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REGULATION FOR THE ENGAGEMENT OF THE EXTERNALL ASSOCIATES IN THE UNIVERSITY "UKSHIN HOTI" PRIZREN

Prizren, December 2021



Pursuant to the legal provisions of Article 14, point 3.4, of the Statute of "Ukshin Hoti" University (hereinafter referred to as UHUP), the Senate of "Ukshin Hoti" University in its regular meeting held on: 20.12.2021 approved the following:

**REGULATION FOR THE ENGAGEMENT OF THE EXTERNALL ASSOCIATES
IN THE "UKSHIN HOTI" UNIVERSITY PRIZREN**

Article 1

Purpose

The purpose of this regulation is to regulate and determine the evaluation procedures for the engagement of external associates ¹ for giving lectures, respectively exercises and exams, colloquiums, consultations and mentoring as needed.

Article 2

Legal grounds

The legal basis of this regulation is Article 13, point 2.2, 2.3 of the Law on Higher Education and Article 47, point 1.3, 1.8 and Article 48, point 1.9 of the Statute of "Ukshin Hoti" University in Prizren.

Article 3

Evaluation procedures for engaging external associates

Evaluation procedures for the engagement of external associates are based on the need to ensure the sustainable operation of "Ukshin HOTI" University in accordance with its obligations, with particular emphasis on the following activities:

1. Teaching activities (lectures, exercises)
2. Consultative activities;
3. Taking exams, colloquiums, in the subjects in which they engage;

¹External Lecturer and Exercise Assistant means academic staff engaged, hereinafter referred to as the *external associate*.



Article 4

Period of engagement

1. External associates are hired for one winter or summer semester as well as for one (1) academic year. The Senate can announce the competition twice a year. According to the academic unit's requirement, the contract can be completed for another term.
2. The contract of engagement shall be in accordance with the legal provisions in force.
3. The competition is published once a year and at least 3 (three) months before the beginning of each academic year.
4. The academic staff engaged, is obliged under the contract to hold exams, to assist in exams, for all terms within the academic year, respectively three regular deadlines after the end of the contract.

Article 5

Competition for engagement of external associates

1. The engagement procedure is done through the announcement of a public competition.
2. An exception to paragraph 1 of this Article shall be made for the following categories:
 - 2.1 Academic staff in full time employment with the University “Ukshin Hoti” Prizren
 - 2.2 Visiting professors from other countries, employed in the respective universities (for a certain number of lectures up to one semester), are engaged by Senate decision. The council of the academic unit proposes the functioning of external collaborators category.
 - 2.3 Academic personnel from public universities of the Republic of Kosovo and the region with which the University has cooperative agreements. The council of the academic unit proposes to the Senate the functioning of external collaborators category. The academic staff of this category must submit to the academic unit the following notarized documents: the decision to accept the academic call, the employment contract and the study diplomas (bachelor, master/equivalent and doctorate).
3. In case of need of the academic unit, with a well-reasoned request and approved by the Council of the academic unit, the Rector of the University can decide on the



engagement of the academic personnel of the University in the teaching process even after the retirement age, past 70 at the University "Ukshin Hoti" Prizren.

4. The competition will be announced only if there are not enough academic personnel within the "Ukshin Hoti" University of the relevant field.
5. The recruitment competition is announced by the Senate with the proposal of the Academic Unit Council, based on its academic unit's needs for lectures/exercises.
6. The Rector, in exceptional cases, on the basis of justification, may propose to the Senate the announcement for engaging the academic personnel of the relevant academic unit.
7. The competition of external associates must refer to the terms and criterias of this regulation.
8. The competition should be announced on the website of "Ukshin Hoti" University. The duration of the competition is **15 calendar days** since announcement day. In cases of a re-announcement competition, the time duration of the competition is eight (8) calendaric days.
9. In exceptional cases, at the proposal of the academic unit, the Senate can take a decision on the opening of the competition. The duration of the competition lasts eight (8) calendar days.
10. Candidates who apply as external associates must submit all documents within the deadline of the competition in hard notarized copies and a folder to the relevant academic unit, for each position (competition points) that applies.
11. Diplomas for abroad scientific degrees will only be considered if they are nostrified and submitted prior to the close of the competition, with the exception of those with an academic title in the public Universities. In special cases, when candidates apply in Bosnian, Turkish and other specific programs, The council of the academic unit can address this issue according to the interest of the study program, through a well-reasoned proposal (due to the specifics).

Article 6

Conditions for the engagement of external associates

1. The engaged external associates do not receive academic title from the University. Their commitment is made by the specific procedures defined in the continuation of this regulation.



2. For the position of external associate, for lectures, candidates must meet the following conditions:
 - 2.1. To have the scientific degree of doctor of sciences in the relevant field (for arts subjects, equivalent with it).
 - 2.2. Candidates who, apart from the doctor of sciences degree, also have an academic title, have priority to be selected.
3. For the position of external associate for exercises, candidates must meet the following conditions:
 - 3.1. To have completed studies at the master's level or equivalent, in the relevant field.
 - 3.2. To have an average grade not lower than 8 (eight) at the Bachelor's and Master's level of studies, when engaged for the first time.
 - 3.3. To not be older than 28 years, when engaged for the first time. Exception is, when there is no candidate according to point 3.1. and 3.2. of this article, candidates can engage in exercises until the age of 40 if they have the degree of Dr. Sc. and meet the criteria defined according to point 3.2. of this article.
4. In the case when more than one candidate for the relevant position meets the criteria of point 2 and 3 of this article, the selection will be made according to this priority:
 - 4.1 The candidate with the longest academic experience of the relevant field;
 - 4.2 The candidate with the best performance of the previous engagement at the University;
 - 4.3 Female candidate (under equal conditions);
 - 4.4 In other cases, it remains at the discretion of the evaluation commission to give priority for the designated candidate.
5. If none of the candidates presented in the contest does not meet the conditions, according to points 2 and 3 respectively of this article, or if no candidate competes, the contest is re-announced according to the same procedure defined by this regulation.
6. After the re-announcement of the competition, the evaluation of the candidates is done according to the procedure defined below:
 - 6.1 In the absence of candidates with the degree of doctor of sciences (Dr. Sc.) and if within the academic unit there is no candidate with the magister degree (Mr. Sc.) or masters (MSc., MA), who will be able to commit to lectures in the given subject, in



accordance with the University Statute for the position of external associates. For lectures at the Bachelor's level, the candidate with the degree of Mr. Sc., MSc. or MA, giving priority to the candidate who has registered doctoral studies.

- 6.2 For the candidate who meets the conditions of point 6.1. of this article, the Council of the academic unit issues a decision to entrust the subject under the diligence of a professor with a regular employment relationship at the University.
7. At the University, candidates who have more than one engagement in regular employment or honorarium in public or private institutions with primary and secondary salary cannot be engaged.
8. At the University, it is not allowed to engage candidates within any of the basic organizational structures (department/program or branch), if within those structures they have a regular work relationship or have engaged close family members in the parent-child, husband-wife, sibling, sister-in-law, brother-in-law and vice versa).

Article 7

Creation of the Evaluation and Complaint Commissions

1. Within 7 days after the opening of the competition, the Dean of the Faculty convenes the meeting of the academic unit Council, in which the decision to form the evaluation commission is taken.
2. The evaluation and the complaint commission are proposed at the departmental / branch level, or academic unit level and approved by the academic unit Council.
3. The Evaluation and the Complaint Commissions are a body of high professional, academic and ethical credibility, consisting of three (3) members.
4. The Evaluation and the Complaint Commissions consist of full-time professors, members of the Branch, of the relative academic unit.
5. In the absence of a sufficient number of professors, as in point 4 of this article, the Evaluation Commission and the Complaints Commission consists of professors of the relevant field may be appointed from the study programs of the same academic unit or other academic units of the University.
6. Commissions and the head of the Commissions are elected by the Council of the academic unit.
7. The chairman of the evaluation Commission and the Complaints Commission is obliged to call the meeting of the relevant commissions and in coordination with other



members to draft the evaluation/complaints report and publish them at the University website.

8. The Evaluation and the Complaint Commissions, while drafting the reports, are obliged to implement the provisions of the competition and this regulation.
9. The Evaluation Commission bears legal, disciplinary and ethical responsibility for the authenticity of the data recorded in the Evaluation Report.
10. The faculty administration should provide all necessary documentation to the evaluation Commission.

Article 8

Evaluation procedure, the engagement decision and the right to appeal

1. The Evaluation Commission is obliged to review the applications of all candidates submitted to the competition in the relevant subject.
2. The Evaluation Commission prepares the evaluation report within five (5) working days after the closing of the competition.
3. The Evaluation Commission has the obligation to present in the evaluation report all the relevant facts for all the candidates presented in the competition for the relevant subject.
4. After the publication of the Evaluation Commission report on the University's website, starts the deadline for the appeal. Unsatisfied candidates have the right to file a complaint with the academic unit's Complaints Commission, within seven (7) calendar days from the day this report is published on the website.
5. The Complaints Commission of the academic unit, within five (5) calendar days after the end of the complaints deadline, prepares the complaints report by deciding as follows:
 - Approval of the party's complaint;
 - Rejecting the complaint and upholding the report of the Evaluation Commission;
 - and
 - Discarding the complaint (outside the deadline).
6. After the completion of the report of the Complaints Commission, the Council of the academic unit examines the proposals of the Evaluation and Complaints Commissions within five (5) calendar days.
7. The council of the academic unit, during the review of the report of the Evaluation and Complaints Commissions, has the right to reject but cannot approve both



- reports. The council of the academic unit notifies the Senate for the decision of the academic unit regarding the approval of the relevant reports and the Senate decides about the same approval.
8. If any member of the Evaluation and Complaints Commissions have a different opinion regarding the proposal/report of the respective Commission, he/she is obliged to submit a separate proposal/report to the Council of the academic unit. Reports are evaluated in accordance with this regulation. In such cases, the Council of the academic unit discusses the proposals and the reports and reserves the right to reject the reports but not to approve both reports, either the evaluation report or the complaint report. The report of the commission or the special report which receives the most votes in the Council of the academic unit is considered approved. In case of an equal number of votes, the vote of the head of the Council of the academic unit is decisive.
 9. The reports of the Evaluation and Complaints Commissions are reviewed and voted at the Council of the academic unit. The reports are approved by the majority of the members' votes of the academic unit Council and are proposed for approval in the Senate of the University.
 10. The Senate's approved decision on the engagement of external associates is published on the University's website.
 11. Against the decision of the Senate, unsatisfied candidates can appeal in the second instance to the Appeals Commission at the Senate level within seven (7) calendar days from the acceptance/publication of the decision.
 12. After the end of the appeals period, the appeals commission at the Senate level decides on the party's appeal. For this decision the appeals commission notifies the Senate within seven (7) calendar days from the end of the appeals submission deadline.
 13. The secretary and representative of the legal office of the University, based on the provisions of the Statute and the authorization of the Rector, represents the University, respectively the academic unit in the relevant decision-making bodies outside the university.

Article 9

Signing of the engagement contract



1. After the decision by the Senate of the University for the engaged candidates and the eventual examination of the complaints, the Rector signs the contracts of the engaged associates at the University.

Article 10

Rights and obligations

1. Candidates hired as external associates do not qualify for annual leave and work experience compensation.
2. Commitment under this regulation does not imply the establishment of a regular employment relationship nor automatic payment during the period for which it is engaged.
3. In case of competition for the establishment of a regular employment relationship, the provisions of the Statute of “Ukshin Hoti” University apply to the relevant position.
4. Engaged candidates bear legal responsibility for how to use the assets of “Ukshin Hoti” University.

Article 11

Transitional Provisions

1. The provisions of this Regulation enter into force from the day of approval in the Senate, except for Article 4, paragraph 1 and 2, which begin to apply from the academic year 2022/23.
2. The University Senate gives the authentic interpretation of this regulation.
3. With the entry into force of this regulation, all regulations and decisions that regulate the issue of engagement of external associates are repealed.

The Chairman Senate of the University

Prof. Asoc. Dr. Samedin Krrabaj