

UNIVERSITY "UKSHIN HOTI" PRIZREN



HANDBOOK

of the legal acts package for academic and non-academic personnel of
the University "Ukshin Hoti" Prizren

Prizren, 2023

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I. PREFACE

The handbook is a summary of the legal acts and by-laws, which regulate the work relationship of the University's personnel, the rights and duties of the contracting parties, namely the relationship between the University as an employer and academic and non-academic personnel as employees.

This handbook will be in accordance with the state policies of the working relationship and the legal acts of the University, and will mainly deal with the labor relationship, referring to the relevant legislation that covers this field but also special laws that regulate certain issues that are related to personnel.

The purpose of drafting this summary of legal acts in the form of a handbook is to inform all University personnel as accurately as possible, regarding the rights and duties arising from the legal work relationship with the University.

Students - The status, rights and responsibilities of students are provided in the Statute of the University "Ukshin Hoti" Prizren, and other legal acts, which are part of a special document at the service of students, which is related to their rights and duties: [HANDBOOK for students at "Ukshin Hoti" University in Prizren.](#)

II. THE HISTORY

"Ukshin Hoti" University, located in Prizren, was established by decision no. 01/87 of the Government of the Republic of Kosovo, on 09.10.2009 as the second public University in the Republic of Kosovo, which started with the first generation of students in the academic year 2009/2010, respectively on 01.10.2010. The Assembly of the Republic of Kosovo, on 30.05.2013, approved the Statute of the University "Ukshin Hoti" in Prizren.

"Ukshin Hoti" University, with its six academic units, currently offers studies in the bachelor's and master's cycle, on the basis of the statute, it can also organize doctoral studies. In addition to studies in the Albanian language of instruction, the University also offers studies in the Turkish and Bosnian languages of instruction.

The University inherits the experience of the former Higher Pedagogical School, a separate branch of Prishtina, which operated from October 1961, and which later became the Faculty of Education - branch in Prizren.

The city of Prizren, the headquarters of this University, with Law No. 06L/-012 article 4 point 2 is declared the Historical Capital of the Republic of Kosovo, which is normally known for its rich

history as well as for its multi-ethnicity and heritage and culture not only in the Republic of Kosovo but also beyond.

The city of Prizren is also the second largest city after Pristina, which according to statistics is the most visited city in the country. It lies in the southern part of the Republic of Kosovo. Being the closest city to the Republic of Albania, for its citizens, this city and the "Ukshin Hoti" University are very attractive.

III. INTRODUCTORY PROVISIONS AND GENERAL PRINCIPLES

The Assembly of the Republic of Kosovo, based on Article 65(1) of the Constitution of the Republic of Kosovo and Article 17 paragraph 1 of the

Law on Higher Education in the Republic of Kosovo No. 04/L-037,

Approves: "[UKSHIN HOTI" UNIVERSITY STATUTE NO. 04-V-621](#)", as the highest legal act of the University, whose mission and vision are foreseen in Article 6 of this Statute.

The University is obliged to create equal opportunities for everyone, without any kind of discrimination based on gender, race, sexual orientation, marital status, language, religion, political belief or anything else, national, ethnic or social affiliation, wealth, birth status or any other status.

The University ensures and supports gender equality. In cases where male and female candidates have equal qualifications and professional achievements, preference will be given to the female candidate.

Academic and non-academic personnel of the University and students must conduct themselves in accordance with the highest standards of commitment, integrity, objectivity, responsibility, sincerity, honesty and leadership.

IV. THE GOVERNING BODIES OF THE UNIVERSITY "UKSHIN HOTI" PRIZREN

The main governing authorities of the University are: The Governing Council, the Rector and the Senate.

The administrative activity of the University is based on: University Statute, Law No. 05/L-031 for the General Administrative Procedure and other by-laws in force, while the financial component and the budget limits on an annual basis are determined based on the law on budget allocation: Law on Budget Allocations for the Budget of the Republic of Kosovo.

GOVERNING COUNCIL:

The Governing Council of the University is the main governing authority of the University. The Governing Council consists of seven (7) voting members. The Ministry of Education, Science and Technology appoints three (3) members with voting rights and the Senate elects four (4)

members of the Governing Council with voting rights from the academic personnel of the University, at the call of the professor. The Rector and the General Secretary are ex-officio members of the Governing Council, without the right to vote.

The mandate, duties and responsibilities of the Governing Council are foreseen in the provisions of the Statute of the University (articles 17-24), while the work and the functioning of the Governing Council are based on the Working Regulations of the Governing Council No. 01-448/2015.

RECTOR:

The Rector is the main managing authority of the University. The Rector is elected by the Governing Council through a public competition, in accordance with the provisions of Law No. 04/L-037 for Higher Education in the Republic of Kosovo and the Statute of the University. The rector's election, powers, duties and responsibilities are foreseen in the provisions of the University Statute (articles 25-37).

SENATE:

The University Senate is the highest academic body of the University. The Senate consists of the following members with the right to vote: Rector, Vice-Rectors, Deans of all academic units from one (1) member elected by the academic personnel of each academic unit, two (2) members elected by the Students' Parliament among the University students, one (1) member chosen from the non-academic personnel. The Secretary of the University is a permanent member of the Senate, without the right to vote, while the head of the Student Parliament is an ex-officio member of the Senate (Article 155, paragraph 6 of the Statute)

The mandate and powers of the Senate are based on the provisions of the Statute (Articles 42-49) and the work regulations of the Senate.

V. GENERAL CRITERIA AND PERSONNEL CATEGORIES

General requirements for the admission of public officials in accordance with: [Law No. 06/L-114 for Public Officials](#)

- Be a citizen of the Republic of Kosovo;
- To have full ability to act;
- Master one of the official languages, in accordance with the Law on Languages;
- To have good health to perform the relevant task;
- Not to be convicted by a final decision for committing a criminal offense intentionally;
- There should not be a disciplinary measure in force for dismissal of a public official position, dismissed according to this Law.

In addition to the conditions mentioned above, in order to be accepted as a Public Service employee, candidates must also meet the following requirements:

- Have the level of education and work experience required for the relevant position, category, class or group; AND
- Successfully pass the admission procedures, according to the current legislation.

Categories of University personnel according to the Law on Public Officials.

- Management personnel.
- Professional personnel.
- Common services personnel and technical personnel.
- Other personnel.

MANAGEMENT PERSONNEL

The management personnel are the personnel who lead or perform management tasks of personnel and professional work (Rector, Dean of the Academic Unit and General Secretary).

Selection of University Management Personnel, powers and mandate

Rector:

The Rector is appointed for a period of four (4) years, with the possibility of re-election for one mandate. The Rector's mandate begins on October 1. The competition for the election of the rector is public and open to internal and external personnel who meet the criteria as in Article 27 of the University Statute.

The university has three (3) vice-rectors. The duties of vice-rectors are assigned by the Rector in accordance with the provisions of this Statute (Articles 33-37 of the University Statute).

Dean:

The Faculty is led by the Dean, who may be assisted by one or two (2) Vice-Deans. The deans and vice-deans are elected by the Senate, with the proposal of the Faculty Council, for a period of four years, among the professors of the respective faculty, with the right of re-election for another mandate. The criteria for election, mandate and powers of the Dean and Vice-Dean are provided in the Statute of the University (articles 67-76) and the [Regulation for elections at the University](#).

The evaluation of the work results of the Dean of the Academic Unit is done by his direct supervisor (Rector) on the basis of a process, which includes the opinion of colleagues (members of the Senate) and subordinates of the Dean (member of the Council of the Academic Unit), as and the overall performance of the unit (Article 72 of the University Statute), the Senate of the University drafts special Regulations for evaluating the performance of the Dean of the Academic Unit).

Secretary General:

He is the Chief Administrative Official of the University. The Secretary of the University is elected by the Governing Council, according to the Rector's proposal, and is responsible to let the Rector know about efficient and effective financial and economic administration at all levels of the University.

The selection procedure, criteria, mandate, rights and duties of the General Secretary of the University as Chief Administrative Official (CAO) of the institution are provided in the Statute of

University (Article 38 - 41), Law on Public Officials, [Law no. 06/L -113 on the Organization and Functioning of the State Administration and Independent Agencies](#). The provisions of Article 10 in relation to Article 1 of [Law No. 03/L-048 for the Management of Public Finances and Responsibilities](#) as well as other provisions that originate from these laws as well as the REGULATION FOR THE ESTABLISHMENT OF THE EMPLOYMENT RELATIONSHIP AND THE WORK DESCRIPTION IN THE ADMINISTRATION OF THE UNIVERSITY.

The evaluation of the work results of the General Secretary is done by his direct supervisor (Rector), based on a process that includes the employee's self-evaluation and the opinion of his colleagues and subordinates, as well as the general performance of the institution (Article 44, paragraph 2, Law No. 06/L-114).

The mandate of the Rector, Dean and General Secretary is 4 years, with the right of re-election for one mandate (Articles 26 and 68 of the University Statute. The vice-rectors mandate is related to the mandate of the Rector, as well as the mandate of the vice-dean, which is related with the mandate of the Academic Unit Dean.

All the management personnel of the University (excluding the General Secretary), sign the decision on the exercise of the functional position and the compensation contract for the same in addition to the regular teaching contract. The General Secretary is elected in accordance with the provisions of the Law on Public Officials No. 06/L-114, University Statute and other acts in force.

The rights, duties and responsibilities of the University's management personnel

- **Property declaration:** Referring to [Law No. 08/L-108 on the Declaration, Origin and Control of Assets and Gifts](#), there are two categories of personnel who have the obligation to declare the properties: High Officials (Article 4 of the law, which mainly includes the management personnel of the University) and Public Officials (Article 5 of the law, which mainly includes the University's professional personnel).
- **Conflict of interest in the public function:** All University management personnel have a legal obligation to avoid any possible situation of conflict of interest. At the moment when there are circumstances that cause a conflict of interest in the exercise of a public function or there is a suspicion of a possible conflict of interest, the relevant person must request release from the

duties that cause a conflict (by signing the declaration of conflict of interest) and consult with the Official Responsible for Prevention of Conflict of Interest in the University (commission) or officials from ACA.

The conflict of interest, in addition to the provisions of the Code of Ethics, is also dealt by a special law: [Law No. 06/L -011 on the Prevention of Conflict of Interest in the Exercise of the Function](#), responsible for the implementation of which is the Anti-Corruption Agency.

- Signaler: The management personnel of the University must also have the appropriate information regarding: [Law No. 06/L -085 on the Protection of Whistleblowers](#), whose role is to enable the reporting of violations in the public and private sector and the protection of whistleblowers.

PROFESSIONAL PERSONNEL

The professional personnel perform the professional delivery of the service, respectively are the teaching personnel at the University / teaching (regular professors, associate professors, assistant professors, University assistants, lecturers and tutors) as well as engaged academic personnel.

Selection procedure and contract duration

The professional personnel of the University mean the academic personnel of the University, foreseen by the provisions of article 167 of the Statute of the University "Ukshin Hoti" in Prizren. All academic personnel are appointed by the Rector (Chairman of the Senate) according to the decision of the Senate based on the proposal of the Council of the Academic Unit:

Categories of professional personnel:

- Regular professor (Prof. Dr.)
- Associate Professor (Prof. Assoc. Dr.)
- Assistant professor; (Prof. Ass. Dr.)
- University Assistant; (Ass.)
- Lecturers and korepetitor.

Regular professor (Prof. Dr.):

For the Regular Professor title of the academic unit, candidates must meet the criteria in the list with the provisions of 171 of the University Statute. The duration of the full professor's contract is indefinite. The procedure of selection, re-election and advancement of the academic personnel is done in accordance with the legal provision in force, the University Statute and the relevant Regulation.

Associate Professor (Prof. Assoc. Dr.):

For the Associate title of the academic unit, candidates must meet the criteria in the list of profile 172 of the University Statute. The duration of the contract of the associate professor is 4 years with the right of re-election/advancement.

Assistant Professor (Prof. Ass. Dr.):

For the title of Assistant Professor of the Academic Unit, the candidate must meet the criteria in the list with the provisions of Article 173 of the University Statute. The duration of the assistant professor's contract is 4 years, with the right to re-election/advancement.

University Assistant (Ass.):

For the title of Assistant, the candidate must meet the criteria defined in the provisions of Article 174 of the University Statute. The duration of the contract is 3 years.

Lecturers and korepetitor:

For the title of Lecturer and Korepetitor, candidates must meet the criteria from Article 175 of the University Statute.

Legislation that regulates the working relationship of academic personnel

Selection of personnel: Selection of academic personnel of The University is based on the provisions of Labor Law No. 03/L-212, Law on [Higher Education of Kosovo No. 04/L-037](#) and UA of MEST no. 01/2018 with amendment no. [07/2018](#) as well as the provision of the University Statute no. 04-V-621 and [the REGULATION FOR ELECTION PROCEDURES REGARDING THE APPOINTMENT, REAPPOINTMENT AND ADVANCEMENT OF ACADEMIC PERSONNEL AT "UKSHIN HOTI" UNIVERSITY.](#)

Scientific activity

The scientific and academic activity of the professional personnel, teaching and work with students must be in accordance with the provisions of the Statute and the principles of the [CODE OF ETHICS FOR THE PERSONNEL OF THE UNIVERSITY "UKSHIN HOTI" PRIZREN](#) and [REGULATIONS FOR THE ESTABLISHMENT AND FUNCTIONALITY OF THE SCIENTIFIC RESEARCH ETHICAL CODE.](#)

In the framework of scientific activities, the university has also established the Center for Research, Innovation and Knowledge Transfer (CRIKT), the establishment, structure and operation of the principle as defined in [REGULATIONS FOR THE ESTABLISHMENT, STRUCTURE AND FUNCTIONING PRINCIPLES OF THE CENTER FOR RESEARCH, INNOVATION AND KNOWLEDGE TRANSFER.](#)

Scientific research and artistic creativity are the objectives of the University. With the proposal of the Academic Unit Council, the Rector may allow the academic personnel to carry out research and creative work in specific locations outside the University and to participate in common projects other institutions.

The University is obliged to provide suitable conditions for scientific research and artistic creativity as well as to enable the academic personnel to achieve competitive results at the

international level. The academic personnel of the University are obliged to do scientific research and creative work in accordance with their professional skills and the obligations arising from the strategic instructions of the Senate as well as the councils of the relevant academic units.

Performance evaluation of academic (professional) personnel

Evaluation: The evaluation of the performance of the academic (professional) personnel is done in accordance with the provisions of the [REGULATION FOR QUALITY ASSURANCE](#).

The University, through its own mechanisms, based on the internal Regulation for the performance evaluation of the academic personnel, will evaluate the regular personnel in order to increase the quality, scientific and artistic level of teaching in the University (*the Senate of the University drafts special regulation for evaluating the performance of the academic personnel of the university*).

The evaluation of the academic personnel of the University is done using different evaluation models, then, based on the formula provided by the regulation, the result of the performance of the academic personnel is derived. Some of the forms of assessment of academic personnel are: Self-assessment, Student assessment, Assessment by colleagues and superiors, Assessment by internal monitoring, Assessment of scientific works of academic personnel, Assessment for the contribution made to the community or other forms in accordance with the Strategic Plan and University policies. Access to evaluation results is open.

Academic personnel (excluding personnel who exercise functional positions inside or outside the University) do not have a legal obligation to declare assets, while under any circumstances they must avoid situations of conflict of interest in the exercise of the public function provided in the provisions of the Code of Ethics and: [Law No. 06/L -011 for the Prevention of Conflict of Interest in the Exercise of Public Function](#).

Working hours: The working hours of the academic personnel are regulated by a sub-legal act on the working hours approved by the University, in accordance with the legal provisions in force.

JOINT SERVICES PERSONNEL AND TECHNICAL PERSONNEL

Shared services personnel and technical personnel perform the functions of administrative management of human resources, academic, teaching and quality issues, student service, finance service, audit, procurement, information technology, infrastructure, information, library, relations with outside etc. which enables the normal functioning of the administration at the University (regular non-academic personnel belonging to the category of public servants according to Article 2 of Law No. 06/L-114).

The categories of personnel of common services are:

- Public Service Employees;
- Cabinet officials;
- Administrative-technical and supportive clerk.

Public Service Employees: The legal relationship between the University and the public service employees is a legal relationship of administrative law which is established through the competition procedure for an indefinite period (unless otherwise provided by law). The establishment, change, termination of the employment relationship, the structure and description of the work duties are provided by the internal acts of the University, such as: Statute, [ORGANIZATIONAL STRUCTURE](#), [REGULATIONS FOR THE INTERNAL ORGANIZATION OF THE UNIVERSITY SERVICE](#) and REGULATIONS FOR THE ESTABLISHMENT OF THE EMPLOYMENT RELATIONSHIP AND JOB DESCRIPTION IN THE ADMINISTRATION OF THE UNIVERSITY

The positions of Public Service employees among the personnel of common services based on the Statute and other internal acts such as the [ORGANIZATIONAL STRUCTURE](#), the [REGULATION FOR THE INTERNAL ORGANIZATION OF THE UNIVERSITY SERVICE](#) and the REGULATION FOR THE ESTABLISHMENT OF THE EMPLOYMENT RELATIONSHIP AND THE JOB DESCRIPTION FOR THE ADMINISTRATION OF THE UNIVERSITY is divided into the following categories:

- Senior management category,
- Middle management category,
- Lower management category,
- Professional category.

The senior management category: of public service employees at the University, means the position of the General Secretary of the University, (Chief Administrative Official, NAO) which also belongs to the category of University Management Personnel.

Middle management category: of public service employees at the University means the position of the Director in the central administration and in the Central University Library.

The lower management category: of public service employees in the University means the position of Heads of divisions, Heads of offices, sectors and Secretaries of Academic Units.

Professional category: of public service employees at the University means the positions of officials of all professional level categories.

Cabinet Clerks: They are public officials who perform duties in the Rector's cabinet. Whose work relationship is regulated by internal acts as in the case of public service employees.

Administrative-technical and supportive clerk: They are public officials who perform auxiliary, maintenance, storage, driving and other similar activities at the University. Whose work relationship is regulated by internal acts as in the case of public service employees.

EXTERNAL PERSONNEL

In addition to the personnel mentioned in the three categories above, part of the University is also the regular personnel of the University: external members of the Governing Council,

engaged personnel in teaching, or subcontracted personnel, who for the service performed at the University are compensated by University budget. The external personnel contract is a fixed-term contract and cannot be converted into a regular contract without a regular competition procedure.

The engagement, rights and duties of external personnel are foreseen in the legislation in force and the REGULATIONS FOR THE ENGAGEMENT OF EXTERNAL ASSOCIATES IN UNIVERSITY "UKSHIN HOTI" PRIZREN.

The personnel, according to points 1, 2 and 3 (management, professional and administrative personnel) of this chapter have a regular contract with the University and are compensated with a primary salary, in accordance with the legal provisions in force and internal acts; while the personnel from point 4 (other personnel) do not have a regular contract with the University, but a fixed-term contract.

The employment relationship, conditions, contracts, rights and duties of University personnel are based on: Labor Law no. 03/L-212, the Law on Public Officials, the by-laws originating from these laws as well as the provisions of the University Statute.

VI. LEGAL REGULATION AND CODE OF ETHICS

Code of Conduct and Ethics at Work: University personnel must behave in accordance with the principles of the Code of Ethics [CODE OF ETHICS FOR UNIVERSITY PERSONNEL "UKSHIN HOTI" PRIZREN](#) and other provisions in force of this nature.

Dress code and behavior during working hours:

PERSONNEL

- must maintain a serious appearance during working hours that includes serious and dignified clothing, in accordance with the Code of Ethics
- must respect the working hours
- use the official language and a selected vocabulary, with regular intonations and within the norms of ethics and civic behavior
- correctly implement the task and orders of the superior in accordance with the legal and by-law acts
- not to allow personal relationships to affect professional relationships
- not to slander, slander and tarnish the professional and personal image of other University personnel members.
- not to consume alcoholic beverages, tobacco or other prohibited substances in the premises of the institution. (The use of tobacco and alcohol in the premises of the University is contrary to the Code of Ethics). Furthermore, the institution is obliged to implement the provisions of [Law No. 04/L-156 on Tobacco Control](#) and can also take measures against personnel who do not implement the provisions of this Law regarding the use of tobacco.

Access to official University documents

In accordance with the provisions of the University Statute, the Governing Council, the Rector, the General Secretary and the auditors have unlimited rights of access to all official data and documents of the University and its personnel.

However, access to documents and their use must be done in accordance with the provisions of [Law no. 06/L-081 on Access to Public Documents](#) and the legal provisions of [Law no. 06/L-082 for Protection of Personal Data](#) in consultation with the responsible officials of the University designated by decision of the General Secretary (an official responsible for access to public documents and an official responsible for the protection of personal data).

The unauthorized use (by relevant officials) of the University's official document or personal data of the University's personnel in violation of the legislation mentioned above constitutes a legal violation.

Ethics Council, Disciplinary Commission and Complaints Resolution Commission

The Council of Ethics is formed by the Senate according to the Rector's proposal. This Council monitors the implementation of the Code of Ethics within the University.

The Rector forms the Disciplinary Commission and the Complaints Commission according to legal and statutory authorizations. The activity of these two commissions is based on the legislation in force.

Use of the University's name: University personnel may not use or allow the use of the name or logo of the "Ukshin Hoti" University in Prizren, or identify themselves as a member of the personnel of the "Ukshin Hoti" University in Prizren in promotions, advertisements or commercial products, without the prior written consent of the competent bodies of the University, according to the Statute.

University personnel must say it correctly and clearly when speaking on behalf of the University, as well as when their opinion is completely personal and does not represent anything, despite being part of the University personnel. Members of the University are encouraged to contribute to public debates as citizens.

Employment of personnel outside the University: The University allows employment outside the University or self-employment in the profession, in case there is no conflict of interest or conflict of commitment or such thing is not prohibited by law. Conflict of commitment usually occurs when the pursuit of commitments outside the University negatively affects the fulfillment of obligations to students, colleagues or other activities of the University.

A member of the University's personnel may be employed outside the University when the other employment does not constitute a conflict for the interest of the University and when the hours outside the University do not conflict with the scheduled hours at the University, more precisely the regular personnel of the University who meet the norm of 40 hours a week within the institution can perform another job outside this institution.

A University personnel member may work outside the University when he/she is on vacation without creating a conflict with the interests of the University.

Gifts and favors: University personnel must not request or accept gifts, favors, or any other benefits, or avoidance of possible losses, as well as promising them, for themselves, family, relatives, persons or organizations with them which have working relationships, which affect or appear to affect the impartiality of the performance of the duty, are or appear to be a reward for the way the official duty is performed.

This provision is sanctioned by the provisions of the University Code of Ethics no. 219/16 and Law No. 04/L-050 and Law No. 04/L228 for supplementing and amending the Law on the declaration, origin and control of the wealth of High Public Officials and the declaration, origin and control of gifts for all official persons.

Electronic communication: Internal and external electronic communication of University personnel must be done in accordance with the standards set forth in the provisions of article 19-21 of the Code of Ethics no. 219/16. It is not allowed for University personnel to use private e-mail for official communication, as well as to use official e-mail for private communication. The legal consequences will arise as a result of not using the official e-mail.

Official University e-mail (name.surname@uni-prizren.com) has the regular personnel (according to point 1, 2 and 3 of this handbook in the categories of University personnel) as well as external University personnel (point 4) with the approval of the superior (Rector or General Secretary) for a certain term, respectively for the time he has a contract with the University.

Student representatives can also have an official e-mail. The President of the Student Parliament, the two senators among the students, the presidents of the Student Councils, of the academic units and the members of these Councils. With the election of the new bodies, the e-mails of the former president and other representative members of the students are closed.

Working hours and holidays provided by law

Working Hours: The official working hours at the University are 40 hours per week (Article 20 of the Labor Law and the Law on Public Officials), respectively 5 working days in a week (Monday - Friday) from eight (8) hours to days starting from 08:00 to 16:00 [REGULAR WORKING HOURS AND HOLIDAYS OF ADMINISTRATIVE PERSONNEL.](#)

VII. CONCLUSION

This handbook is a summary of the legal acts that regulate the employment relationship and that relate to the work of the academic and administrative personnel of the University. The expansion or completion of this handbook depends on the dynamics of the approval of legal acts and internal legal acts of the University "Ukshin Hoti" Prizren.

This handbook will serve as a guide for the academic and administrative personnel of the University as well as all the bodies of this institution regarding the legal regulation, guiding them

in the relevant law or regulation, but this handbook in itself does not have the legal force of the Governing Council regulation.

For any questions regarding the handbook, you can contact the Personnel Office and the Legal Office of the "Ukshin Hoti" University in Prizren.

After the first approval of this Handbook by the Governing Council, it remains under the responsibility of the General Secretary (Personnel Office and Legal Office) its constant updating and completion with new legal acts which regulate the matter of what the Handbook contains. The Personnel Office takes care of updating the legal acts that regulate the working relationship of the University's personnel as well as the activities of the personnel, while the Legal Office takes care of updating this handbook with the internal acts that are approved by the governing bodies of the University (the Governing Council and the Senate of University).

Completion-change in the form of updating is done every time according to the official duty with the entry into force of new legal or by-law acts.

The initiation of addition-amendment or correction of the current Handbook by other offices is done with a written request from each organizational unit or member of the University's personnel. The request is submitted to the central protocol office and sent to the General Secretary, who authorizes the Personnel Office and the Legal Office to process the request.

The General Secretary, with the recommendation of the relevant competent offices, may refuse to make the requested addition-change, if it is assessed as unnecessary, is outside the legal scope of the personnel or is not in accordance with the purpose of this drafted Handbook.

For each initiation for addition-amendment, the General Secretary takes a written decision regarding the approval, partial approval or total rejection of the request for addition-amendment with the above reasons.

The Governing Council only decides to change the form or version of this Handbook.

You can find the handbook on the official website of the University "Ukshin Hoti" Prizren, by clicking on: www.uni-prizren.com, in Albanian and English as well as in other languages in accordance with Law No.

02/L-37 on the Use of Languages in the Republic of Kosovo.