



Universiteti Publik "Kadri Zeka" University
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Decision. No. 01/977 / Dt. 01/09/2018

The Senate of the Public University "Kadri Zeka" in Gjilan, at its meeting held on 25.7.2018, based on Article 49, paragraph 1, subparagraph 1.3. of the Provisional Statute of the University approves:

REGULATION

ON THE PROCEDURES FOR THE ENGAGEMENT OF THE EXTERNAL ASSOCIATES AT THE PUBLIC UNIVERSITY "KADRI ZEKA" GJILAN

I. General provisions

Article 1

This regulation is drafted based on the provisions of the Labor Law, no. 03/L-212, the Law on Higher Education, no. 04/L-037, Administrative Instruction of the Ministry of Labor and Social Welfare, no. 07/2017, and the Provisional Stature of the University.

Article 2

The purpose of this regulation is to regulate the evaluation procedures for the engagement of external associates for giving lectures, exercises, mid-term exams, consultations, as well as mentoring as needed by the academic unit.

Article 3

The period of engagement of external associates is done for one semester, respectively for two semesters of the same academic year.

3.1. The contract for engagement is awarded for the period between October 1 until February 15

for the winter semester and from February 15 until June 30 for the summer semester of the respective academic year or from October 1 until June 30 (for one academic year).

3.2. The employee is obliged under the contract to fulfill all the obligations arising from article 2 of this regulation.

3.3. The employee is obliged to organize exams throughout the academic year.

Article 4

The engagement procedure is done through the announcement of a public competition.

Article 5

An exception to article 4 is made for the following categories:

- Academic staff in full-time employment;
- Academic staff who at the time they reached the mandatory retirement age have been in regular employment at public universities (The Faculty Council issues the decision to engage this category for the respective academic year).
- Visiting professors from other countries employed in the respective Universities with which UKZ has cooperation agreements (The decision for the engagement of this category is made by the Senate of UKZ).

COMPETITION ANNOUNCEMENT PROCEDURES

Article 6

The competition announcement is made after the approval of the proposals of the faculty councils by the senate.

Article 7

The Rector, on a reasonable basis, in consultation with the dean may propose to the Senate the announcement of the competition for the engagement of academic staff, without the decision of the faculty council.

Article 8

The competition must refer to the terms of the provisions of the Law on Higher Education, labor law and this regulation.

- The competition is announced on the official website of the University;
- The duration of the competition is 15 calendar days from the day of the announcement;
- Candidates who apply must submit all required documents within the deadline of the competition in hard notarized copies and in electronic form.
- Diplomas for scientific degrees obtained abroad must be validated by MEST prior to the close of the competition.
- The documentation submitted in the competition is not returned.

Evaluation Committee

Article 9

Within 7 days after the opening of the competition announcement, the Dean of the Faculty convenes a meeting of the Faculty Council where the decision to form the Evaluation Committee is made.

The decision of the faculty council to form the evaluation committee is sent to the senate for approval.

Article 10

The evaluation committee consists of 3 members from the ranks of professors with academic title from public universities and the same must have professional and academic credibility.

The members of the evaluation committee are compensated according to the regulation in force.

Article 11

The evaluation committee after the end of the competition deadline has the duty to convene the meeting of the committee and in coordination with them in no more than 10 days to draft the evaluation report, taking into account these obligations:

- The Faculty Council reviews the evaluation reports within 3 days after receiving them and publishes the decision within 3 days.

- The Committee has the obligation to review all applications submitted for the respective courses. The evaluation committee drafts the report only for the candidates who meet the formal-legal conditions according to the competition.
- The Committee is obliged to present all relevant facts for all candidates in tabular form in the standard forms of UKZ.
- The Committee holds a legal, disciplinary and ethical responsibility for the evaluation of the data in the Evaluation Report.
- The committee keeps minutes regarding the treatment of requests for engagement for all candidates submitted in the competition.

Conditions for engagement

Article 12

Persons engaged in the quality of external associates do not receive academic call.

Article 13

For the position of external lecturer, candidates must meet these requirements:

13.1. For lecturer or professor:

- Have a PhD degree in the relevant field (for arts and music subjects, equivalent to it);
- Have work experience as a lecturer or professor;
- If none of the candidates meets the criteria according to points 1, 2 and 3, then the candidate with the highest scientific degree is selected.
- In the absence of candidates with a PhD degree (Dr. Sc.) and if within the Academic Unit no candidate with MSc or MA degree could be engaged in delivering lectures in a given course in accordance with the Statute, for the position of external associate for lectures at the bachelor level, a candidate with MSc or MA degree may be engaged, giving priority to the candidate who has enrolled in PhD studies. For the same case, the Faculty Council issues a decision to entrust the course under the supervision of a full-time professor of the relevant field.

13.2. For external associate for exercises:

- Have completed regular bachelor and master studies or equivalent in the relevant field;
- Have an average grade of not less than 8 at both study levels (Separately);
- Basic and master studies must have a minimum of 300 ECTS credits;

- Candidates with lower than master's degree may not be engaged in holding the exercises.

13.3. Candidates who have more than one full-time or honorary employment in public or private institutions with primary or secondary salaries shall not be recruited at the University of Gjilan.

13.4. At the University of Gjilan will not be permitted the engagement of candidates in an academic unit if, within it, they have in regular employment or engaged members of close family (parent-child, brother-sister, brother-brother, wife-husband and vice versa relations).

Right of appeal

Article 14

Unsatisfied candidates with the decision of the Faculty Council have the right to appeal within 3 days after the day of receiving the decision from the Faculty Council.

Article 15

The Appeals Commission is appointed by the Faculty Council and consists of 3 members after the end of the appeal deadline prepares the Report and the respective proposals and submit the same to the Faculty Council. The report must be made within 3 days.

Article 16

The Faculty Council within 3 days of receiving the report must review the proposals of the Appeals Commission and decide on its approval or rejection.

Article 17

The final decision on the engagement of the external associates is made by the Senate.

The Senate holds the meeting within 7 days, after the approval of the final reports and complaints reports by the Faculty Councils.

The decision of the Senate is final at the level of UKZ.

Article 18

After the approval of the proposals of the faculty councils by the UKZ Senate, the faculties prepare the lists of engaged personnel and submit them to the office for academic affairs for the preparation of contracts to be signed by the rector of UKZ.

RIGHTS AND OBLIGATIONS

Article 19

The engagement under this regulation does not imply the establishment of a regular employment relationship.

Article 20

A candidate engaged in the capacity of an external associate is not entitled to annual leave and work experience compensation.

Article 21

The engaged candidates bear legal responsibility for the manner in which the UKZ assets are used.

Article 22

This regulation enters into force on the day of approval by the Senate of the Public University "Kadri Zeka", Gjilan.

Chairman of the Senate of the University of Gjilan

Assoc. Prof. Dr. Bajram Kosumi, Rector