



UNIVERSITY OF PRISHTINA

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The Senate of the University of Prishtina, in the meeting held on 12.07.2024, based on Articles 20.1, paragraph 2.1 and 147, paragraph 3.9 of the Statute of UP, approves:

REGULATION ON EVALUATION PROCEDURES FOR THE ENGAGEMENT OF EXTERNAL COLLABORATORS AT THE UNIVERSITY OF PRISHTINA

Article 1

Purpose

This regulation aims to regulate and define the evaluation procedures for engaging external collaboration for delivering lectures, including exercises, as well as examinations, colloquia, consultations, mentoring as needed, and linking the programs of the University of Prishtina with labour market actors through the teaching and practical process, also based on the standards of the Kosovo Accreditation Agency (KAA).

Article 2

Legal Basis

This regulation is based on the Law on Higher Education, the Statute of the University of Prishtina, the Law on the Kosovo Accreditation Agency, as well as the standards approved by the KAA.

Article 3

Engagement of External Collaborators

1. The engagement of external collaboration is based on the need to ensure the sustainable functioning of the University of Prishtina in accordance with its obligations, with particular emphasis on the following activities:
 - 1.1. Teaching activity (lectures, exercises);
 - 1.2. Consultative activity;
 - 1.3. Administration of examinations in the subjects they are engaged in;
 - 1.4. Mentoring bachelor-level theses;
 - 1.5. Linking the teaching process with the labor market through practice;
 - 1.6. The quality assurance process;
 - 1.7. Compliance with accreditation standards.

2. The planning of engagement is based on the actual needs to ensure the sustainable operation of the University of Prishtina, especially of its academic units.

Article 4 **Period of Engagement**

1. The engagement of external collaborators is carried out for one semester, or for two semesters within the same academic year, while the contract is concluded for the corresponding academic year.
2. Following a positive evaluation of the collaborator, upon the Dean's proposal, the engagement may be extended for an additional academic year, but for no more than two further years (four semesters), without a public call. The Dean's reasoned proposal must be approved by the Senate. The engaged collaborator is obliged, under the contract, to administer examinations for all scheduled sessions within the respective academic year.
3. The collaborator may serve as a member of the committee for the defense of bachelor and master-level theses.
4. A collaborator holding the title of Dr. Sc. or its equivalent at the Faculty of Arts has the right to mentor bachelor-level candidates.

Article 5 **Public Call for the Engagement of External Collaborators**

1. The engagement procedure is conducted through the publication of a public call for the engagement of external collaborators.
2. Exceptions to paragraph 1 of this article apply to the following categories:
 - 2.1. Academic staff in regular employment who, according to applicable legal norms, have suspended their regular employment relationship, if national or UP regulations allow their engagement as external collaborators.
 - 2.2. Staff who, upon reaching the statutory retirement age, were in regular employment at the University of Prishtina, and whose engagement is needed by the faculty. Engagement of this category may continue up to the age allowed by special regulations.
 - 2.3. Lecturers engaged as a result of cooperation with embassies, relevant state agencies, or agreements with foreign universities.
 - 2.4. Visiting professors employed at accredited universities and higher education institutions abroad (for a specified number of lectures up to one semester, or one academic year for two-semester courses) are engaged by Senate decision. The request for engagement of visiting professors must be submitted by the Dean of the academic unit, based on a reasoned report reflecting the needs of the faculty/programs, cooperation agreements with faculties/universities, and institutions abroad. Such requests may also be made by the Faculty Council through the Dean, based on the needs of the relevant department/branch. The request, along with justification regarding the impossibility of covering and delivering the required classes by regular staff in the relevant field, and the CV of

the potential visiting professor, is submitted to the Rectorate. If the request is approved by the Senate, the visiting professor is allowed to conduct classes according to a block system, for no more than 6 hours per working day and no more than 24 hours per month.

- 2.5. Under no circumstances may visiting professors be engaged for co-teaching more than 4 lecture hours in subjects that fall within the workload of regular staff.
 - 2.6. The engagement of experts who conduct practical classes (clinical subjects or certification programs), who are employed in public institutions or provide public services according to the Constitution and laws of the Republic of Kosovo, and with whom the University of Prishtina or the academic unit has a cooperation agreement, as well as their engagement being part of programs accredited by the KAA, is aimed at linking the teaching process with the labor market. This category of experts is compensated in accordance with regulations determined by the UP Steering Council. For the engagement of experts in conducting practical classes (clinical subjects or certification programs), the academic unit must submit a reasoned report referencing the KAA-accredited programs as part of linking the teaching process with the labor market, together with a list of experts engaged for one semester or the academic year.
 - 2.7. Engagement, by decision of the academic unit council, of experts from the private sector who are employed in institutions with which the university or academic unit has agreements, and whose practical exercises or other activities are part of KAA-accredited programs as a linkage of the teaching process with the labor market. For the engagement of experts from this category, the academic unit must submit a reasoned report referencing KAA-accredited programs as a link between the teaching process and the labor market, along with a list of experts engaged for one semester or the academic year.
 - 2.8. Engagement of personalities with extraordinary international achievements in their field. For the engagement of this category, the Dean of the academic unit must submit a reasoned proposal demonstrating the candidate's confirmed international achievements, along with the candidate's CV, for engagement up to one semester or one academic year.
3. The public call for engagement is announced by the Senate upon the faculty's proposal, based on their needs for lectures or exercises. The faculty may appoint a commission to assess these needs, or the management may conduct a detailed analysis for this purpose.
 4. A position may also be announced for lecture or exercise hours that fall under the programs of two or more academic units. In such cases, the proposal is made by the Deans of the respective academic units.
 5. The Rector, with a reasoned justification, may propose to the Senate the announcement of a public call for the engagement of staff in a specific faculty.
 6. The public call is published on the website of the University of Prishtina and its academic units for a duration of eight (8) calendar days from the date of publication.
 7. Candidates applying must submit all required documents within the deadline of the public call through the corresponding module of the University of Prishtina's electronic system (SEMS).

Article 6

Evaluation Commission

1. The evaluation commission is proposed by the Dean and approved by the Council of academic unit.
2. The Dean's proposal is based on the lists of academic staff in regular employment who represent the respective departments (the Rector, Vice-Rectors, Dean and Vice-Deans can not be appointed as member of the Evaluation Commissions). In special cases, members of Evaluation Commission may also be proposed from other units of UP if they are relevant to the respective field.
3. A Commission of 5 members may evaluate all positions announced for the engagement of external collaborators within academic unit. Depending on the needs and specifics of the faculties, separate commissions of 3 may also be proposed for certain announced positions.
4. Evaluation Commissions for the implementation of the public call must be approved no later than 8 days after the closing of the call.
5. Evaluation Commission is a committee of high professional, academic, and ethical credibility and bears legal, disciplinary, and ethical responsibility for the information recorded in its report.

Article 7

Engagement Conditions

1. Individuals engaged as external collaborators do not receive academic tenure at the University of Prishtina. Their engagement is carried out based on specific procedures established by this regulation.
2. For the position of external collaborator for lectures, candidates must meet the following requirements:
 - 2.1. Must hold at least a Master's degree in Science/Arts¹, while candidates with Doctorate in Science (or an equivalent degree in the Faculty of Arts) in the relevant field are given priority.”
 - 2.2. Must have at least one publication in an international scientific journal (for the Faculty of Arts, at least one artistic work of international recognition in the relevant field). For the position of external collaborator for lectures in medicine, particularly clinical subjects, the candidate must be a specialist in the respective field.
3. For the position of external collaborator for tutorials, candidates must meet the following requirements:
 - 3.1. Candidates must have completed a master's degree or an equivalent qualification in the relevant field.

¹ The candidate with a master's scientific degree must have a grade point average no lower than 8 at both levels of study.

- 3.2. Candidates must have a cumulative grade point average of no less than 8 at both levels of study.
 - 3.3. For the Faculty of Agriculture and Veterinary Medicine (in veterinary clinical subjects) and the Faculty of Electrical and Computer Engineering (in laboratory subjects²), the candidate must prove at least 3 years of professional work experience in the relevant field.
 - 3.4. For the Faculty of Medicine (in clinical subjects), the candidate must have completed their specialization or be at least in the third year of specialization in the relevant field. Engagement is carried out taking into account the applicable Health Law.
 - 3.5. For the Faculty of Economics, in tutorials for accounting and auditing subjects, the candidate must be a certified accountant or auditor according to current legislation and must have at least three (3) years of professional work experience in the relevant field.
4. In cases where more than one candidate for a given position meets the criteria in paragraphs 2 and 3 of this article, it is at the discretion of the Evaluation Commission to give priority to a specific candidate.
 5. If none of the applicants meet all the criteria in paragraphs 2 and 3, it is at the discretion of the Evaluation Commission to propose a candidate, providing a reasoned justification for selecting the applicant who meets the largest number of criteria specified in this regulation.
 6. To avoid conflicts of interest and nepotism, candidates can not be engaged at the University of Prishtina if they have family members (parent–child, brother–sister, sister–sister, brother–brother, and vice versa) employed or engaged in the respective academic unit.
 7. Candidates who have completed their studies abroad must, upon application, submit the decision on nostrification (recognition of equivalence) of the corresponding degree (bachelor, master, master’s, or doctoral degree).

Article 8

Evaluation Deadlines, Right to Appeal, and Decision on Engagement

1. The Evaluation Commission, within 5 days³ from receiving the decision, prepares the evaluation report. The report of the Evaluation Commission is immediately published on the faculty’s website for a duration of 5 days.
2. Within the five-day period during which the report is published on the faculty website, dissatisfied candidates have the right to appeal the Evaluation Commission’s report to the faculty’s Appeals Commission.
3. The Appeals Commission is appointed by the Dean of the academic unit and consists of 3 members from the faculty’s regular teaching staff.

² The list of clinical courses at the Faculty of Medicine, courses in the field of veterinary science, laboratory courses at the Faculty of Electrical and Computer Engineering, and the accounting and auditing courses at the Faculty of Economics is published on the website of the University of Prishtina and the respective Faculties.

³ All deadlines set forth in this regulation shall be understood as calendar days.

4. The Appeals Commission, within 5 days, reviews the appeals and submits a written report to the Faculty Council.
5. Within 7 days, the Faculty Council reviews the reports of the Evaluation Commission and the Appeals Commission and makes the final decision on the candidates accepted as external collaborators.
6. The decision of the Faculty Council, together with the list of candidates accepted as external collaborators, is sent to the Senate for information.

Article 9
Signing of the Engagement Contract

After informing the Senate with the list of external collaborators, the Rector signs the contracts of the engaged individuals.

Article 10
Rights and Obligations

1. A candidate engaged as an external collaborator does not have the right to annual leave or compensation for work experience.
2. Engagement under this regulation does not constitute the establishment of a regular employment relationship, nor does it imply automatic payment during the period of engagement.
3. In the event of competing for a regular employment position, the provisions of the Statute of the University of Prishtina for the respective position shall apply.
4. Engaged candidates bear legal responsibility for the proper use of the assets of the University of Prishtina.

Article 11
Transitional Provisions

1. The provisions of this regulation enter into force on the date of approval by the Senate.
2. Upon entry into force of this regulation, Regulation No. 1/95, dated 4.6.2021, on the evaluation procedures for the engagement of external collaborators at the University of Prishtina is repealed.

Chairperson of the Senate of the University of Prishtina
Prof. Dr. Qerim Qerimi

Rector