hours. Hours are assigned by decision of the Council and the Dean, based upon the needs of the academic unit without going through competition procedures).

3. The academic staff, in agreement with this regulation, is entitled to the monthly allowance above the base salary, when appointed or elected in one of the leadership positions as it is explained below:

Table 3.

No.	The Naming Position	Base salary	Additional allowances
1	Rector	Based upon the academic titles	550.00 €
2	Vice Rector	Based upon the academic titles	450.00 €
3	Dean	Based upon the academic titles	350.00 €
4	Vice Dean	Based upon the academic titles	250.00 €
5	Professor Emeritus	Based upon the academic titles	250.00 €
6	Rector's counselor	Based upon the academic titles	200.00 €
7	Coordinator of science and projects	Based upon the academic titles	200.00 €
8	Head of the Department (Program)	Based upon the academic titles	100.00 €
9	Institute Director	Based upon the academic titles	120.00 €
10	Institute secretary	Based upon the academic titles	70.00 €
11	Trainers of the professional center and the institute of training hours	Based upon the academic titles	25.00 €
12	Member of the Senate, who does not receive Functional Allowances		70.00 €

4. The Administrative Instruction of the Ministry of Education, Science and Technology determines the additional allowances for the members of the Governing Council.

VI. COMPENSATION FOR ACADEMIC STAFF AS REGULAR EMPLOYEES FOR WORKING HOURS ABOVE THE NORM

Article 10

1. The academic personnel, as the regular employees of the University "Ukshin Hoti" Prizren, in agreement with this regulation, is entitled to compensate for the hours held above the norm, as follows:

Table 4.

No.	Academic Title	Gross Value
1	Professors of the University (Regular Professor, Prof. Asoc and Prof. Ass)	25.00 €
2	Lecturers, speakers	15.00 €
3	Korrepetitor, Assistant	13.00 €

2. The academic personnel, who reaches the retirement age, while being employed at the University of "Ukshin Hoti", are entitled to compensation for each hour worked, as defined in paragraph 1 of this article.
3. The academic staff as a regular employee, in conformity with this regulation, the payment as described in paragraph (1) and (2) of table number 4 of this article, is entitled for 8 (eight) months payment within the academic year (staring from October 1 until January 15 and from February 16 until May 31).

VII. COMPENSATION FOR EXTERNAL ASSOCIATES OF THE WORKING HOURS

Article 11

1. The external collaborator - the employee, in conformity with this regulation, is entitled to the compensation for the working hours, as follows:

Table 5.

No	The Academic Vocation	Gross value
1	Collaborators - committed to lectures (without an academic title at the public universities)	15.00 €
2	Collaborators - committed to exercises (without an academic title at the public universities)	13.00 €
3	For professors outside the "Ukshin Hoti University" but with equivalent titles in public universities	25.00 €
4	For regional university professors who teach in the Bosnian language and have the D.Sc. degree and have an unregistered academic vocation in Kosovo. Their academic vocation is described as lecturer. ¹	25.00 €

2. The external collaborators, in conformity with this regulation as defined in paragraph (1), (2), (3) and (4) of the table 5 of this article, their completed contract starts from October 1 until January 15 and from February 16 until May 31 of the academic year.
3. If, there is unavailability for the external collaborators with the required degrees, candidates with the Magister Scientiae degree (Mr. Sc.) or Master's degree (MA) can be assigned for lectures hours at the bachelor level, certainly in conformity with the regulation of evaluation procedures of the external collaborators.
4. The payment for the category from paragraph 3 of this article is made as for Collaborators - committed to exercises.

¹ This point has been drawn up in agreement with the decision dated 08.01.2020 with reference number 01-04 of the Governing Council.

VIII. COMPENSATION FOR OVER NORM WORKING HOURS OF THE GOVERNING BODIES AND ACADEMIC UNITS

Article 12

1. The Rector of the University is not obliged to give lectures in order to achieve the predetermined norm accordingly with the academic title he possesses, although he can lecture up to 6 (six) hours for the purpose of the over norm.
2. The Vice Rector, the member of the Governing Council, elected by the Senate, and the Dean are not obliged to give lectures in order to achieve the predetermined norm accordingly with the academic title they possess. Although they can lecture up to 6 (six) hours for the purpose of the over norm.
3. The Vice Deans are obliged to give 3 (three) hours of lecture accordingly with the academic title they possess, whereas they can lecture up to 6 (six) hours for the purpose of the over norm.

IX. OVER NORM WORKING HOURS OF THE ACADEMIC PERSONNEL WHO ARE REGULAR EMPLOYEES

1. Academic personnel as regular employees of the University (Regular Professor, Associate Professor, Assistant Professor and Lecturer) can work up to 6 hours over norm per week.
2. Assistants, lecturers and tutors as regular employees of the University can work up to 8 hours over norm per week.
3. The administrative staff of the University are not allowed to partake in the teaching process of the "Ukshin Hoti" University in Prizren.
4. As defined in the paragraph 1 of this article, the academic personnel who struggles to reach the full norm, can fulfill it by acquiring working hours in any other academic units within the University "Ukshin Hoti" in Prizren.
5. The Dean of the academic unit is obliged to provide teaching hours up to the full norm for the academic personnel. If the professor is given additional hours in order to achieve the full norm but does not accept it, the payment will be done proportionally with the working hours he holds onto.

6. Academic staff who already have the full norm cannot be given additional hours until the full norm is provided for the other professors, respectively regular assistants, from the same or similar field.
7. Regular assistants cannot be compensated for lecture hours. Except the assistant who, in the absence of the professor of a particular subject, has been re-elected, can be authorized to give limited lectures for bachelor studies. Therefore, with the authorization of the Council of an academic unit and under the supervision of a professor from the particular department he/she can give lectures.
8. The attendance of the academic personnel, at the University, with hours above the full norm and with honorarium, is based upon the decision of the Senate of the University and with the academic unit's proposal.

X. WORKING HOURS FOR THE EXTERNAL COLLABORATORS

Article 14

1. External collaborators and professors outside the University but with equivalent titles in public universities for lectures can work up to 6 hours a week. Excepted from this point are lecturer in Turkish and Bosnian language, who can work up to 8 hours a week. For professors according to article 11 point 4 of the table can work 6 hours a week.
2. Associates - committed to exercises (without an academic title at the public universities) can work up to 8 hours per week.

XI. BASIC CRITERIA ON THE CREATING OF STUDENT GROUPS

Article 15

The determination of student groups in bachelor and master's studies is done based on the following table:

Table 6.

Faculty of	Obligatory lectures	Selected lectures	Exercises for obligatory and selected subjects
Law	Up to 60	Min. 20 – up to 60	Till 30
Economics	Up to 60	Min. 20 – up to 60	Till 30
Education	Up to 60	Min. 20 – up to 60	Till 30
Philology	Up to 60	Min. 20 – up to 60	Till 30
Computer Science	Up to 60	Min. 20 – up to 60	Till 30
Life and Environmental Sciences	Up to 60	Min. 20 – up to 60	Till 30

If the maximum number is surpassed exceeded (up to) as it described in the table no.6, then the new group is formed.

XII. THE AMOUNT OF COMPENSATION IN PROPORTION WITH THE NUMBER OF THESIS ON BACHELOR'S AND MASTER'S STUDIES

Article 16

1. The teacher is entitled for compensation for each thesis he/she works on, at the bachelor's level, above the number determined. The compensation is done as it is defined by the table no. 2 of article 8, paragraph 1.2:

Table 7.

No.	The Naming Commission	Compensation
1	The Mentor	30.00 €
3	Chairman of the Commission	20.00 €
2	The Member of Commission	15.00 €

2. The teacher is entitled for compensation for each thesis he/she works on, at the Masters level, above the number determined. The compensation is done as it is defined by the table no. 2 of article 8, paragraph 1.2:

Table 8.

No.	The Naming Commission	Compensation
1	The Mentor	150.00 €
3	Chairman of the Commission	50.00 €
2	The Member of Commission	30.00 €

3. According to paragraph 1 and 2 of this article the mentor is not compensated as a member of the commission.

XIII. THE METHOD OF MONITORING, VERIFYING AND COMPLETING THE PAYMENTS FOR REGULAR HOURS, OVERNORM HOURS AND OTHER COMMITMENTS

Article 17

1. For every class held students shall sign a list for being present, which are verified and signed by the authorized person of the faculty.

2. The classes held by retired academic staff, external collaborators and hours above the over norm of the regular staff are compensated in the following month.
3. The signed reports are submitted to the finance department of the relevant academic unit, till the 5th of the following month for the payment to be completed. Reports for the classes held that are older than one month shall not be paid, except if there was no budgeted fund in the corresponding month, then the payment can be postponed for completion in the following months.
4. If, by the 5th of the following month the academic staff and management doesn't submit the report of the classes held, the responsibility of the non-payment will fall on them.

XIV. COMPENSATION FOR HOURS HELD IN DOCTORAL STUDIES

Article 18

1. The number of candidates that a professor can mentor is determined by the Regulations for doctoral studies.
2. Compensation for teaching in doctoral studies becomes the Regulation for doctoral studies.
 - 2.1 Compensation for hours held for the group of general courses ----- 40.00 € for one (1) hour of lectures, but not more than 28 hours per semester.
 - 2.2 Compensation for the hours held for the group of professional courses is -----40.00 € for one (1) hour of lectures, but not more than 12 hours per semester.
3. The compensation of professors who give lectures in doctoral studies is done with a specific contract.

XV. COMPENSATION FOR HOURS HELD IN DOCTORAL STUDIES

Article 19

1. Compensation for doctoral mentoring and commissions is fulfilled as follows:

Table 9.

No.	The Naming Commission	Compensation
1	For the PhD thesis topic mentor	1200.00 €
2	For the chairman of the commission of evaluation and thesis defense	300.00 €
3	For the members of the commission for evaluating the doctoral thesis	200.00 €
4	For the members of the commission for the defense of the doctoral thesis	200.00 €
5	For external members of the commission of evaluation and defense of the doctoral thesis	300.00 €

2. The external members as part of the Commission for the defense of the doctoral thesis at "Ukshin Hoti" University, their travel and accommodation expenses are compensated by "Ukshin Hoti" University.

XVI. COMPENSATION FOR THE REVIEW COMMISSION

Article 20

1. Compensation of the review commission shall be as follows (internally):
 - 1.1. Chairman of the commission ----- €50.00
 - 1.2. The member of the commission ----- 30.00 €

2. Compensation for the review commission will be made as follows (Outside the "Ukshin Hoti University"):
 - 1.1 Chairman of the commission ----- 80.00 €
 - 1.2 The member of the commission ----- 50.00 €

XVII. COMPENSATION OF PERMANENT SENATE COMMISSION

Article 21

1. The compensation of the Senate commissions is done as follows:
 - 1.1. University level studies commission -----30.00 €
 - 1.2. Complaints Commission established by the Senate²----- 25.00 €
 - 1.3. Ethics Commission at the University level-----25.00 €
 - 1.4. Commission of self-evaluation report-----25.00 €
 - 1.5. Statutory Commission -----25.00 €
 - 1.6. The quality Commission -----25.00 €

2. The compensation of the commissions as defined in paragraph (1) of this article is done based on the meetings held, but not more than two meetings per month. An exception for the study commission, which during the job application process the amount of work is increased for re-selection and advancement of personnel, will be compensated for up to four meetings per month.
3. The chairman of the commission not later than 5 days after the end of the meeting sends the list of signatures and the payment to the vice-rector of Budget, Finance and Infrastructure.
4. The compensation of senators is made as a monthly addition with the value accordingly with this regulation.
5. The secretary of the university is not entitled to a functional allowance for participation in the Senate.

XVIII. TRANSITIONAL AND FINAL PROVISIONS

Article 22

1. When the Governing Council of the University approves the entry into force of this regulation all previous regulations, decisions or other instructions of this nature are repealed.

² Includes the permanent commission at the University level and the ad hoc Committees of complaints, accordingly with the academic units' requirements established by the Senate.

Article 23

1. This regulation enters into force on the date it is approved by the Governing Council of the University, and repeals all other decisions related to the personal income of academic staff.

The Chairman of the Governing Council

Prof. Asoc. Dr. Arif Murrja

The regulation is sent to:

Management

Academic Units

Office of Finance, Office of Academic Affairs and Office of Personnel

Ministry of Education, Science, Technology and Innovation

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