

UNIVERSITY “UKSHIN HOTI” PRIZREN



MANUAL

of the package of legal acts for the academic and administrative staff
of the University "Ukshin Hoti" Prizren

Prizren

2019

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I. INTRODUCTION

The manual is a summary of the laws and regulations governing the employment relationship of University staff, the rights and duties of the contracting parties, namely the relationship between the University as an employer and the academic and administrative staff as employees.

This manual will be in line with state employment policy and University legal acts, and will mainly deal with the employment relationship, with reference to relevant legislation covering this area but also specific laws governing certain matters that dealing with personnel.

The purpose of drafting this compilation of legal acts in the form of a manual is to inform as much as possible the entire staff of the University about the rights and duties arising from the legal employment relationship with the University.

Students - The status, rights and responsibilities of students are foreseen in the Statute of the University "Ukshin Hoti" Prizren and other legal acts, which will be part of a separate student service document, which deals with their rights and duties.

II. HISTORY

University "Ukshin Hoti" based 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 01.10.2010.

The Assembly of the Republic of Kosovo, on 30.05.2013, approved the Statute of the University "Ukshin Hoti" based in Prizren.

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

The university inherits the experience of the former Pedagogical High School, a separate branch of Pristina, operating since October 1961, which later became the Faculty of Education - the branch in Prizren.

The city of Prizren, the seat of this university, by law no. 06L / -012 article 4 item 2 has been proclaimed the **Historical Capital of the Republic of Kosovo**, which is normally known except for its rich

history as well as for multiethnicity 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 town to the Republic of Albania, to its citizens, this town and the University "Ukshin Hoti" are very attractive.

III. INTRODUCTORY PROVISIONS AND GENERAL PRINCIPLES

The Assembly of the Republic of Kosovo, pursuant to 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: UNIVERSITY STATUTE "UKSHIN HOTI" NO. 04-V-621, as the highest legal act of the University, the mission and vision of which is set forth in Article 6 of this Statute.

The university is obliged to create equal opportunities for all, without any discrimination on the basis of gender, race, sexual orientation, marital status, language, religion, political belief or anything else, national, ethnic or social background, 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, priority will be given to the female candidate.

The academic and administrative staff of the University and students must comply with the highest standards of dedication, integrity, objectivity, responsibility, sincerity, honesty and leadership..

IV. THE GOVERNING BODIES OF "UKSHIN HOTI" UNIVERSITY IN 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 on General Administrative Procedure](#) and other bylaws in force, while the financial component and budgetary limits are set annually on the basis of the law on budget allocation: [Law no. 06 / L-133 on Budget Appropriations for the Budget of the Republic of Kosovo for 2019](#).

- **GOVERNING COUNCIL:**

The Governing Council of the University is the main governing authority of the University. The Managing Board is composed of seven (7) voting members. The Ministry of Education, Science and Technology appoints three (3) voting members, and the Senate elects four (4) voting members of the Governing Council from the academic staff of the University, upon the invitation of the professor. The Rector and the Secretary General are ex-officio members of the Governing Council without the right to vote.

The mandate, duties and responsibilities of the Governing Council are set forth in the provisions of the University Statute (Articles 17-

24), while the work of the Governing Council and the functioning of this body are based on the [Rules of Procedure 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 Managing Board through a public competition, in accordance with the provisions of [Law no. 04 / L-037 on Higher Education in the Republic of Kosovo](#) and University Statute. The election of the Rector, his powers, duties and responsibilities are foreseen in the provisions of the University Statute (Articles 25-37).

- **SENATE:**

The University Senate is the University's highest academic body. The Senate is composed of the following voting members: the Rector, Vice-Rectors, Deans of all academic units by one (1) member elected by the academic staff of each academic unit, two (2) members elected by the Student Parliament from among the University students, one (1) member selected by non-academic staff. The Secretary of the University is a permanent member of the Senate, without the right to vote, and the President 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 Rules of Procedure of the Senate..

V. GENERAL CRITERIA AND CATEGORIES OF PERSONNEL

General requirements for admission of public officials in accordance with: Law no. 06 / L-114 on Public Officials

- Be a citizen of the Republic of Kosovo;
- Have full capacity to act;
- Fluent in one of the official languages, in accordance with the Law on Languages;
- Be able to do the job properly;
- Not be convicted by a final decision of committing an intentional criminal offense;
- Not to have a disciplinary measure for removal from a public official's position dismissed under this law..

In addition to the conditions mentioned above, candidates must also meet these requirements to be admitted as Civil Servants, Public Service Officers, and Administrative and Support Officers.:

- Have the level of education and work experience required for the position, category, class or group concerned; and
- Successfully pass admission procedures under this law.

➤ **University Personnel Categories under the Law on Public Officials.**

- **Managing staff.**
- **Professional staff.**
- **Shared services and technical staff.**
- **External staff.**

- **MANAGEMENT PERSONNEL**

Leadership staff is the staff that performs the duties of managing or managing staff and professional work (Rector, Dean of Academic Unit and Secretary General).

➤ **Selection of University management staff, competencies and mandate**

• **Rector:**

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

The University has three (3) Vice-Rectors. Pro-Rector's duties 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 a Dean, who may be assisted by one or two (2) Vice Deans. The Deans and Vice-Deans are elected by the Senate, upon the proposal of the Faculty Council for a four-year term, from among the professors of the respective faculty, with the right to be re-elected for another term. The criteria for election, the mandate and powers of the Dean and Vice Dean are set forth in the University Statute (Articles 67-76) and the [University Election Regulation](#).

The performance evaluation of the Dean of the Academic Unit is done by his / her direct supervisor (Rector) on a process that involves the opinion of colleagues (members of the Senate) and subordinates of the Dean (member of the Academic Unit Council), as and overall performance of the unit (Article 72 of the University Statute);.

- **Secretary general:**

He is the Chief Administrative Officer of the University. The Secretary of the University is elected by the Governing Council, upon the proposal of the Rector, and is accountable to the Rector for efficient and effective financial and economic administration at all levels of the University.

The election procedure, criteria, mandate, rights and duties of the Secretary General of the University as the Chief Administrative Officer (CAO) of the institution are set forth in the University Statute (Articles 38 - 41), [Law on Public Officials, Law no. 06 / L-113 on the Organization and Functioning of State Administration and Independent Agencies](#). The provisions of Article 10 in conjunction with Article 1 of [Law no. 03 / L-048 on Public Financial Management and Accountability](#) and other provisions stemming from these laws.

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

The mandate of the Rector, Dean and Secretary General is 4 years, with the right to be re-elected for one more term (Articles 26 and 68 of the University Statute, Article 42 of the Law on Public Officials). The mandate of the Vice-Rectors is related to the Rector's mandate, as is the Vice-Dean's mandate, which is related to the mandate of the Dean of the Academic Unit.

All University Management Personnel (excluding the Secretary-General), the decision to exercise the functional position and the contract for compensation are signed together with the regular teaching contract. The Rector of the University, if not part of the regular academic staff of the University "Ukshin Hoti", shall be compensated only by the functional addition of the Rector's position.

The Secretary General is elected in accordance with the provisions of the Law on Public Officials no. 06 / L-114.

➤ **The rights, duties and responsibilities of the University Personnel**

- **Asset Declaration:** All of the above mentioned officials who are part of the University Personnel are also senior officials in terms of: Law no. 04 / L-050 and Law no. 04 / L-228 on Amending and Supplementing the Law no. 04 / L-050 on the Disclosure, Origin and Control of Assets of Senior Public Officials and the Disclosure, Origin and Control of Gifts to All Officials who have a legal obligation to declare assets.

For additional information, uncertainty about the law, manner and timing of disclosure, senior officials consult with the ACA Contact Officer within the University or with agency officials. Failure to declare property or false declaration is a criminal offense.

- **Conflict of interest in exercising public office:** All University Management personnel have a legal obligation to avoid any potential conflict of interest situations. When there are circumstances that give rise to a conflict of interest in the exercise of public office or a suspicion of a potential conflict of interest, the person concerned should seek relief from the duties

which give rise to the conflict (by signing the declaration of conflict of interest) and consult with the Responsible Officer for Prevention of University Conflict of Interest (commission) or officials by ACA.

Conflicts of interest, in addition to the provisions of the Code of Ethics, are also addressed by a separate law: Law no. 06 / L-011 on the Prevention of Conflict of Interest in Exercising Functioning Responsibility for the Implementation of which is the Anti-Corruption Agency.

- **Whistleblower:** University management personnel should also have the necessary information regarding: [Law no. 06 / L -085 on the Protection of Whistleblowers](#), whose role is to enable the breach of public and private sector signaling and the protection of whistleblowers.
- **PROFESSIONAL PERSONNEL**

Professional staff is the staff performing professional service delivery, respectively University teaching / teaching staff (full time professors, associate professors, assistant professors, University assistants, lecturers and coursework).

➤ **Selection procedure and contract duration.**

University Professional Personnel means the Academic Staff of the University provided for by Article 167 of the Statute of the University "Ukshin Hoti" in Prizren. All academic staff is appointed by the Rector on the basis of a Senate decision based on the proposal of the Academic Unit Council:

Categories of Professional Personnel:

- **Regular professor (Prof. Dr.)**
- **Associate Professor (Prof. Asoc. Dr.)**
- **Assistant Professor; (Prof. Ass. Dr.)**
- **University Assistant; (Ass.)**
- **Lecturers and Partners.**

- Regular professor (Prof. Dr.):

For the title regular Professor of the academic unit, the candidate must meet the criteria in accordance with the provisions of Article 171 of the University Statute. The duration of the full professor contract is indefinite. The procedure of selection, re-election and promotion of the academic staff is done in accordance with the legal provisions in force, the Statute of the University and the relevant regulation..

- Associate Professor (Prof. Asoc. Dr.):

For the title of Associate Professor of the academic unit, the candidate must meet the criteria in accordance with the provisions of Article 172 of the University Statute. The duration of the Associate Professor's contract is 4 years with the right of re-election / promotion.

- Assistant Professor (Prof. Ass. Dr.):

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

- University Assistant (Ass.):

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

- Lecturers and Partners:

Për titullin e Lektorit dhe Korepetitorit kandidatët duhet t'i plotësojnë kriteret nga neni 175 i Statutit të Universitetit.

➤ **Legislation regulating the employment relationship of academic staff**

Personnel selection: The selection of University academic staff is based on the provisions of Labor Law no. 03 / L-212 and [AI no. 07/2017](#), [Law on Higher Education of Kosovo no. 04 / L-037](#) and [MEST AI no. 01/2018](#) with amendment no. 07/2018 as well as the provisions of the University Statute no. 04-V-621.

Scientific activity: The scientific and academic activity of the professional staff, teaching and working with students shall be in accordance with the provisions of the Statute and the principles of the [University Code of Ethics no. 219/16](#).

Academic staff (excluding staff holding positions within or outside the University) have no legal obligation to declare assets, and in any circumstances should avoid situations of conflict of interest in exercising public office as provided for in the provisions of the Code of Ethics and: no. 06 / L -011 on Preventing Conflict of Interest in Exercising Public Function.

Working Hours: The official working hours of academic staff is 40 hours per week (Article 20 of the Labour Law and the Law on Public Officials) within which staff perform the hourly rate in accordance with the university's internal regulations, research and research scientific and academic preparation, committee work, mentoring and defending diploma topics or other related work. The working hours of the academic staff shall be regulated by a sub-legal act on the working hours approved by the University, in accordance with the legal provisions in force.

➤ **Scientific research**

Scientific research: The University conducts scientific research and artistic work with the aim of continuously developing the educational process, acquainting students with scientific research and artistic work, pursuing scientific-professional and artistic development of young people, establishing an international network of researchers and artists, preparing and the presentation of competing interdisciplinary study and artistic projects.

Scientific research is done by the University's academic units in two ways:

- From basic research without immediate practical use;
- From applied research that is closely related to public needs and interest.

Scientific research and artistic creativity take place within the University premises. Upon the proposal of the Academic Unit Council, the Rector may grant academic staff permission to conduct research and creative work at designated locations outside the University and to participate in joint projects with other institutions.

The university is obliged to provide suitable conditions for scientific research and artistic creativity as well as to enable academic staff to achieve competitive results internationally. The staff of the academic staff of the University is obliged to conduct research and creative work in accordance with their professional abilities and obligations arising from the strategic guidelines of the Senate and the advice of the relevant academic units.

- Performance evaluation of academic staff (professional staff))
- **Evaluation:** Individual evaluation of artistic work and research will be considered in professional evaluation and professional development (Articles 160-162 of the University Statute).

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

The evaluation of the academic staff of the University is done using different evaluation models and then based on the formula provided by the regulation, it outputs the performance of the academic staff. Some of the forms of academic staff evaluation are: Self-assessment, Student evaluation, Peer-to-peer evaluation, Internal monitoring evaluation, Academic staff scientific evaluation, Community contribution evaluation or other forms in accordance with the

strategic plan and policies of the University. Access to evaluation results is open.

- **SHARED SERVICES AND TECHNICAL STAFF**

Common Services Personnel and Technical Personnel are personnel performing administrative management functions of human resources, academic, teaching and quality issues, student service, financial services, auditing, procurement, information technology, infrastructure, information, library, relations with outside etc. enabling the normal functioning of the administration of the University (the regular administrative staff of the University, belonging to the category of civil servants, according to Article 2 paragraph 3 of Law No. 06 / L-114 and the administrative-technical staff, Article 2, paragraph 6 of Law No. 06 / L-114).

Personnel classified as shared services personnel and technical personnel are divided into two categories of administrative personnel (civil servants and non-civil servants) provided for in Article 2 of Law no. 06 / L-114, the legal employment relationship between them and the state is regulated by this law:

- **Civil Servant**
- **Administrative-Technical Clerk**

- **Common Services Personnel - Civil Servants:**

Another special category of University staff is the administrative staff provided for in Article 2, paragraph 3 of Law no. 06 / L-114, respectively the personnel belonging to the category of civil servants.

The legal relationship between the state and the civil servant (hereinafter: the employment relationship in the Civil Service) is a legal relationship of administrative law, which is established by the

act of appointment and is permanent (unless otherwise provided by this law). .

The establishment, change or termination of the employment relationship in the Civil Service is done only under this law. Exceptionally, a full-time position in the Civil Service may be filled in the event of the need for replacement or temporary absence of a civil servant, as the case may be, for a period not exceeding 12 (twelve) months. In this case, the recruitment procedures shall be conducted by the Human Resources Unit, in accordance with the rules established by this law for the administrative and support officer.

All administrative tasks such as human resources, academic, teaching and quality affairs, student service, finance, auditing, procurement, information technology, infrastructure, information, library, external relations and the like fall into the domain of services. joint staff belonging to the category of civil servants, whose performance requires professional training, continuous training and for some more specific jobs and relevant certification.

Positions in the Civil Service are divided into these categories:

- **Senior management category,**
- **Middle management category,**
- **Low management category,**
- **Professional category.**

- **Senior management category:**

University civil service means the position of the Secretary General of the University, (Chief Administrative Officer, CAO) that belongs to the category of University Management Personnel. The legal relationship of the Secretary General's work is provided for in the

provisions of the Law on Public Officials, the Statute of the University, other special laws and the [Regulation on Systematization of Jobs no. 01-122 / 2018](#).

- **Middle management category:**

University civil service means the position of Department Director or Office Director or equivalent. The legal relationship of their work is regulated by the provisions of the Law on Public Officials, the Statute of the University, other special laws and the [Regulation on Systematization of Jobs no. 01-122 / 2018](#).

- **Low management category:**

University civil service means the position of Division Heads, Heads of Offices, Departments and Secretaries of Academic Units. The legal relationship of their work is regulated by the provisions of the Law on Public Officials, the Statute of the University, other special laws and the [Regulation on Systematization of Jobs no. 01-122 / 2018](#).

- **Professional category:**

University civil service means the positions of officials of all categories of professional level. The legal employment relationship is regulated by the provisions of the Law on Public Officials, the Statute of the University, other special laws and the [Regulation on Systematization of Jobs no. 01-122 / 2018](#).

In the absence of secondary legislation deriving from law no. 06 / L-114, the part of this Manual dealing with civil servants will remain incomplete until the approval of the relevant secondary legislation. (The Law on Public Officials No. 06 / L- 114 was temporarily suspended until 28.02.2020 by a decision of the Constitutional Court.).

- **Technical administrative officers:**

Another special category of university staff is the administrative staff provided for in Article 2, paragraph 6 of Law no. 06 / L-114, respectively the personnel belonging to the category of technical administrative officers.

Administrative-technical and support officer is the public official, who performs ancillary, maintenance, safeguarding, driving and other similar activities in public administration institutions (Article 2, paragraph 6 of Law No. 06 / L-114) .

The legal employment relationship of the above mentioned personnel is regulated by the Labour Law no. 03 / L-212 and 06 / L-114 as well as bylaws on labor relations. Personnel belonging to this category sign a contract of employment with the University and not an appointment act as provided for in the category of civil servants.

- **EXTERNAL STAFF**

In addition to the staff mentioned in the above three categories, part of the University is the regular staff of the University: external members of the Governing Board, teaching staff, or subcontracted staff who are compensated by the University for service the University budget. 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 outside staff are foreseen in the applicable legislation and [Regulation no. 01-146 / 2018 and supplementing the amendments - according to decisions no. 01-24 and 01.25, Regulation no. 01-11 / A / 2019 and decisions no. 01-116 / 2019 and 01-319 / 2019.](#)

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 primary salary, in accordance with the provisions of [Law no. 06 / L-111 on Salaries in the Public Sector](#) and bylaws deriving from this law; whereas the staff from point 4 do not have a regular contract with the University, but a fixed-term contract.

The employment relationship, conditions, contract, rights and duties of University staff are based on: [Labor Law no. 03 / L-212](#), Law on Public Officials, bylaws deriving from these laws and provisions of the University Statute.

VI. LEGAL REGULATION AND CODE OF ETHICS

Code of Conduct and Ethics at Work: University staff must behave in accordance with the principles of the [University Code of Ethics no. 219/16](#) and other provisions in force of this nature. Failure to comply with the provisions of the Code of Ethics constitutes grounds for initiating disciplinary proceedings in accordance with this Code and other applicable provisions..

➤ **Dress code and behaviour during working hours:**

Staff

- must maintain a serious work schedule that includes serious and dignified clothing in accordance with the code of ethics
- must respect working hours
- to use the official language and a chosen vocabulary, with regular intonations and within the norms of ethics and civic behavior
- correctly execute the duties and orders of the superior in accordance with the laws and regulations
- not allow personal relationships to affect professional relationships

- not to offend, defame or tarnish the professional and personal image of other University staff members.
- not to consume alcoholic beverages, tobacco or other prohibited substances in the premises of the institution. (The use of tobacco and alcohol at University premises is in violation of Code of Ethics No. 219/2016.

In addition, the institution is obliged to implement the provisions of [Law no. 04 / L-156 on Tobacco Control](#) and may also take action against personnel who fail to comply with the provisions of this Act regarding the use of tobacco.

➤ Access to official University documents

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

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

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

➤ **Ethics Council, Disciplinary Committee and Dispute Resolution Commission**

The Disciplinary Committee and the Appeals Committee are mechanisms within the University, namely the organizational units foreseen by the applicable legal provisions, in the function of establishing order, discipline at work, and preserving the University's institutional image and reputation on one hand, namely the protection of staff by arbitrary and illegal decisions on the other hand.

The Ethics Council treats all complaints of academic staff as a second instance body. The Ethics Council also monitors the implementation of the Code of Ethics and the work of the relevant committees (disciplinary and dispute resolution committees), and initiates the procedure for amending the Code of Ethics. The Ethics Council is formed by the Governing Council on the proposal of the Rector in accordance with Article 26 of the Code of Ethics.

The University Senate establishes the Disciplinary Committee as well as the Senate Appeals Commission, which is responsible for dealing with cases involving senior staff (university vice-rectors, deans and deans of academic units as well as the general secretary if not by law). is otherwise provided). The mandate of these committees is related to the Senate mandate.

The Academic Unit Council establishes the Disciplinary Committee as well as the Unit-level Appeals Commission, which is responsible for handling the academic staff and students of the

academic unit. The mandate of these committees is related to the mandate of the Academic Unit / Dean's Council.

The functioning, procedures, powers and duties of the Disciplinary Committee and the Appeals Settlement Commission for administrative staff (of central administration and administration of organizational units) are provided by Law no. 06 / L-114 and monitored by the Independent Oversight Board for Kosovo Civil Servants.

Use of University Name: University personnel may not use or permit the use of the name or logo of the "Ukshin Hoti" University in Prizren, or identify themselves as a member of the staff of the "Ukshin Hoti" University in Prizren in promotions, advertisements or commercial products, without the prior written consent of the competent authorities of the University, in accordance with the Statute.

University staff must state clearly when speaking on behalf of the University, as well as when their opinion is completely personal and represents nothing, despite being part of the University staff. University members 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 engagement or such is not prohibited by law. Commitment conflict usually occurs when pursuing commitments outside the University adversely affects the fulfillment of obligations to students, colleagues, or other activities of the University.

A University staff member may be employed outside the University when other employment does not constitute a conflict of interest for the University and when the hours outside the University are not in conflict with the hours scheduled at the University, more precisely the regular University staff who meets the rate of 40 hours a week within the institution can perform another job outside the institution.

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

Gifts and favours: University personnel must not seek or accept gifts, favours, or any other benefits, or avoid potential losses, and promises thereof, for themselves, family, relatives, persons or organizations with who have employment relationships that affect or appear to influence the impartiality of their duties, are or appear to be remuneration for the manner in which they perform their official duties.

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 / L-228 Amending the Law on Declaration, Origin and Control of Assets of Senior Public Officials and Declaration, Origin and Control of Gifts for All Officials.

Electronic communication: The internal and external electronic communication of university staff shall be in accordance with the standards set forth in the provisions of Article 19-21 of the Code of Ethics no. 219/16. University staff are not allowed to use private email in official communication as well as to use official email for private communication. The legal consequences arising from the non-use of the official email are attributed to the official who does not use the official email.

The University official email (name.mbiemri@uni-prizren.com) has regular staff (according to points 1, 2 and 3 of this manual to University staff categories) as well as external University staff (point 4) with approval by the superior (Rector or Secretary General) for a fixed term respectively for the time he has a contract with the University.

Student representatives may also have official emails. The Speaker of the Student Parliament, the two Senators from among the students, the Chairmen of the Student Councils of the academic units and the members of these councils. With the election of new bodies, the emails of the former president and other student representatives are closed.

➤ **Working hours and holidays provided by law**

Working Hours: The official working hours for all of the above are 40 hours per week (Article 20 of the Labor Law and the Law on Public Officials), respectively 5 working days within a week (Monday - Friday) of eight (8) hours daily from 08:00 to 16:00.

Overnight breaks are: for civil servants 60 minutes from 12:00 to 13:00, while for other categories of employees 30 minutes according to Article 28 of Law no. 03 / L-212. Working hours are regulated by a sub-legal act on working hours.

University staff are entitled to leave as provided by applicable legal acts, depending on the category to which they belong.

Annual Leave: An employee is entitled to paid annual leave for at least four (4) weeks during any calendar year, whether full-time or part-time. The length of the annual leave is determined by the length

of service, with one day being added for every five (5) years of work experience. (category 1 and 2 as well as technical staff in category 3 of University Personnel).

Maternity Leave: An employed woman is entitled to twelve (12) months of maternity leave.

The first six (6) months of maternity leave are compensated by the University at 70% of basic salary. The following three (3) months, maternity leave is paid by the Government of Kosovo, with compensation of 50% of the average wage in Kosovo. The employed woman is entitled by this law to extend her maternity leave for another three (3) months without pay.

The child's father may receive the mother's rights if the mother dies or abandons the child before the maternity leave ends. The last six (6) months from twelve (12) months of maternity leave may be transferred to the father of the child in accordance with the mother, in accordance with Article 49 of Law no. 03 / 1-212.

Official Holidays: Official holidays that fall on business days, according to the Law on Official Holidays in the Republic of Kosovo no. 03 / L-064, do not count days of annual leave. Pursuant to Article 2 of the Law on Official Holidays in the Republic of Kosovo, within the year 12 days are foreseen for observance of official holidays.

Sick leave: Employee, in case of illness, is entitled to regular sick leave on a basis, up to twenty (20) working days within one (1) year with 100% salary compensation. Other forms of sick leave, duration and compensation are provided for in Articles 40 and 59 of Law no. 03 / L-212.

Absence from work: The employee has the right to be absent from work with salary compensation:

Five (5) days in case of his marriage;
Five (5) days in case of death of close family member;
Three (3) days for childbirth;
One (1) business day for each case of voluntary blood donation
(Article 39 of Labour Law No. 03 / L-212).

All categories of holidays for civil servants are regulated by a bylaw deriving from the Law on Public Officials, no. 06L / 114, after which approval of this Manual will be updated.

VII. CONCLUSION

This manual is a summary of the legal acts that regulate the employment relationship of the academic and administrative staff of the University. The extension or supplement of this manual depends on the dynamics of the adoption of the legal acts and internal legal acts of the "Ukshin Hoti" University.

This manual will serve as a guide for the academic and administrative staff of the University as well as all the organs of this institution with regard to legal regulation, guiding them in the relevant law or regulation, but this manual in itself does not have the legal force of the Governing Council regulation. .

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

Following the first approval of this Manual by the Governing Council, it is the responsibility of the Secretary General (Personnel and Legal Office) to continuously update it and supplement it with new legal acts governing the substance of this manual. The Personnel Office takes care of updating with the legal acts regulating the University staff working relationship as well as the staffing, while the Legal Office takes care of updating this manual with internal acts approved by the University's governing bodies (Governing Council and Senate). University).

Supplementation-changes in the form of updates are always ex officio upon the entry into force of new laws or bylaws.

Initiation of supplementation or amendment of the present Manual by other offices is made upon written request from each organizational unit or staff member of the University. The request is submitted to the central protocol office and sent to the Secretary General, who authorizes the Personnel Office and the Legal Office to process the request.

The Secretary-General may, on the recommendation of the competent authorities concerned, refuse to make the required

amendment if it is deemed unnecessary or out of the legal scope of staff or inconsistent with the purpose of drawing up this Manual.

The Secretary-General shall, upon any amendment initiation, make a written decision on the approval, partial approval or rejection of the request for amendment in its entirety for the reasons set forth above.

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

The manual can be found on the official website of the University "Ukshin Hoti" 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.

VIII. LEGAL ACTS AND INTERNAL LEGAL ACTS THAT ARE INCLUDED IN THE MANUAL

1. LEGAL ACTS INCLUDED IN THIS MANUAL

- LAW ON HIGHER EDUCATION IN THE REPUBLIC OF KOSOVO NO. 04 / L-037
- LAW ON PUBLIC OFFICIALS NO. 06 / L - 114
- LAW ON PUBLIC SECTOR SALARIES NO. 06 / L-111
- LABOR LAW NO. 03 / L-212
- LAW ON ORGANIZATION OF STATE ADMINISTRATION NO. 06 / L -113

- LAW ON PUBLIC FINANCIAL MANAGEMENT NO. 03 / L-048
- LAW NO. 04 / L-050 AND LAW NO. 04 / L-228 ON THE DECLARATION OF ASSETS
- LAW ON PREVENTION OF CONFLICT OF INTEREST NO. 06 / L-011
- LAW ON PROTECTION OF WHISTLEBLOWERS NO. 06 / L085
- LAW ON TOBACCO CONTROL NO. 04 / L-156
- LAW ON ACCESS TO PUBLIC DOCUMENTS NO. 06 / L-081
- LAW ON PERSONAL DATA PROTECTION 06 / L-082
- LAW ON THE USE OF LANGUAGES NO.02 / L-37
- LAW ON GENERAL ADMINISTRATIVE PROCEDURE NO. 05 / L -031
- LAW ON OFFICIAL HOLIDAYS IN THE REPUBLIC OF KOSOVO NO. 03 / L-64
- LAW ON APPROPRIATIONS FOR THE BUDGET OF THE REPUBLIC OF KOSOVO FOR 2019 NO. 06 / L -133

2. UNIVERSITY STATUTE " UKSHIN HOTI " PRIZREN NO. 04-V-621

3. INTERNAL LEGAL ACTS

- a) THE REGULATIONS OF THE GOVERNING COUNCIL OF THE UNIVERSITY
 - University Code of Ethics no. 219/16
 - Regulation no. 01- 35/2018
 - Regulation no. 01- 448/2015
 - Regulation no. 01- 11/2019 and decisions no. 01-116 and 01-319

a) SENATE REGULATIONS

- Regulation no. 01-146 / 2018 as well as decisions no. 01-24 / 19 and 01-25 / 19

- b) REGULATIONS OF ACADEMIC AND ORGANIZATIONAL UNITS

- 4. REGULATIONS, ADMINISTRATIVE INSTRUCTIONS, DECISIONS OF LINE MINISTRIES**
 - AI no. 07/2017,
 - MEST AI no. 01/2018 with amendment no. 07/2018.