



Universiteti Publik "Kadri Zeka" University
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Pursuant to Article 23, paragraph 1.6, item 1.6.2 of the Provisional Statute of the University "Kadri Zeka", the Steering Committee in its meeting held on 30.12.2015, approved this:

REGULATION ON PERSONAL INCOME AND OTHER PAYMENTS OF THE ACADEMIC STAFF AT THE UNIVERSITY "KADRI ZEKA"

I. General provisions

Article 1

The funds for personal income are used from the Kosovo Budget fund, tuition fees, and other student fees, commercial service payments, donations and contracts with public, private, local, and international bodies. From these financial sources, personal income and other remuneration are paid to full-time academic and non-academic staff, as well as the extra-rate work and hourly rates to full-time academic staff of the University "Kadri Zeka" (hereinafter: The University).

The amount of personal income shall be determined based on coefficients and academic ranks coded at the central income service according to the unique coding for all education in Kosovo.

II. Special Provisions

Article 2

The University's financial service shall calculate personal income and other payments based on the University Senate's decision on engaging academic staff each academic year, namely based on the reports submitted by the 5th of the following month.

On this basis, the management, namely the authorized person, shall order payments under the contracts concluded with the employees when engaged.

Article 3

With the full-time academic staff of the University in accordance with the legal provisions, is concluded a contract of:

Full rate

Half rate and

Hourly rates (extra rates) respectively also contract for special services.

The University may conclude an hourly rates contract with academic staff for a maximum of one academic year.

In cases when the employment contract of the academic staff has expired, as a consequence of postponing delays in completing the re-election / promotion procedures, at the request of the Faculty Council, the Senate decides to renew their employment contracts in the current academic rank for one academic year, respectively until the final decision is made by the Senate regarding the relevant vacancy.

Full-time staff at UKZ may not have any other full-time employment at any other university or institution.

Academic staff in full-time employment relationship with UKZ may be hourly engaged in other institutions, having previously obtained approval from the Dean and approval from the Rector of UKZ.

III. Academic staff

Article 4

For the academic staff employed at the University, the rate of weekly hours, and the amount of payment are determined according to the academic titles as follows:

1. Full-time academic staff

Title	Hours per week	Monetary value € (Euro)
Professors	6	1486.72
Associate professors	6	1334.67
Assistant professors	6	1182.62
Lecturers	6	1030.57
Lectors	10	878.52
Co-repetiteurs	10	878.52
Assistants	10	803.40

A payment in the amount of 100 € is added to the basic salary of the assistant, lecturer and lector with scientific degree Dr.sc. as defined in point 1 (a) of this article.

2. Salary according to management positions

Position/Function	Salary	Allowance	Total
Rector	1486.72	650	2136.72
Vice-Rector	1486.72	450.00	1936.72
Dean	1486.72	350.00	1836.72
Vice-Dean	(Salary)	250.00	Salary + 250
Secretary General	(Salary)	250.00	Salary + 250
Faculty coordinator for quality and accreditation	(Salary)	100.00	Salary + 100.00
Head of Department/ coordinator or head of study programs	100.00	Salary + 100.00
Central Coordinator for Student Internships and Collaboration with	(Salary)	100.00	Salary + 100.00

Communities and Businesses			
Rector's advisor	(Salary)	300.00	Salary + 300.00
Director of Institute	(Salary)	120.00	Salary + 120.00

3. Full rate and extra rate of management staff

Position/Function	Full rate	Extra rate
Rector	0 hours	6 hours
Vice-Rector	0 hours	6 hours
Dean	0 hours	6 hours
Vice-Dean	3 hours	6 hours
Chairperson of the Steering Committee	3 hours	6 hours

3.1. Members of the Steering Committee are entitled to a salary plus allowances according to the decision of the MEST no.260/01B, dt.29/06/2015

3.2. The functional commissions of the Steering Committee will be paid: Chair 100€, member 60€. Functional commissions cannot meet more than 4 times for a certain issue.

4. Extra-rate work and hourly rates

4.1. Academic staff of the University in the full-time employment relationship (Full Professor; Associate professor; and Lecturer) may have up to 6 extra-rate hours per week.

4.2. For academic staff from point a. in the absence of the full rate in bachelor studies, the teaching rate must be completed with the hours of master studies and that 1 hour of lectures in master studies will be equal to 1 hour of lectures in bachelor studies, the completion of the rate is also done with hours which he/she will hold in other academic units within the UKZ.

4.3. The full-time lecturers and assistants of the University can hold up to 6 hours per week.

4.4. The academic unit is obligated to provide full-time teaching hours for the academic staff. In case the professor is offered classes to fulfill the rate and he/she does not accept; the payment shall be made proportionally to the number of hours held.

4.5. Full-time academic staff may not be given extra-rate hours unless full-time professors or full-time teaching assistants of the same field have their rate fulfilled.

4.6. Professors in full-time employment, who do not reach the full rate of hours in one of the two semesters of the academic year may complete it with extra-rate hours from the other semester.

4.7. Exceptionally, if the professor cannot fulfill the full rate of teaching hours, he can supplement it with hours of practice classes in a 1 to 1 ratio but not more than 2 hours of practice classes by the whole of the rate. Exceptionally from point 4.2. professors with a special written justification from the faculty dean, the rector can make a decision to pay for practice classes in a 2:1 ratio.

4.8. Assistants may not be compensated for lecture hours. In exceptional cases, at the request of the Faculty Council and the dean of the academic unit when it is found that there is no possibility of engaging adequate staff, the assistant with a magister or master's degree that has been enrolled in doctoral studies, may be engaged in lecturing.

4.9. Payment for the category as in point 4.3 shall be made based on the academic rank.

4.10. Academic staff who do not have a full-time employment relationship at the University but who are engaged from outside the University, can hold up to 6 teaching hours per week, while the assistant up to 10 practice hours per week.

4.11. The engagement of the academic staff with extra-rate work and hourly rates at the University is done based on the decision of the University senate on the proposal of the academic unit not later than September 30th of the following year.

5. Amount of remuneration for extra-rate hours

Academic rank	Gross value €
University professors and those with academic ranks from public universities	30
External associates with Dr.sc.	20
Lecturers, lectors	17
Assistants	16
Visiting professors from universities of the region countries bordering the Republic of Kosovo,	40

including Bosnia and Herzegovina	
Visiting professors from countries outside the region	50

5.1. Visiting professors - outside the territory of Kosovo, can be engaged only with the reasoned proposal of the Dean and approved by the Faculty Council which is approved by the Rector.

5.2. Visiting professors from countries outside the region will be covered for travel costs but not more than 2 tickets per year. The Steering Committee shall decide on this through a special decision.

5.3. Remuneration for extra-rate hours and engaged staff is made for 9 months within the academic year, respectively 15 weeks for lectures / practice classes in one semester and two weeks for semester that remunerate two exam terms.

5.3. Remuneration is made for the hours held. This also applies to the fifth week of the month with five weeks which is remunerated in the last month.

5.4. The contract according to the semesters is concluded in duration: for the winter semester 1 October-15 February of the following year; for the summer semester 16 February – 30 June.

5.5. The Rector of the University upon the proposal of the Dean of the academic unit, in special cases with a grounded reasoning, may with a special decision increase the engagement of academic staff (professors) from outside or inside the university but not more than 2 hours over the allowed extra rate.

Sanctions

Article 5

Academic staff who are unjustifiably absent from the teaching process shall be sanctioned by a proportional deduction from salary (for professors: 1 (one) teaching hour 60€, and for assistants, 1 (one) teaching hour 30€.

The Dean of the academic unit is obligated to apply the sanctions determined by the regulation, if the Dean fails to report missed hours or missed exam organization, he/she shall be sanctioned with 50% of the allowance for the function.

If a member of the Review Committee signs a review contrary to the provisions of the UKZ Statute, University internal regulations or applicable legislation, ascertained so by the Senate,

then the case shall be sent to the Council of Ethics for review and they are not remunerated for the work done.

IV. Basic criteria for forming teaching/learning groups

Article 6

1. Designation of groups based on the number of students for lectures:

Lectures	Practice classes
Compulsory up to 80	Compulsory up to 30
Elective up to 60	Elective up to 30

1. For specific courses, where special conditions are required, the course professor may file a reasoning request to the Faculty Council that the groups of lectures / practice classes be formed in smaller numbers.

2. For the first and second year, the minimum number of students for the lecture / practice classes should be 5 (five). For the third and fourth year, the number of students for the lecture / practice classes should be 3 (three).

V. AMOUNT OF REMUNERATION FOR DIPLOMA THESIS

Article 7

Payment for thesis defense in bachelor studies is made as follows:

Mentor 30€

Committee members..... 10€

For a graduation term, the mentor can be paid for a maximum of 5 (five) candidates.

VI. AMOUNT OF REMUNERATION FOR LEADING THE CANDIDATE IN MASTER STUDIES

Article 8

The remuneration for leading the candidate in master studies is made as follows:

Mentor250€

For one academic year the mentor can be paid a maximum of 5 (five) candidates within the UKZ.

VII. AMOUNT OF REMUNERATION FOR THE COMMITTEE FOR EVALUATION AND DEFENSE OF THE THESIS FOR MASTER STUDIES

Article 9

Remuneration of the commission for evaluation and defense of the thesis for master studies is made as follows:

- 9.1. The chair of the committee90€
- 9.2. The committee members..... (2) x 80€

VIII. MANNER OF REALIZING, VERIFYING AND MONITORING THE PAYMENTS FOR EXTRA RATE HOURS AND OTHER PROVISIONS

Article 10

Each hour submitted for payment shall be justified by the lists signed by the students present, verified by the authorized person of the faculty.

Reports shall be submitted by the 5th of the following month.

Reports for the held hours older than one month shall not be paid.

IX. AMOUNT OF REMUNERATION FOR DOCTORAL STUDIES

Article 11

A professor may not mentor more than two PhD candidates within one academic year.

Remuneration for doctoral studies is made as follows:

- 1. a). Remuneration for hours held in the group of general courses
1 hour of lecture = 40€, but not more than 28 hours per semester.
- b). Remuneration for hours held in the group of professional courses
1 hour of lecture = 40€, but not more than 12 hours per semester.

2. a). Committee for evaluation of the thesis:

- Mentor.....1200€
- Committee Chair.....200€
- Committee members.....150€

b). Committee for public defense:

- Committee members (3).....200€

3. For candidates who defend their doctoral dissertation at the University “Kadri Zeka” and have committee members outside Kosovo, travel and accommodation expenses are covered by the University.

Article 12

1. Remuneration for the evaluation committee is made as follows:

The chair of the committee.....80€

Evaluation committee members.....(2) x 60€

2. Renumeration for the complaints committee of first instance in relation to point 1 of this

Article:

The chair of the committee.....50€

Evaluation committee members.....(2) x 30€

X. Transitional provisions

Article 13

With the entry into force of this regulation on the day of approval by the Steering Committee of the University, the regulation with the no. of ref. 02/1486. Dt. 10.12.2015. is repealed.

Article 14

This regulation enters into force on the day of approval by the Steering Committee.

Chairman of the Steering Committee

Msc. Ibrahim Kosumi