



“Ukshin Hoti” University of Prizren
Univerziteti “Ukshin Hoti” Prizren

SENATE

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Prizren, on:

Pursuant to the legal provisions of Article 169, paragraph 8 of the Statute of the "Ukshin Hoti" University (hereinafter referred to as the University), in accordance with the provisions of the Law on Higher Education of Kosovo, no. 04/L-037, Labor Law no. 03/L-212, Administrative Instruction no. 371 dated 19.10.2017 on the regulation of procedures in the public sector and Administrative Instruction (MEST) no. 01-2018 on the principles of recognition of international platforms and journals with review and administrative instruction on supplementing and specifying (annex of MEST) 7/2018 of AI 01/2018 on the principles of recognition of international platforms and review journals, Senate of the "Ukshin Hoti" University, at the meeting held on 21.04.2020.

REGULATION
FOR SELECTIVE PROCEDURES REGARDING THE APPOINTMENT,
REAPPOINTMENT AND ADVANCEMENT OF ACADEMIC STAFF AT “UKSHIN
HOTI” UNIVERSITY OF PRIZREN

Article 1
Purpose

This regulation aims to regulate and determine the selection procedures and the process for the appointment, reappointment and advancement of academic staff, in the call of full-time professor, associate professor, assistant professor, assistant and lecturer in all faculties, except the Faculty of Arts.

Article 2
Academic staff

In accordance with Article 167, paragraph 3, of the Statute, the academic staff of the University (except the Faculty of Arts) consists of: full-time professors, associate professors, assistant professors, university assistants and lecturers..

Article 3
Criteria for appointment to an academic call

1. The evaluation procedure for the appointment in the academic call is based on the criteria arising from the provisions of the Law on Higher Education of Kosovo, no. 04/L-037, Statute of the University "Ukshin Hoti" Prizren, Administrative Instruction of MEST, no.

01-2018 and the decision of the senate of UPZ no. ____ dt, 11.04.2018. Educational, scientific and service activities should be presented according to Annexes I, II and III, which are an integral part of the regulation.

Article 4 **Appointment to the call of a Full-time Professor**

1. In accordance with Article 171 of the Statute of the "Ukshin Hoti" University, for the title of a full-time professor of the faculty, the candidate must have these qualifications;
 - 1.1. Have a Ph.D.;
 - 1.2. Demonstrate a high level of academic competence and scientific experience in the subject matter;
 - 1.3. A significant number of monographs¹, of textbooks² publications in international scientific journals, with at least 5 main papers published in international scientific journals, as the first author or correspondent;
 - 1.4. Active participation in national and international conferences;
 - 1.5. Well-known artistic creations or works or have had public presentations and contributed when it comes to the Faculty of Arts, in particular must have contributed to the development of culture and art;
 - 1.6. Long-term experience in basic and applicable research projects.
 - 1.7. Higher educational and pedagogical skills through reasonable practice;
 - 1.8. Academic leadership skills;
 - 1.9. Leadership of master's and doctoral theses;
2. The candidate can be considered as the first author or correspondent of the works published in scientific journals in the spirit of the Administrative Instruction of MEST, no. 01-2018 and the decision of the senate of UPZ no. dt, 11.04.2018 presented in point 1.3 of this article only if the criteria specified in paragraph A of Annex II of this regulation are met,
3. The candidate is considered to have completed a doctoral/master's thesis so that the student has successfully completed and defended his / her doctoral/master's thesis..
4. Candidates applying for the title of full-time professor must have the title of associate professor at "Ukshin Hoti" University".

Article 5 **Appointment to the call of the Associate Professor**

1. In accordance with Article 172 of the Statute of the University "Ukshin Hoti", for the title of associate professor, the candidate must have these qualifications;
 - 1.1. Have a Ph.D.;
 - 1.2. Have a selected number of monographs³, publications in international scientific journals, with at least 3 major papers published in international journals, as first author or correspondent;
 - 1.3. Demonstrate teaching skills;
 - 1.4. Demonstrate work, knowledge and mastery in the subject of the respective field;
2. The candidate can be considered as the first author or correspondent of the works published

¹ At least one (1) monograph; The monograph is also considered a doctoral dissertation in the form of a monograph, published as a special publication with a review.

² At least one (1) textbook (as author, co-author or translator).

³ At least one monograph; The monograph is also considered a doctoral dissertation in the form of a monograph published as a separate publication with a review.

in scientific journals in the framework of the Administrative Instruction of MEST, no. 01-2018 and the decision of the senate of UPZ no. dt, 11.04.2018 presented in point 1.2. of this article only if the criteria specified in paragraph A of Annex II of this Regulation are met.

3. Candidates applying for the title of associate professor must have the title of assistant professor at “Ukshin Hoti” University”.

Article 6 **Appointment to the call of Assistant Professor**

1. In accordance with Article 173 of the Statute of the "Ukshin Hoti" University, for the title of assistant professor, the candidate must have these qualifications:
 - 1.1. Have a PhD (in the relevant field);
 - 1.2. Have a selected number of monographs⁴ and publications reviewed in international scientific journals, with at least one major paper published and reviewed in international journals, as the first author or correspondent;
 - 1.3. Demonstrate teaching skills;
 - 1.4. Have at least three years of work experience in the teaching process in higher education;
2. Work experience in the framework of point 1.4 is considered the experience that the candidate has achieved in the teaching process, as selected or engaged in at least six (6) semesters, in one of the institutions of higher education.
3. The candidate can be considered as the first author or correspondent of the works published in scientific journals in the framework of the Administrative Instruction of MEST, no. 01-2018 and the decision of the senate of UPZ no. ___ dt, 11.04.2018 presented in point 1.2. of this article only if the criteria specified in paragraph A of Annex II to this Regulation are met.

Article 7 **Appointment to the call of the University Professor Assistant**

1. In accordance with Article 174 of the Statute of the "Ukshin Hoti" University, for the title of University Assistant Professor, the candidate must meet the following requirements:
 - 1.1. Have successfully completed a master's degree in the relevant field;
 - 1.2. Be no older than 28 years⁵ old when first appointed.
 - 1.3. Be enrolled in doctoral studies at the university⁶ upon reappointment;
 - 1.4. Have an average grade in bachelor and master studies not less than 8, at both levels of study (*bachelor and master*).

Article 8 **Appointment to the call of a Lecturer**

1. For the title of foreign language lecturer, the candidate must meet the following conditions:
 - 1.5. Have successfully completed a master's degree in the chosen language⁷;
 - 1.6. Have excellent language skills of the language chosen;
 - 1.7. Have an average grade of bachelor and master studies not less than 8 in each of these studies;
 - 1.8. Lecturers in other faculties, except in the home faculty, have all the rights and obligations to give lectures⁸.

⁴ At least one monograph; The monograph is also considered a doctoral dissertation in the form of a monograph published as a special publication with a review;

⁵ "not older than 28 years" is considered the age of 28 years on the day of application in the competition;

⁶ In any higher education institution.

⁷ Priority will be given to native speakers of the language.

⁸ Lectures and exercises.

Article 9
Performance of academic staff

1. The candidate should be considered for teaching performance in higher education according to the relevant regulation⁹ of the institution where the person worked.

Article 10
Appointment duration and appointment restrictions

1. All appointments for titles as well as the duration of employment are made in accordance with the relevant provisions of the Statute of the "Ukshin Hoti" University.
2. Advancement is an automatic process, but it is competitive and deserving of all positions.
3. Members of academic staff who are not in regular primary employment at "Ukshin Hoti" University, cannot participate in the advancement procedure in the academic call for the period until they obtain the status of regular primary employment relationship with the "Ukshin Hoti" University, respectively, until they present evidence that they have given up the regular employment relationship in the other institution.
4. The category of academic staff according to paragraph 3 of this article includes staff who have been in regular employment at the "Ukshin Hoti" University, and meanwhile have been appointed or elected to public office or have established regular employment in another institution.
5. The appointment to the call of the professor is made according to this order: assistant professor, associate professor and full-time professor. Exceeding the call or early appointment is not allowed.
6. The age criterion defined in Article 174 of the statute applies to candidates until they apply for the establishment of a regular employment relationship and will be considered until the day of application in the competition. If a candidate has been engaged with the "Ukshin Hoti" University in the capacity of external collaborator or honorarium before the age determined by Article 174 of the statute, this does not mean that the same age criterion provided by the statute does not apply at the moment of establishing a regular employment relationship.
7. Based on the Labor Law in force, the contract for regular employment for a certain period, which is clearly or self-evidently renewed for a period of longer employment of ten (10) years, is considered as a contract for indefinite period of time.
8. Ukshin Hoti University does not allow the recruitment / engagement of candidates within any of the basic organizational structures (department, branch, or program), if within those same structures they have a close family member engaged in a regular employment (from the marital relationship, parent-child, siblings sister-brother, sister-sister, brother-brother and vice versa).
9. Foreign nationals and stateless persons in the Republic of Kosovo establish employment relationships under the Labor Law and relevant legislation in force, under the conditions and criteria set by special law for the employment of foreign nationals and in accordance with international conventions.

Article 11
Competition procedures

1. The selection procedure for appointment, reappointment or advancement will be done in a

⁹ According to the quality regulation in UPZ;

transparent manner and with the announcement of the public vacancy for the respective position.

2. The Dean of the respective academic unit initiates the initiation of the procedure for announcing the competitor. The initiation of the procedure for reappointment and advancement cannot be initiated no earlier than 6 months before the end of the contract.
3. The competition for appointment, reappointment and advancement is announced by the decision of the senate, after the approval of the proposals of the faculties.
4. Faculties cannot apply for the vacancy of positions which are related to the regular staff who have less than 12 months left until retirement, except in cases when the accreditation of the respective program is endangered.
5. Personnel in regular employment according to paragraph 3 of this article, have no right to apply in the competition, since for the same, with the decision of the rector, the contract is extended for the remaining period until retirement.
6. The personnel selected for the positions according to paragraph 3 of this article are issued a valid employment contract after the retirement of the relevant regular personnel in those positions.
7. Faculties should base their proposals on the real needs, the sufficient number of hours that a job should have, in order to be selected for the call of the teacher, assistant or lecturer.
8. Proposals for new full-time positions may be considered if the faculty provides evidence that for that position within an academic year there is a fund of hours.
 - 8.1. For the position of teaching, at least 50% of the hours to be lectures from compulsory subjects, while the rest of the hours lectures from elective courses. The full rate is calculated within one academic year;
For the position of assistant at least 50% of the hours provided to be exercises from compulsory subjects, while the rest of the hours exercises from electives. The full rate is calculated within one academic year.
9. The Rector, with a reasoned reasoning, may decide to propose to the Senate the announcement or non-announcement of the vacancy for the completion of certain jobs for the academic staff, even if that job is not or it is foreseen by the faculty proposal.
10. The competition must contain the reference to the relevant articles of the Statute of the University "Ukshin Hoti" and this regulation.
11. Candidates who have completed their studies abroad on the occasion of applying for election, re-election or advancement must bring the decision for nostrification (equivalence) of the respective diploma (bachelor, master, master's degree, doctorate) or proof of application for nostrification.
12. In case of lack of decision for nostrification of the diploma at the time of application for election, re-election or promotion, the candidate is obliged to bring the decision for nostrification of the diploma before the senate decides on the respective subject, otherwise it cannot establish employment relations with the "Ukshin Hoti" University.
13. The competition is announced on the university website. The duration of the competition is fifteen (15) calendar days.
14. The employer in the public sector is obliged to send a copy of the announcement of the public vacancy to the Employment Agency of the Republic of Kosovo (EARK).
15. Applicants must submit the required documents in printed and electronic form.
16. The printed and scanned documentation on the CD must be submitted to the respective faculty, and the electronic version to the official address of the "Ukshin Hoti" University.

Article 12

Evaluation commissions

1. The faculty is obliged to appoint an evaluation commission for each position announced in the competition.
2. Within (10)¹⁰ days after the opening of the competition, the dean of the faculty convenes a meeting of the faculty council, in which the decision is made to propose the establishment of evaluation commissions and the complaints commission, composed of 3 members, which proposal must be confirmed by decision by the University Senate.
3. Members of the complaints commission may not be the leading structures of the faculty and relevant departments as well as the members of the evaluation commissions.
4. Members of the evaluation committee cannot be management structures at the faculty and university level.
5. The evaluation committee is proposed by the faculty council, on the proposal of the department, branch, or program. Exceptionally, when it is impossible for the proposal to be made by (department, branch, or program), the evaluation committee or the member of the evaluation committee are proposed directly by the faculty council and elected after being confirmed by a decision by the University Senate..
6. The participation of academic staff in the evaluation committee is a work obligation and as such is obligatory for implementation, except when the conflict of interest is identified or the refusal is justified due to the health condition, which is evidenced by a doctor's report.
7. Evaluation commissions are bodies with high professional, academic and ethical credibility.
8. At least two (2) members from the field close to the subjects for which the competition has been announced must be in the evaluation committee.
9. The members of the evaluation committee must have a higher academic vocation or at least the same position as the candidate for which they applied.
10. The member of the evaluation committee with the highest academic call, automatically, is the chairman of the commission. In cases when more than one member of the commission has a higher call, respectively in cases when all members of the commission have the same call with the position for which the candidate has applied, the chairman will be the oldest member, respectively the member appointed by consensus.
11. In the absence of a sufficient number of professors as in paragraphs 6 and 7 of this article, professors from other departments may be appointed as part of the evaluation committee, but in this case the chairman of the commission must be from among the professors of the department, for which applications are being evaluated.
12. Members of the evaluation committee may also be from other universities in the country and abroad. In this case, at least one (1) member of the commission is internal, from the University "Ukshin Hoti". In cases where the evaluation committee has two (2) external members, the internal member, automatically, is the chairman of the commission.
13. In the absence of members in regular employment as in paragraphs 6, 7 and 9, members of the evaluation committee may also be retired persons, who have the necessary academic calls from the relevant field and who have not passed the age of 70, except for emeritus professors, who have a contract for teaching even at this age.
14. In case of grounded reasons, the member of the commission, within five (5) days after the formation of the evaluation commission, may declare in writing his withdrawal from the commission. In this case, the dean of the faculty, within seven (7) days, convenes the meeting of the faculty council and, in case of approval of the resignation, requests from the council the completion, respectively the formation of the other evaluation committee according to paragraph 2 of this article.
15. The faculty administration must provide all the documentation submitted to the evaluation committee.
16. The chairman of the evaluation committee is obliged to call the other members of the

¹⁰ All deadlines in this regulation mean calendar days, unless otherwise specified.

- commission and draft the evaluation report.
17. The evaluation commission is obliged to, within fifteen (15) days after the closing of the competition, submit the evaluation report for the candidates who have applied for the certain position.
 18. The council of the respective faculty has the right to change the composition of the evaluation commission, respectively to form a new commission, if it is ascertained that the commission has not respected the deadlines foreseen in this regulation regarding the evaluation report.
 19. After the change of the composition of the evaluation committee, the faculty council gives a deadline to the commission another ten (10) additional days to compile and submit the report on the candidates submitted to the competition.
 20. The evaluation commission is obliged to respect the provisions of the Law on Higher Education, the Statute of the University "Ukshin Hoti", this regulation, the conditions of the competition and other legal and sub-legal acts in force.
 21. If the evaluation committee deems it necessary, it may invite the candidates who were first elected to "Ukshin Hoti" University for an interview.
 22. The evaluation committee is obliged to give priority to the candidates who meet the necessary criteria and who, based on the general evaluation of their scientific, professional and academic activity, are better compared to the other candidates. The Commission must justify the recommendation made in the framework of this paragraph.
 23. In the report of the evaluation commission, the proposal for the appointment, reappointment or promotion of the candidates in the required number by competition should be made clear and distinguished from the proposal for the candidates who have not been elected.
 24. The evaluation committee is also obliged to write a report for the candidates who meet the minimum requirements, but who have not been proposed to be appointed. For candidates who do not meet the minimum requirements, it is sufficient to state that the conditions have not been met.
 25. After drafting and signing the report by all three (3) members, the chairman of the evaluation committee is obliged to submit the report to the council of the respective faculty.
 26. If any of the members of the evaluation committee has a different opinion on the proposal for the appointment, reappointment or promotion of the candidate, that member is obliged to submit a "separate proposal" to the council of the respective faculty.
The assessments in the report are made in accordance with the criteria and requirements set out in the statute and detailed in this regulation. In such cases, the faculty council discusses both proposals and submits to the rectorate the proposal that has been approved by the council, including as information the submission of separate opinions. The faculty council reserves the right to reject both proposals, but cannot approve both proposals for the same position.
 27. In the report of the faculty council, the proposal for the appointment, reappointment or advancement of the candidates in the required number by competition should be made clear.
 28. The members of the evaluation committee bear moral, ethical, disciplinary and criminal responsibility for the authenticity of the data recorded in the evaluation report and for the recommendations they make, they will be sanctioned according to the code of ethics and other legal provisions in force, if the same clearly contradicts provisions of the Law on Higher Education of Kosovo, no. 04 / L-037, Statute of the "Ukshin Hoti" University of Prizren, Administrative Instruction of MEST, no. 01–2018 and the decision of the Senate of UPZ no. ___ dt, 11.04.2018 and this regulation.
 29. The initiation of proceedings against the evaluation committee or any member of the evaluation committee for non-implementation of this regulation is the responsibility of the Dean of the Academic Unit.

Article 13
Procedure after submitting the report by the evaluation committee

1. The faculty council, after submitting the report by the evaluation committee, is obliged at the next meeting, no later than seven (7) days, to review the report and ascertain the performance of work in relation to the evaluation committee report.
2. The Council of the respective faculty, after holding the meeting and ascertaining the state of the evaluation reports, within three (3) days, forwards the completed evaluation reports in the electronic version to the office for academic affairs of the university.
3. The university's academic affairs office is required to draft bulletins and publish them on the university's website within seven (7) days of receiving the evaluation reports from the faculty councils.
4. Bulletins must be published on the university's website for a period of fifteen (15) days from the date of publication.
5. The Office for Academic Affairs, if it finds that any of the reports submitted by the relevant faculty council is not compatible with documentation, then it should ask the Vice Rector for Teaching, Student Affairs and Scientific Research to oblige the relevant faculty to complete the documentation. before appearing on the bulletin.
6. During the publication phase of the reports of the evaluation committees in the bulletin, the dissatisfied candidates have the right to submit a complaint to the council of the respective faculty.
7. Eventual complaints of candidates must be submitted to the administration of the respective faculty.
8. The Faculty Council is obliged, after the expiration of the bulletin deadline, within ten (10) days, to evaluate the reports of the evaluation commissions and to decide whether or not to approve those reports.
9. During the review of the reports, the faculty council is obliged to review the report of the complaints commission regarding the complaints of the candidates, submitted in the phase of publication of the bulletins and to give a written response to the complaints.
10. The faculty council is obliged, after reviewing and approving or not approving the reports of the evaluation commissions, to submit the relevant decision and other details about the review of complaints within three (3) days to the office for academic affairs of the university.
11. The Office for Academic Affairs, if it finds that there is any omission in the material submitted by the respective faculties, is obliged to inform the Vice Rector for Teaching, Student Affairs and Scientific Research, who asks the dean of the respective faculty to complete the subjects.

Article 14
Reviewing the proposal of the Faculty Council in the Senate

1. The Study Commission at the University level reviews the competition and the documents related to the regularity of the procedure and proposals from the faculties for the candidates presented in the competition. Pursuant to Article 28, paragraph 1.16 of the Statute, the Rector may form an advisory commission regarding the regularity of the procedure and proposals from the faculties for the candidates submitted in the competition.
2. Based on Article 9, paragraph 9.2. and 9.4. of the Regulation on Scientific Research, the Commission of Studies at the University level reviews, verifies and evaluates the compliance of the scientific research achievements of the academic staff on the occasion of appointment, reappointment and promotion, in accordance with the criteria of this Regulation.
3. Within thirty (30) days after receiving the proposals of the faculty council, the academic

affairs office prepares for the senate the statements with the relevant proposals, including the proposal of the University Level Studies Commission and if there is also the rector's proposal regarding the proposals of the faculty council.

4. The decision of the Senate regarding the proposals of the faculty councils is taken at the furthest twenty (20) days after the preparation of the statements by the office for academic development.
5. If the Senate decides to reject the proposal of the faculty council, the relevant subject, within three (3) days, returns for reconsideration to the faculty council.
6. The faculty council is obliged to review the subject of re-evaluation within seven (7) days after receiving the decision of the faculty and to submit the relevant decision, within (3) days, to the office for academic affairs of the university.
7. If the faculty council, even after reconsideration, makes the same proposal, the Senate, within a period of not longer than twenty (20) days from their acceptance, makes a final decision.
8. The dissatisfied party may file an appeal against the decision of the Senate within fifteen (15) days, with the Complaints Commission at the Senate level.
9. The Complaints Commission at the Senate Level is obliged to review the case within thirty (30) days after receiving the Complaint and submit the relevant decision to the Senate for a final decision.
10. The Senate reserves the right to withdraw at any time the right to publish publications in magazines, which are questionable.

Article 15

Decision, animation period and duration of the competition

1. The voting procedure in the Senate for the proposals of the Faculty Council regarding the appointment and advancement of the members of the academic staff is done according to the work regulation of the senate.
2. The member of the academic staff, who has a positive evaluation from the previous instances, but who does not win the necessary votes of the members of the senate for promotion, remains in the same call.
3. Against the decision of the Senate, no later than fifteen (15) days after the receipt of the notification of the decision, an appeal may be lodged with the Senate Committee on Complaints and Appeals, which serves as the first and last instance of the appeals in the "Ukshin Hoti" University.
4. The competition for appointment, reappointment or advancement of academic staff must be concluded with relevant decisions of the Senate of the University "Ukshin Hoti" for all announced places, in a period not exceeding 175 days from the day of the announcement of the competition.
5. For special cases before reaching the proposal in the Senate, at the request of the rector, the term of the whole procedure can be extended to a maximum of 60 days.
6. If the competition is not realized in whole or in part within the deadline defined as in paragraph 4 of this article, then the respective unfilled places can be re-announced in the next competition according to the request of the faculty.
7. The employment contract for the academic staff selected for the first time at the "Ukshin Hoti" University, according to the decision of the Senate, will be signed only if for the relevant subject, within the legal deadline, no complaint is filed, respectively in case of a complaint, until a final decision of the competent body is made.

Article 16

Transitional provisions

1. The regulation on selection procedures regarding the appointment, reappointment and advancement of academic staff at the "Ukshin Hoti" University of Prizren, contains the section on the appointment, reappointment and advancement of academic staff as an ongoing process at the "Ukshin Hoti" University of Prizren, respecting in full the provisions of the Law on Higher Education of Kosovo, no. 04 / L-037, Statute of the "Ukshin Hoti" University of Prizren, Administrative Instruction of MEST, no. 01–2018 and the decision of the Senate of UPZ no .___ dt, 11.04.2018.
2. Platforms according to AI No. 01/2018:
 1. Web of Science (<http://mjl.clarivate.com/>),
 2. Scopus (<https://www.scopus.com>),
 3. Ebsco,
 4. WorldCat,
 5. DOAJ.

Article 17 Final provisions

1. The amendment and supplementation of this Regulation is done according to the same procedure as that of its approval.
2. The legal provision of article 10, paragraph 8 of this regulation, will not be valid in the case of re-election or advancement of the academic staff that has established working relations with the "Ukshin Hoti" University, before the entry into force of this regulation.
3. With the entry into force of this regulation on the day of approval by the Senate of the University, the regulations, decisions or other previous instructions of this nature, are repealed.
4. The regulation enters into force immediately following the approval by the University Senate.

The Chairman of the Senate

Prof. Asoc. Dr. Ismet TEMAJ

LEARNING ACTIVITY FORM (TEACHING)

Table 1.1 Learning activities, focusing on relevant experiences

Name & level of the subject according to the years of the period under review	Year & semester when taught	Approximate number of students	Number of hours per semester	Form of teaching (eg, lectures, team learning, tutoring, supervision of practical work, online, laboratory work)

Table 1.2 Quality in teaching ¹¹

Activity	Activity assessment
Assesment of teaching by students etc (pozitive/negative)	

Table 1.3 Mentoring

Candidate name	Diploma /leve of study ¹²	Date of registration / permitting work	In process	Completion date

Table 1.4 Rewards and training in teaching

The reward / training	Date / period	Brief description

¹¹ It starts to be implemented from the moment of providing the meritorious student assessment system.

¹² The diploma thesis in 5 or 6 year studies, related to the appointment, reappointment and promotion of academic staff, is considered equivalent to the Master's degree thesis.

SCIENTIFIC RESEARCH AND PROFESSIONAL ACTIVITY FORM

The first author, the corresponding author and the works published with international journals in the framework of Articles 171,172 and 173 of the Statute of the University "Ukshin Hoti".

In accordance with the Statute of the University, the paper published in international scientific journals may be used for the purposes of appointment, reappointment and advancement by the first author of the paper and by the corresponding author.

A.1. The following definitions apply to the correspondent author of the paper published in international scientific journals.

- a) The author who is identified as such in the published work is considered to be the corresponding author;
- b) If more than one correspondent author is specified in the published work, the first author identified as such is considered the corresponding author;
- c) If there are only two authors in the published work and the corresponding author is not specified, the second author is considered as the corresponding author.

A.2. Based on the statute of the University and other legal acts in force, the articles published in international scientific journals during the evaluation of the candidates submitted to the competition are valid works published in the candidate's field, in journals which are indexed in the respective academic bases and categorized as follows;

A.2.1. Papers published in journals which are indexed in the following academic bases are equal to 1;

A.2.2. Papers published in journals which are indexed on the following academic basis are equal to 0.85;

A.2.3. The papers published in journals which are indexed with the following equal academic bases are evaluated with 0.70;

- ✓ Papers published in A.2.1. are works published on AI platforms no. 01/2018 of MEST,
- ✓ Papers published in A.2.2. are works published according to the decision of the UPZ senate proposed by the senate,
- ✓ Papers published in A.2.3. are works published according to the decision of the UPZ senate proposed by the academic units.

A.3. Papers published in journals 3, 4 and 5 of AI, of sub-paragraph A.2.1 as well as in journals as in sub-paragraphs A.2.2, A.2.3, shall not be taken into account when evaluating candidates if the respective journals are included in the lists of journals. and dubious publishers¹³:

- 1.(<https://web.archive.org/web/20170111172309/https://scholarlvoa.com/individual-journals/>;
- 2.<https://web.archive.org/web/20170111172306/https://scholarlvoa.com/publishers/>

A.4. Works published in international scientific journals include works published in journals published outside Kosovo and outside the neighboring countries of Kosovo, except in the case of candidates who come from the field of albanology, for which the works in the journals of Kosovo and Albania with international editorial offices are also valid;

Table II. I. Publications in international journals that meet the conditions as in paragraphs A1 to A4

¹³ Suspicious journals are considered journals that do not apply the actual professional review process (for review), do not have a real ISSN, do not have a website or have a suspicious one, the legal or natural publishing person does not have an address or contact number, declares address or fictitious contact number, presents false international indexing, declares false influence factor, their publisher is suspicious in terms of the way of management and the palette of the magazines it publishes.

No.	Authors (ranking as in the paper)	Title of the paper		Journal	Volume/no/ pages/ year	Identification link ¹⁴

Note: For the call of full-time professor, the candidate must have at least 5 papers, for the call of associate professor, at least 3 papers, for the call of assistant professor, at least 1 paper from this category;

B, Publications with academic or scientific, international or local journals not included in Table II. 1 (in the capacity of first author or co-author)

Table II.2 Publications in international academic or scientific journals

No.	Authors (ranking as in the paper)	Title of the paper	Journal	Volume, no.,pages, year

Table II.3 Publications in local academic or scientific journals

No.	Authors (ranking as in the paper)	Title of the paper	Journal	Volume, no.,pages, year

¹⁴The evaluation commission is obliged to mark the link, through which the indexation of the paper is proved, respectively the magazine on a certain academic basis, respectively the link of the paper in the respective magazine of sub-paragraph A.2.4.

C. Publications of monographs, books, book chapters, dispensations, translations in the candidate's field (*in the capacity of first author or co-author*)

Table II.4 Publications of monographs, books, book chapters, dispensations, translations, etc. in foreign languages

No.	Authors (ranking as in the paper)	Publication title	Type of publication	Publishing house, place, year

Table II.5 Publications of monographs, books, book chapters, dispensations, translations, etc. in Albanian

No.	Authors (ranking as in the paper)	Publication title	Type of publication	Publishing house, place, year

D. Publications from congresses, conferences, symposia, seminars, workshops (in the capacity of the first author or co-author)

Table II.6 Publications from congresses, conferences, symposia, seminars, workshops at the international level (abroad)

No.	Authors (ranking as in the paper)	Publication title	Conference, symposium	Volume, no, pages, year

Table II.7 Publications from congresses, conferences, symposia, seminars, local workshops

No.	Authors (ranking as in the paper)	Publication title	Conference, symposium	Volume, no, pages, year

E. Other scientific research activity

Table II.8 Lectures - oral scientific presentations at conferences, symposia, scientific workshops and universities (as a guest lecturer) in the field of candidate

No.	Authors (ranking as in lecture/presentation)	Presentation title	Type of lecture (conference, symposium, workshop, university)	Year, place

Table II.9 Editor/reviewer in academic or scientific journals

No.	Contribution (Editor/reviewer)	Original author of the paper	Title of the reviewed paper	The journal which has been edited or for which the review has been written	Year, place

Table II.10 Other scientific and professional contributions

No.	Authors (ranking as in scientific contribution)	Type of scientific contribution	Year, place

Contributing to basic and applicable research projects

Table II.11. Proven participation in basic and applicable research programs or projects

No.	Scientific project program	Time period	Institution /country	Position in the program, project /contribution

F. International or nacional license

Table II.12 Official and international license

No.	Authors (ranking as in the official license)	Title of license	Institution / country, year of formalization	Pages

Appendix III

SERVICE ACTIVITY FORM

This appendix includes the activity in the service of the university, faculty and community through the specific service, respectively participation in academic/administrative committees/commissions or professional teams..

Table III.1. University-related service

Service, i.e position in committee /commission/team	Duration	Brief description of the service

Table III.2. Faculty-related service

Service, i.e position in committee /commission/team	Duration	Brief description of the service

Table III. 3 Community –related service

Service, ie position in committee /commission /team	Duration	Brief description of the service