



## UNIVERSITY OF PRISHTINA

George Bush St., Rectorate Building, 10 000 Pristina, Republic of Kosovo  
Tel: +381 38 244 183 • E-mail: rektorati@uni-pr.edu • www.uni-pr.edu

---

Protocol No.: [2/179](#)

Date: [15/ 9/ 2025](#)

Based on Article 20, paragraph 2.9, as well as Articles 166, 167, 168, and 169 of the Statute of the University of Prishtina ("Statute"), with protocol number KUV-08-V-770-ST, the Senate of the University of Prishtina, with the decision of the meeting dated 18.07.2025, and with the amendments and supplements approved on 27.08.2025, approves this:

### **REGULATION ON THE PROCESS AND PROCEDURE FOR DECISION-MAKING IN THE SELECTION OF WINNERS OF HONORARY TITLES, AWARDS FOR DISTINGUISHED STUDENTS, AND RECOGNITIONS**

#### **GENERAL PROVISIONS**

##### **Article 1**

##### **Purpose**

The purpose of this regulation is to govern the process for awarding honorary titles to individuals with exceptional merit, both within and outside the university, the award for distinguished students, and recognitions. This includes setting the criteria and procedure for their granting, identifying the bodies responsible for awarding them, and establishing the manner of their revocation.

##### **Article 2**

##### **Scope**

This regulation is implemented by the University of Prishtina and affects the academic and administrative staff, students, and internal and external persons involved in the awarding procedures for honorary titles, awards, and recognitions.

##### **Article 3**

##### **Abbreviations and Definitions**

1. For the purpose of implementing this regulation, the following abbreviations and definitions shall have the following meaning:
  - Award – The award which is granted to distinguished students of UP, according to this regulation.
  - KTUP – The Commission for Honorary Titles and Awards of UP.
  - Recognition – Recognition granted by the University of Prishtina based on this regulation.
  - Administrative Staff – Staff that has a regular employment relationship with UP.
  - Academic Staff – Staff that has a regular employment relationship with UP.
  - Statute – The Statute of the University of Prishtina currently in force.
  - Student – An active student, who holds student status according to the statute and other rules in force within the University of Prishtina.
  - Honorary Title – The title granted by the University of Prishtina based on the statute and this regulation.
  - UP – The University of Prishtina.
2. All abbreviations and definitions specified in this regulation, upon implementation, shall take into account the statute and other acts in force at UP.
3. Where the provisions of this regulation refer to persons, the masculine grammatical form is used conventionally, including both genders.

#### **Article 4**

#### **Principles and Standards**

1. This regulation is implemented based on the principles of objectivity, impartiality, transparency, and meritocracy.
2. This regulation is based on the best international standards, ensuring a selection process based on measurable qualitative and quantitative criteria, transparency, objectivity, and meritocracy.

### **HONORARY TITLES AT THE UNIVERSITY OF PRISHTINA**

#### **Article 5**

#### **Honorary Titles at UP**

1. The University of Prishtina awards honorary titles to individuals with distinguished and exceptional merits.
2. Honorary titles and recognitions are granted for achievements that have had a transformative impact and inspire the academic community and beyond. These titles are awarded for significant contributions in fields such as science, art, culture, public service, and civic engagement.
3. The honorary titles at the University of Prishtina are:
  - 3.1. The title “Professor Emeritus”;
  - 3.2. The title “Doctor Honoris Causa”;
  - 3.3. The title “Honorary Member of the University.”

4. The title “Honorary Member of the University” is granted in accordance with the provisions of Article 169 of the Statute and for the reasons specified in that article and this regulation.
5. The types of “Honorary Member of the University” titles are:
  - 5.1. The honorary title for excellence and outstanding achievement, “Chlamys Dardanica”;
  - 5.2. The honorary title “Ambassador of the University of Prishtina”;
  - 5.3. The honorary title “Excellence in Teaching”;
  - 5.4. The honorary title “Outstanding Young Researcher”;
  - 5.5. The honorary title “Excellence in Administrative Service.”
6. The honorary titles at the University of Prishtina are awarded in accordance with the criteria set out in the Statute and in this regulation, as well as based on Annexes 1–7 of this regulation.
7. On the plaque of each honorary title, in addition to the Albanian language, the English title is also inscribed, following the design specified for each honorary title.
8. Meeting the criteria for awarding honorary titles and prizes does not automatically guarantee the granting of the title. The criteria and evaluation for awarding honorary titles/prizes will take into account a balanced representation of academic units.
9. When reviewing candidacies for honorary titles/prizes, consideration will be given to academic integrity standards and the ethical conduct of the candidates.

#### **Article 6**

#### **Honorary Title “Professor Emeritus”**

1. The honorary title “Professor Emeritus” is awarded to a retired professor of the academic unit, based on Article 167 of the Statute. To be proposed, the retired professor must hold the title of Full Professor.
2. The criteria for proposing a candidate for the honorary title “Professor Emeritus” and the proposal form are defined in Annex 1.A. and 1.B. of this regulation.
3. The proposal for awarding the honorary title “Professor Emeritus” may be made by the relevant department, the council of the respective academic unit, and must be supported by at least one other council from another academic unit within the University of Prishtina (UP). The formal proposal to the council of the academic unit may be submitted by the dean after identifying the need through the unit’s study commission.
4. The procedure for proposing a candidate for the honorary title “Professor Emeritus” begins at least six (6) months before reaching the retirement age.
5. The evaluation of proposals for awarding the honorary title “Professor Emeritus” is carried out annually and continuously.
6. The annual procedure for proposing candidates for the title begins with a request from the Rector, addressed to the respective academic units.
7. KTUP (The Commission for Honorary Titles and Awards of UP) evaluates the proposals from academic units and forwards them to the Senate.
8. The Senate makes the final decision on awarding the honorary title “Professor Emeritus”, following a transparent decision-making process according to the Senate’s Rules of Procedure.

9. The Steering Council allocates the annual budget for the number of “Professor Emeritus” titles.
10. The ceremony for awarding the honorary title “Professor Emeritus” is organized by the Rector’s Office.

**Article 7**  
**Honorary Title “Doctor Honoris Causa”**

1. The title “Doctor Honoris Causa” is awarded to individuals for reasons defined in Article 168 of the Statute of the University of Prishtina. This title is granted to external personalities who have never been employed by the University.
2. The criteria for awarding the title “Doctor Honoris Causa” and the proposal form are defined in Annex 2 of this regulation.
3. The proposal for awarding the title “Doctor Honoris Causa” may be made by professors of UP, deans of academic units, academic unit councils, vice-rectors, the Rector, or members of the Senate. The proposal must be justified according to Annex 2 of this regulation and based on the respective form included in this annex.
4. The proposals are evaluated by KTUP (The Commission for Honorary Titles and Awards of UP), which sends its recommendations to the Senate. The Senate of UP makes the final decision on awarding the title “Doctor Honoris Causa”.
5. Proposals for the title “Doctor Honoris Causa” may be submitted continuously.
6. Decisions on awarding this title do not carry any budgetary implications for the University regarding the individual receiving the title.
7. The ceremony for awarding the title “Doctor Honoris Causa” is organized by the Rector’s Office.

**Article 8**  
**Honorary Title for Excellence and Outstanding Achievement “Chlamys Dardanica”**

1. The University of Prishtina’s honorary title for excellence and outstanding achievement “Chlamys Dardanica” is awarded in accordance with the criteria defined in Article 169 of the Statute.
2. This title represents the highest recognition awarded by the University of Prishtina to individuals (academic staff) who have made extraordinary contributions in scientific research, artistic work, or innovation.
3. The criteria and the proposal form for this honorary title are defined in Annexes 3.A. and 3.B. of this regulation.
4. The proposal for awarding the title “Chlamys Dardanica” may be made by professors of UP, deans, academic unit councils, vice-rectors, the Rector, or Senate members. The proposal must be justified in accordance with Annexes 3.A. and 3.B., and based on the relevant form.
5. The proposal is evaluated by KTUP (The Commission for Honorary Titles and Awards of UP), which forwards its recommendations to the Senate. The Senate of UP makes the final decision on awarding the honorary title “Chlamys Dardanica.”
6. The proposal for honorary title for excellence and outstanding achievements may be submitted continuously.

7. The recipient of the “Chlamys Dardanica” title is honored at a special ceremony of the University of Prishtina, usually held on the University’s anniversary (February 15) or on a nearby date.
8. The honorary title for excellence and outstanding achievements of UP is accompanied by a monetary award, determined by the Steering Council.
9. The plaque, certificate, and ceremonial robe for the award are prepared according to the specifications in Annexes 3.A. and 3.B.
10. The number of individuals to be honored with the honorary title for excellence and outstanding achievement “Chlamys Dardanica” is planned by the Rector, with the approval of the Steering Council.
11. The awardee is included in the Gallery of Honor / Hall of Honor of the University of Prishtina.
12. The ceremony for awarding the title “Chlamys Dardanica” is organized by the Rector’s Office.

### **Article 9**

#### **Honorary Title “Ambassador of the University of Prishtina”**

1. The honorary title “Ambassador of the University of Prishtina” is an honorary title awarded in accordance with the criteria set out in Article 169 of the Statute, as an honorary title of UP, to external persons who are not employed by the University of Prishtina, and who have notable scientific and academic achievements through which the University has benefited.
2. All those who hold the title “Ambassador of the University of Prishtina” are expected to continuously contribute to the development of the University of Prishtina.
3. The proposal for awarding the honorary title “Ambassador of the University of Prishtina” may be submitted by university professors, deans of academic units, the council of the respective academic unit, vice-rectors, the rector, as well as members of the Senate.
4. The criteria for nomination for the honorary title “Ambassador of the University of Prishtina,” together with the nomination form, are defined in Annex 4 of this regulation.
5. The proposal is evaluated by KTUP (the Commission for Titles of the University of Prishtina), which then forwards its recommendations to the Senate. The final decision for awarding the honorary title “Ambassador of the University of Prishtina” is made by the Senate of UP.
6. Proposals for the honorary title “Ambassador of the University of Prishtina” may be submitted on a continuous basis.
7. The ceremony for awarding the honorary title “Ambassador of the University of Prishtina” is organized by the Office of the Rector, on the anniversary day of the University of Prishtina or another day designated by the Rectorate.

### **Article 10**

#### **Honorary Title “Excellence in Teaching”**

1. The honorary title “Excellence in Teaching” is awarded to academic staff holding one of the professorial ranks, in recognition of their contribution to the University of Prishtina through teaching.
2. The proposal for the honorary title “Excellence in Teaching” may be submitted by the Dean, the Council of the academic unit, or the Rector.
3. The criteria and nomination form for the honorary title “Excellence in Teaching” are defined in Annex 5 of this regulation.
4. The proposal for this honorary title is evaluated by KTUP (the Commission for Honorary Titles and Awards of UP). The final decision on awarding this honorary title, based on KTUP’s proposal, is made by the Rector.
5. Proposals for this honorary title may be submitted continuously and must be justified by the proposer, according to the form provided in Annex 5 of this regulation.
6. The Steering Council decides whether the recipients of this honorary title will receive a financial reward, based on the Rector’s proposal.

### **Article 11**

#### **Honorary Title “Outstanding Young Researcher”**

1. The honorary title “Outstanding Young Researcher” is awarded to academic staff up to the age of 40, for exceptional achievements in research from which the University of Prishtina has benefited.
2. The proposal for the honorary title “Outstanding Young Researcher” may be submitted by the Dean, the Council of the academic unit, or the Rector.
3. The criteria and nomination form for the honorary title “Outstanding Young Researcher” are defined in Annex 6 of this regulation.
4. The proposal for this honorary title is evaluated by KTUP (The Commission for Honorary Titles and Awards of UP), which forwards its recommendations to the Senate. The final decision on awarding the honorary title is made by the Senate.
5. Proposals for this honorary title may be submitted continuously and must be justified by the proposer, in accordance with the form provided in Annex 6 of this regulation.
6. The Steering Council decides whether the recipients of this honorary title will receive a financial reward, based on the Rector’s proposal.

### **Article 12**

#### **Honorary Title “Excellence in Administrative Service”**

1. The honorary title “Excellence in Administrative Service” is awarded to non-academic staff of the University of Prishtina for outstanding achievements in administrative work for the University.
2. The proposal for the honorary title “Excellence in Administrative Service” may be submitted by the Council of the academic unit, the University management, the Dean, or the Secretary-General of UP.
3. The criteria and nomination form for the honorary title “Excellence in Administrative Service” are defined in Annex 7 of this regulation.

4. The proposal for this honorary title is evaluated by KTUP (the Commission for Honorary Titles and Awards of UP). The final decision on awarding the honorary title, based on KTUP's proposal, is made by the Rector.
5. Proposals for this honorary title may be submitted continuously and must be justified by the proposer, according to the form provided in Annex 7 of this regulation.
6. The Steering Council decides whether the recipients of this honorary title will receive a financial reward, based on the Rector's proposal.
7. Recipients of the honorary title "Excellence in Administrative Service" are publicly recognized in an official ceremony organized by the Office of the Rector.

## **AWARD FOR OUTSTANDING STUDENT AND RECOGNITIONS**

### **Article 13**

#### **Award for Outstanding Student "Hasan Prishtina"**

1. The "Hasan Prishtina" Outstanding Student Award is the highest and most prestigious recognition for students at the University of Prishtina (UP). It is awarded to registered UP students for excellence in studies, leadership, scientific contributions, community service, and outstanding achievements in sports, art, and culture. This award honors students who achieve remarkable results and have a positive impact on the university and society.
2. The "Hasan Prishtina" Outstanding Student Award is granted to students who meet the following conditions:
  - 2.1. Have the highest grade point average in the respective academic unit (not lower than eight (8)) by the end of the academic year at the Bachelor's or Master's level;
  - 2.2. Have carried out extraordinary work for UP, including research work, volunteer work, leadership in student life, high achievements in science, art, culture, sports, technology, and other relevant fields, which must be proven according to the criteria in Annex No. 8;
  - 2.3. Have published academic works, created outstanding works, provided solutions, invented technologies, realized special projects, or patented new inventions during their studies at UP. This criterion applies in cases where students have equal GPAs;
  - 2.4. Have engaged in voluntary community work and represented the University of Prishtina in projects, events, and international competitions.
3. To receive the award for outstanding student, it is not necessary to meet all criteria cumulatively. Students nominated for this award are evaluated primarily based on their GPA. In cases where GPAs are equal, they are assessed according to the criteria outlined in paragraphs 2.2, 2.3, or 2.4.

### **Article 14**

#### **Procedure for Granting the "Hasan Prishtina" Outstanding Student Award**

1. The "Hasan Prishtina" Outstanding Student Award is granted by the Rector of the University of Prishtina (UP).

2. The proposal for the award is made by the academic unit, based on the criteria established in this regulation and upon the request of the Rector, but not exceeding four (4) nominations.
3. The proposal for the award is evaluated by the Commission for Honorary Titles and Awards of UP (KTUP).
4. The Rector may also create an additional list of up to five (5) students (“The Rector’s List”) who receive the “Hasan Prishtina” Outstanding Student Award without being proposed by academic units.
5. The number of awards for outstanding students is determined each academic year by the Rector.
6. The award ceremony takes place on Student Day – October 1st, in a special ceremony organized by the Office of the Rector.

#### **Article 15**

#### **Financial Benefits upon Granting of Honorary Titles and the “Hasan Prishtina” Award**

1. The “Hasan Prishtina” Outstanding Student Award is accompanied by a plaque, designed by UP, and a monetary value determined by the Steering Council of UP.
2. UP allocates a special budget line for this award.

#### **Article 16**

#### **Recognitions at the University of Prishtina**

1. UP grants recognitions to acknowledge the work and significant achievements of staff and students, as well as external partners, in teaching, learning, research, administration, leadership, cooperation, volunteerism, and other important aspects related to contributions to UP and its academic units.
2. Recognitions, with specific motivation, dedication, and title, may include:
  - 2.1. Recognitions awarded by the Senate and the Rector of UP for significant work and achievements in the development, promotion, and support of UP;
  - 2.2. Recognitions awarded by the Steering Council of UP for support and promotion of UP, and for contributions to its development;
  - 2.3. Recognitions awarded by the Dean of the academic unit for significant achievements, development, support, and promotion of the academic unit.
3. Recognitions may be granted to external personalities, academic and non-academic staff, students, organizations, companies, and other individuals or legal entities who meet the criteria established by the authority granting the recognition.
4. Recognitions may have a specific title, depending on the reason for which they are awarded, and the title is determined by the granting authority.
5. The granting of recognitions may be individual or organized through a ceremony held by the authority that awards the recognition.

### **FINAL PROVISIONS**

#### **Article 17**

#### **Commission for Honorary Titles and Awards of the University of Prishtina**

1. The Commission for Honorary Titles and Awards of the University of Prishtina (KTUP) consists of seven (7) members from the ranks of professors and one (1) ex-officio member from the Department for Academic Affairs, proposed by the Rector and elected by the Senate of UP.
2. At least four (4) of the professor members of KTUP must hold the title of Full Professor.
3. KTUP is a professional body that evaluates the fulfillment of criteria for honorary titles and awards, in accordance with the Statute and this Regulation.
4. When assessing an honorary title, KTUP submits a report to the body that makes the final decision on the approval of the title or award.

### **Article 18**

#### **Publication of Honorary Titles, Awards, and Recognitions**

1. UP is obliged, for each academic year, to publish on a dedicated section of its official website the names and summary descriptions of all recipients of honorary titles, awards, and recognitions granted under this regulation.
2. This publication serves for:
  - 2.1. Official and publicly verifiable confirmation;
  - 2.2. Facilitation of use in personal CVs;
  - 2.3. Institutional archive of academic and professional contributions within UP.
3. The published information includes:
  - 3.1. Name of the recipient;
  - 3.2. Title, award, or recognition granted;
  - 3.3. The respective academic or administrative unit;
  - 3.4. A short description of the reason for the recognition;
  - 3.5. The year and date of the award.
4. The updating and maintenance of this section is carried out by the Information Office of UP, in cooperation with other relevant offices and units.

### **Article 19**

#### **Honorary Titles in the Field of Art**

The criteria established in the respective annexes related to honorary titles and awards at the University of Prishtina apply correspondingly to the field of art.

### **Article 20**

#### **Annexes and Forms**

1. The annexes are an integral part of this regulation and are as follows:
  - 1.1. Annex 1.A – Honorary Title “Professor Emeritus” in the field of sciences;
  - 1.2. Annex 1.B – Honorary Title “Professor Emeritus” in the field of arts;
  - 1.3. Annex 2 – Honorary Title “Doctor Honoris Causa”;
  - 1.4. Annex 3.A – Honorary Title for Excellence and Outstanding Achievement “Chlamys Dardanica” in the field of sciences;

- 1.5. Annex 3.B – Honorary Title for Excellence and Outstanding Achievement “Chlamys Dardanica” in the field of arts;
  - 1.6. Annex 4 – Honorary Title “Ambassador of the University of Prishtina”;
  - 1.7. Annex 5 – Honorary Title “Excellence in Teaching”;
  - 1.8. Annex 6 – Honorary Title “Excellent Young Researcher”;
  - 1.9. Annex 7 – Honorary Title “Excellence in Administrative Service”;
  - 1.10. Annex 8 – “Hasan Prishtina” Outstanding Student Award.
2. The annexes of this regulation have the same legal value as the normative part of this regulation in terms of implementation.
  3. Annexes 1–7 define the criteria and the minimum number of conditions that must be met to be eligible for an honorary title.
  4. Each annex has a separate form for the proposal of granting an honorary title or the “Hasan Prishtina” Outstanding Student Award.

### **Article 21**

#### **Revocation of Honorary Titles and Recognitions**

1. The revocation of honorary titles and recognitions is carried out following the same procedure and evaluation by the authority or body that granted the title or recognition.
2. Revocation may occur only if the individual or legal entity who received the title or recognition has engaged in conduct that damages the image and reputation of the University of Prishtina or its academic unit.

### **Article 22**

#### **Final Provisions**

1. All proposals made for honorary titles before the entry into force of this regulation shall be subject to the criteria and procedures defined in this regulation.
2. This regulation enters into force after its approval by the Senate of the University of Prishtina, respectively seven (7) days after its publication on the official website of the University of Prishtina.
3. This regulation may be amended and supplemented according to the same procedures under which it was approved.

**The Chairperson of the Senate of the UP**

---

**Arben Hajrullahu, Rector**

## **ANNEX 1.A.**

### **HONORARY TITLE “PROFESSOR EMERITUS” IN THE FIELD OF SCIENCES**

Based on Article 167 of the Statute of the University of Prishtina (UP), the candidate for the title “Professor Emeritus” (Prof. Emerit.) is distinguished for exceptional academic and scientific achievements during their career. Their qualifications are considered irreplaceable for a medium-term period within the respective academic unit.

The academic and scientific achievements of candidates will be evaluated according to the best university practices, respecting measurable quantitative and qualitative criteria of their results, with transparency, objectivity, and meritocracy, avoiding any possibility of subjectivity.

#### **SELECTION CRITERIA**

The proposed candidate for the title “Professor Emeritus” must have achieved at least three times the accomplishments required to obtain the title of Full Professor, based on the Statute of the University of Prishtina.

##### **Basic Criteria**

- Special contributions in the field of scientific/artistic research and exemplary teaching at the University of Prishtina;
- Experience in managing scientific/artistic projects, organizing scientific/artistic or professional events, and in establishing international collaborations/networks;
- Holder of scientific and academic degrees, as well as national and international honorary titles and awards;
- Contributor in scientific/artistic commissions/councils, and holder of leadership positions within the respective academic unit or the University of Prishtina.

##### **Specific Criteria**

1. Title and Academic/Scientific Activity at UP:
  - At least 10 years holding the title of Full Professor at the University of Prishtina.
2. Publications in Indexed Journals (Scopus/WoS – ISI Web of Science):
  - At least 12 publications as first author and not fewer than 27 scientific publications in total.
3. Presentations/Lectures at National and International Conferences:
  - At least 10 in total (5 national and 5 international).

4. Supervision/Mentorship of Doctoral Dissertations:
  - At least 1 completed doctorate.
5. Scientific/Academic Books, Monographs, Book Chapters, or Review Articles Indexed in Scopus/WoS:
  - At least 2.
6. Funded Projects/Grants from National or International Foundations:
  - At least 2 (in one as principal investigator/coordinator), or one international project where UP is a partner/beneficiary with a value of at least €100,000.
7. Hirsch Index (H-index) in Scopus/WoS:
  - At least 12 for natural sciences, and 6 for social sciences.
8. Total Number of Citations in Scopus/WoS:
  - At least 500 citations for natural sciences, and 250 citations for social sciences.
9. Collaboration with International Scientific Groups in Projects and Publications:
  - At least with one scientific group from universities in countries classified as Advanced Economies by the International Monetary Fund (IMF).
10. Contribution to Curriculum Development or Program Coordination:
  - At least 2.
11. Leadership Positions within Academic Units/University:
  - At least one position as Head of Department, Vice-Dean, or Senator.
12. Participation in University or MEST (Ministry of Education, Science, and Technology) Scientific Committees or Councils:
  - At least 2.
13. Visiting Professor/Lecturer at Universities in Advanced Economies (per IMF):
  - Duration of at least 3 months.
14. Peer Review of Publications in Scopus/WoS Indexed Journals:
  - At least for 3 different journals.
15. Innovative or Distinct Achievements (e.g., Patent or Equivalent Innovation):
  - At least 1.
16. Membership in Scientific Boards/Editorial Boards of Journals or Conferences:
  - At least 1.
17. Chairing Scientific Sessions at National/International Conferences:
  - At least 2.
18. International Scientific Degrees/Academic Titles:

- At least 1.

19. National Honorary Titles, Awards, or Recognitions:

- At least 2.

20. International Honorary Titles, Awards, or Recognitions:

- At least 1.

**Note:**

- The candidate must fulfill at least 15 out of 20 criteria, including mandatory criteria 1–6.
- For points 9, 13, and 18: the reference is the Top 400 universities worldwide, as ranked by Times Higher Education World University Rankings or QS World University Rankings (according to the Statute of UP).

**ANNEX 1.B.**

**THE HONORARY TITLE "PROFESSOR EMERITUS" FROM THE FIELD OF  
ARTS**

Based on the Statute of the University of Prishtina (UP), Article 167, the candidate for the title "Professor Emeritus" (Prof. Emerit.) is distinguished by special academic and artistic achievements during their work. Their qualifications are considered irreplaceable for a medium-term period by the relevant academic unit. The academic and artistic achievements of the candidates will be evaluated according to the best university practices, respecting measurable quantitative and qualitative criteria of their results, with transparency, objectivity, and meritocracy, avoiding any possibility of subjectivism.

**SELECTION CRITERIA**

The candidate proposed for the title "Professor Emeritus" must have achieved, at least, triple the achievements required to earn the title of full professor, based on the Statute of the University of Prishtina.

**Basic Criteria**

- Special contributions in the field of scientific/artistic research and exemplary teaching at the University of Prishtina;
- Experience in the management of scientific/artistic projects, the organization of scientific/artistic or professional gatherings, as well as the creation of international collaborations/networks;
- Holder of scientific and academic degrees, as well as honorary titles and local and international awards;

- Contributor to scientific/artistic commissions/councils, as well as holder of leadership positions in the relevant academic unit and at the University of Prishtina.

### **Specific Criteria**

1. Title and academic and artistic activity at UP:
  - At least 10 years as holder of the full professor title at the University of Prishtina.
2. Artistic activity:
  - At least 12 artistic works of international level presented in attested cultural/artistic institutions abroad, where the work has been accepted based on a preliminary evaluation; to have been published in festivals/catalogs/agendas/programs/posters, or to be accompanied by the relevant evaluation or opinion.
3. Contribution to the organization of conferences/artistic events:
  - To be the organizer / leader / selector / curator / jury member / participant in at least 3 artistic events, which aim at the artistic advancement of artists in their field.
4. Successful leadership/mentoring of master's theses:
  - At least 9 master's theses or theses of a comparable level of study.
5. University textbooks, monographs, book chapters or review papers in journals indexed in Scopus/WoS:
  - At least 1.
6. Projects/grants financed by national/international foundations:
  - At least 2 (in one of them as a holder/coordinator) or one artistic project with international co-financing, where UP is a partner/beneficiary with a value of at least 15,000 euros.
7. Artistic works awarded internationally:
  - At least 2.
8. Total number of evaluations for works presented abroad: reviews, critical writings, acknowledgments, program, or catalog.
  - At least 10.
9. Collaboration with international artistic and cultural groups/troupes/productions or institutions on projects:
  - At least 1.
10. Contribution to curriculum development or holder of study programs:
  - At least 2.

11. Leadership position in academic units/university:
  - At least a position as department head, vice-dean, or senator.
12. Participation in scientific or artistic commissions or councils of UP, MASHTI (Ministry of Education, Science, Technology and Innovation), or commissions/councils of cultural institutions such as the Kosovo Cinematography Center (QKK), Kosovo Philharmonic, Opera and Ballet Theater (TOB), National Theater of Kosovo (TKK), city theaters, National Gallery of Kosovo (GKK):
  - At least 2.
13. Visiting professor/guest lecturer at international universities, or in international artistic residencies.
  - Duration of at least 3 months as a lecturer at a university; and 1 month in artistic residencies.
14. Jury member at international festivals or artistic events/activities:
  - At least 1.
15. Invited as a guest artist in special activities at international universities, academies, orchestras, festivals, concerts, shows, films, exhibitions, or artistic troupes.
  - At least 1.
16. Membership in international artistic and cultural organizations/networks/forums or institutions.
  - At least 1.
17. Leadership of thematic roundtables or juries at local/international artistic events (festivals, concerts, exhibitions):
  - At least 1.
18. Scientific/artistic degrees and international academic/artistic titles:
  - At least 1.
19. Honorary titles, local awards/acknowledgments:
  - At least 2.
20. Honorary titles, international awards/acknowledgments:
  - At least 1.

**Note:**

- The candidate must meet at least 12 out of the 20 criteria, including criteria 1, 2, 3, 4, and 6 which are mandatory.
- For specific criteria, see the current regulation for the appointment, re-election, and advancement of academic staff for the Faculty of Arts.

**PROPOSAL FORM THE HONORARY TITLE OF THE UNIVERSITY OF  
PRISHTINA “PROFESSOR EMERITUS”**

**Proposed Candidate:**

Name and surname:.....

**Candidate's Official Position and Current Institution:**

Academic title:.....

Scientific/artistic field:.....

Institution (faculty):.....

E-mail/Phone:.....

Link to the CV on the web (also as an attachment):.....

Link to the internet page (if any):.....

**Academic and scientific/artistic activity at the University of Prishtina:**

From ..... until ..... at the Faculty/Program: .....

From ..... until ..... at the Faculty/Program: .....

From ..... until ..... at the Faculty/Program: .....

**Scientific Degrees/Academic Titles:**

Local:.....

International:.....

**Proposer:**

Title, name, surname: .....

E-mail/Phone: .....

Position: .....

Department: .....

Faculty: .....

**Rationale for the proposal (1000-2000 characters):**

**Evidence of achievements for all specific selection criteria (1-20):**

**Other notes:**

**The proposal must be accompanied by:**

- The candidate's detailed Biography/CV and bibliography;
- Certifications/Evidence of achievements (publications, projects, awards, academic titles, scientific degrees).

Proposer: \_\_\_\_\_

Date and place: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note:** The proposer addresses the form to the KTUP (likely the relevant University Council/Commission), and is fully responsible for the authenticity of the data presented for the candidate.

**ANNEX 2**

**TITLE OF HONOR “HONORARY DOCTOR” (DOCTOR HONORIS CAUSA)**

Based on the Statute of the University of Prishtina, Article 168, the candidate for the title “Doctor Honoris Causa” is distinguished for: Great achievements in the field of science and art; significant contribution to the development of human relations in support and consolidation of peace; significant contribution to the development of the university, science, art, and culture.

This title is awarded to academic, scientific/artistic, and public figures, both local and international (outside the University of Prishtina).

**SELECTION CRITERIA**

Among the criteria that the proposed candidate must meet are considered:

- Elite contribution in science, culture, or art, and outstanding public contributions;
- Broad national/international reputation and recognition in their field of activity;
- Significant influence on public developments (political, economic, social) at the local and international level;
- Special contribution to the promotion of the University of Prishtina and the Republic of Kosovo.

**PROPOSAL FORM FOR THE TITLE OF HONOR  
“HONORARY DOCTOR OF THE UNIVERSITY OF PRISHTINA” (DOCTOR  
HONORIS CAUSA)**

**Proposed Candidate:**

Title, First Name, Last Name: .....

**Official Position of the Candidate:**

Position/Function/Academic or Professional Profile: .....

E-mail/Telephone: .....

Link to CV on the web (or as an attachment): .....

Website link (if applicable): .....

**Current Institution of the Candidate:**

Name: .....

Type of Institution: .....

Website: .....

Country: .....

Postal Address: .....

**Proposer:**

Title, First Name, Last Name: .....

E-mail/Telephone: .....

Position: .....

Institution: .....

**Justification for the Proposal (1,000–2,000 characters):**

**Evidence of Outstanding Achievements:**

**Evidence of Collaboration with the University of Prishtina / Republic of Kosovo (if applicable):**

**Other Notes:**

**The proposal must be accompanied by:**

- The candidate's biography/CV and detailed bibliography.
- Verified evidence of achievements (publications, projects, awards, academic titles, scientific degrees).

**Proposer:** \_\_\_\_\_

**Date and Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:** The proposer shall address this form to the Senate of the University of Prishtina (KTUP) and bears full responsibility for the authenticity of the information submitted regarding the candidate.

### **ANNEX 3.A**

#### **HONORARY TITLE FOR EXCELLENCE AND OUTSTANDING ACHIEVEMENT “CHLAMYS DARDANICA” IN THE FIELD OF SCIENCES**

The candidate for the title “Chlamys Dardanica” is distinguished for excellence and outstanding academic and scientific achievements during their work at the University of Prishtina. The candidate is characterized by public service and community engagement that have substantially contributed to the development of the University of Prishtina and Kosovar society.

“Chlamys Dardanica” is the highest honorary title awarded by the University of Prishtina and is considered a career title (granted after the age of 60). The holder of this title, upon retirement, automatically receives the title “Professor Emeritus.” Exceptionally, this title may also be awarded to staff who demonstrate extraordinary achievements beyond the criteria set forth herein, regardless of age restrictions. The candidates’ academic and scientific achievements shall be assessed according to best university practices, respecting measurable quantitative and qualitative criteria of their results, ensuring transparency, objectivity, and meritocracy, while avoiding any possibility of subjectivity.

The chlamys (cloak) or Dardanian mantle is known from ancient sources as an honorary gift from the time of the Roman emperor of Illyrian origin, Diocletian (242–312). The chlamys was a practical, high-quality, and highly esteemed garment.

This honorary title is accompanied by a cloak, certificate, and specific plaque, designed according to criteria determined by the University Senate Commission (KTUP) and produced by professionals selected through a public competition.

#### **SELECTION CRITERIA**

The proposed candidate for the title “Chlamys Dardanica” shall be distinguished for excellence and outstanding achievements and must have accomplished at least five times the achievements required to obtain the title of Full Professor, as defined in the Statute of the University of Prishtina.

#### **Basic Criteria**

- Distinguished contributions in scientific/artistic research and exemplary teaching at the University of Prishtina;
- Experience in managing scientific/artistic projects, organizing scientific/artistic or professional events, and establishing international collaborations/networks;
- Holder of scientific and academic degrees, honorary titles, and national and international awards;
- Contributor in scientific/artistic committees or councils and holder of leadership positions within the respective academic unit and the University of Prishtina.

### **Specific Criteria**

1. Academic title and activity at UP:
  - At least 10 years of service at the University of Prishtina, or at least 5 years for staff recruited through brain-gain programs.
2. Publications in Scopus/WoS (ISI Web of Science) indexed journals:
  - At least 20 publications as first author and not fewer than 45 total scientific publications.
3. Presentations/Lectures at national and international scientific conferences:
  - At least 15 in total (7 national and 8 international).
4. Supervision/Mentorship of doctoral theses:
  - At least 2 PhD dissertations.
5. Scientific/university books, monographs, book chapters, or review papers in Scopus/WoS indexed journals:
  - At least 3.
6. Projects/Grants funded by national/international foundations:
  - At least 3 projects (serving as principal investigator/coordinator in one of them), or one international project where the University of Prishtina is a partner/beneficiary with a minimum value of €200,000.
7. Hirsch Index (H-index) in Scopus/WoS:
  - At least 25 for natural sciences; at least 12 for social sciences.
8. Total number of citations in Scopus/WoS:
  - At least 3,000 citations for natural sciences; at least 1,000 for social sciences.
9. Collaboration with international research groups in projects and publications:
  - At least with 2 research groups from universities in countries classified as Advanced Economies according to the International Monetary Fund.
10. Contribution to curriculum development or leadership of study programs:
  - At least 2.

11. Leadership positions within academic units or the University:
  - At least one position such as Institute Director, Dean, Vice-Rector, or Rector.
12. Participation in scientific committees or councils of the University or the Ministry of Education, Science, Technology, and Innovation (MASHTI):
  - At least 4.
13. Visiting professor/guest lecturer at universities in countries with advanced economies (IMF classification):
  - Minimum duration of one semester.
14. Peer review of publications in Scopus/WoS indexed journals:
  - For at least 5 different journals.
15. Innovative and special achievements (e.g., patents or equivalent accomplishments):
  - At least 2.
16. Membership in boards/editorial boards of scientific journals or conferences:
  - At least 3.
17. Leadership of scientific sessions at international conferences:
  - At least 2.
18. International scientific degrees / academic titles:
  - At least 2.
19. Honorary titles, awards, and recognitions at the national level:
  - At least 2.
20. Honorary titles, awards, and recognitions at the international level:
  - At least 2.

**Notes:**

- The candidate must meet at least 15 out of the 20 criteria, including criteria 1–6 as mandatory.
- For criteria 9, 13, and 18: The collaboration or position must involve universities ranked among the Top 400 universities worldwide, according to the Times Higher Education World University Rankings or the QS World University Rankings (as per the Statute of the University of Prishtina).

**ANNEX 3.B**

**HONORARY TITLE FOR EXCELLENCE AND OUTSTANDING ACHIEVEMENT  
“CHLAMYS DARDANICA” IN THE FIELD OF ARTS**

The candidate for the title “Chlamys Dardanica” is distinguished for excellence and outstanding academic, scientific/artistic achievements during their work at the University of Prishtina. The candidate is characterized by public service and community engagement that have substantially contributed to the development of the University of Prishtina and the society of Kosovo.

“Chlamys Dardanica” is the highest honorary title awarded by the University of Prishtina and is considered a career title (granted after the age of 60). The holder of this title, upon retirement, automatically receives the title “Professor Emeritus.” Exceptionally, this title may also be awarded to staff members who have demonstrated extraordinary achievements beyond the criteria set forth herein, regardless of age limitations. The candidates’ academic, scientific, and artistic achievements will be assessed according to the best university practices, respecting measurable quantitative and qualitative criteria of their results, ensuring transparency, objectivity, and meritocracy, and avoiding any possibility of subjectivity.

The chlamys (cloak) or Dardanian mantle is known from ancient sources as an honorary gift from the time of the Roman emperor of Illyrian origin, Diocletian (242–312). The chlamys was a practical, high-quality, and highly esteemed cloak.

This honorary title is accompanied by a cloak, a certificate, and a specific plaque designed according to criteria set by the University Senate Commission (KTUP) and produced by professionals selected through a public competition.

## **SELECTION CRITERIA**

The proposed candidate for the title “Chlamys Dardanica” shall be distinguished for excellence and outstanding achievement and must have achieved at least five times the accomplishments required to obtain the title of Full Professor, in accordance with the Statute of the University of Prishtina.

### **Basic Criteria**

- Distinguished contributions in the field of scientific/artistic research and exemplary teaching at the University of Prishtina;
- Experience in managing scientific/artistic projects, organizing scientific/artistic or professional events, and establishing international collaborations/networks;
- Holder of scientific and academic degrees as well as national and international honorary titles and awards;
- Contributor to scientific/artistic commissions or councils and holder of leadership positions within the relevant academic unit and the University of Prishtina.

### **Specific Criteria**

1. Academic title and activity at UP:
  - At least 10 years of work experience at the University of Prishtina, or at least 5 years for staff engaged through the brain gain program.
2. Artistic activity:
  - At least 20 international-level artistic works, presented in recognized cultural/artistic institutions abroad, accepted through prior evaluation; published or presented in

festivals, catalogues, agendas, programs, or posters, and accompanied by relevant evaluations or reviews.

3. Contribution to organizing artistic conferences/events:
  - Must have served as organizer, leader, selector, curator, jury member, or participant in at least 3 artistic events aimed at advancing artists in their field.
4. Successful supervision/mentorship of master's theses:
  - At least 15 master's theses or equivalent-level study projects.
5. University textbooks, monographs, book chapters, or review papers in Scopus/WoS indexed journals:
  - At least 2.
6. Projects/grants funded by national/international foundations:
  - At least 3 (serving as principal investigator/coordinator in one of them) or one internationally co-financed artistic project in which the University of Prishtina is a partner/beneficiary with a minimum value of €30,000.
7. Internationally awarded artistic works:
  - At least 3.
8. Total number of evaluations for works presented abroad (reviews, critical writings, acknowledgements, programs, or catalogues):
  - At least 15.
9. Collaboration with international artistic and cultural groups/troupes/productions or institutions on projects:
  - At least 2.
10. Contribution to curriculum development or leadership of study programs:
  - At least 2.
11. Leadership positions within academic units or the University:
  - At least one position such as Institute Director, Dean, Vice-Rector, or Rector.
12. Participation in scientific or artistic committees or councils of the University of Prishtina, MASHTI, or cultural institutions such as the Kosovo Cinematographic Center (QKK), the Kosovo Philharmonic, the Opera and Ballet Theatre (TOB), the National Theatre of Kosovo (TKK), city theatres, or the National Gallery of Kosovo (GKK):
  - At least 4.
13. Visiting professor/guest lecturer at international universities or international artist residencies:

- Minimum duration: one semester as lecturer at a university, or one month in an artist residency.
- 14. Jury membership in international festivals or artistic events/activities:
  - At least 2.
- 15. Invited artist in special activities at universities, academies, orchestras, festivals, concerts, performances, films, exhibitions, or international artistic groups:
  - At least 2.
- 16. Membership in international artistic/cultural organizations, networks, forums, or institutions:
  - At least 2.
- 17. Leadership of thematic panels or juries in artistic events (festivals, concerts, exhibitions) at national or international level:
  - At least 1.
- 18. Scientific/artistic degrees or academic/artistic/international titles:
  - At least 2.
- 19. National honorary titles, awards, or recognitions:
  - At least 2.
- 20. International honorary titles, awards, or recognitions:
  - At least 2.

**Notes:**

- The candidate must fulfill at least 12 out of the 20 criteria, including criteria 1, 2, 3, 4, and 6 as mandatory.
- For specific criteria, refer to the current regulation on the appointment, reappointment, and promotion of academic staff for the Faculty of Arts.

**PROPOSAL FORM FOR THE TITLE OF EXCELLENCE AND OUTSTANDING ACHIEVEMENT “CHLAMYS DARDANICA”**

**Proposed Candidate:**

Name, Surname: .....

**Official Position and Current Institution of the Candidate:**

Academic Title: .....

Scientific/Artistic Field: .....

Institution (Faculty): .....

E-mail/Telephone: .....

Link to CV on the web (and as attachment): .....

Website link (if applicable): .....

**Academic and Scientific/Artistic Activity at the University of Prishtina:**

From ..... to ..... in Faculty/Program: .....

From ..... to ..... in Faculty/Program: .....

From ..... to ..... in Faculty/Program: .....

**Scientific Degrees / Academic Titles:**

National: .....

International: .....

**Proposer:**

Title, Name, Surname: .....

Position: .....

Department: .....

Faculty: .....

E-mail/Telephone: .....

**Justification for the Proposal (1,000–2,000 characters):**

**Evidence of Achievements for All Specific Selection Criteria (1–20):**

**Other Notes:**

**The proposal must be accompanied by:**

- The candidate’s biography/CV and detailed bibliography.
- Evidence of achievements (publications, projects, awards, academic titles, scientific degrees).

**Proposer:** \_\_\_\_\_

**Date and Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:** The proposer shall address this form to the University Senate Commission (KTUP) and bears full responsibility for the authenticity of the information submitted for the candidate.

**ANNEX 4**

**HONORARY TITLE “AMBASSADOR OF THE UNIVERSITY OF PRISHTINA”**

The title “Ambassador of the University of Prishtina” (“Ambassador of UP”) is an honorary title awarded by the University of Prishtina to individuals with outstanding academic, scientific/artistic, and public achievements who have made, and continue to make, a significant contribution to enhancing the international reputation of the University of Prishtina. Such individuals promote joint scientific projects, academic exchanges, and other developmental initiatives.

This title is awarded to academic, scientific/artistic, and international public figures (outside the University of Prishtina).

**SELECTION CRITERIA**

**Basic Criteria**

**Distinguished academic, scientific/artistic, and public contributions:**

The candidate must have achieved outstanding accomplishments in their academic and scientific/artistic field. Their achievements (initiatives, projects, publications), as well as their leadership roles in recognized international institutions, must have had a substantial impact on addressing global challenges. As a leader in their field, the candidate should serve as an inspiration and example to others, motivating young scientists to pursue careers in research and artistic activity.

**Relationship / Specific Connection with the University of Prishtina:**

The candidate must have been involved with the University of Prishtina for a period of time (weeks/months) as a visiting professor/researcher or through joint national/international projects. The collaboration with UP must have contributed to strengthening the University’s international reputation.

**Significant role in the internationalization and networking of the University of Prishtina:**

The candidate must have facilitated networks that connect UP with other international universities and institutions. They promote international cooperation and serve as a bridge between their home institution and the University of Prishtina.

**Informal representation of the University of Prishtina in the global scientific/artistic arena;**

The candidate acts as an informal representative of UP, promoting our university within international academic and artistic environments.

**Promotion of academic, scientific, and artistic exchange:**

The candidate should be recognized as a promoter of the exchange of ideas, scientific/artistic achievements, and innovation within the international academic and scientific community.

**Specific Criteria**

**The proposed individual represents elite research and outstanding scientific achievements, including:**

- a) International scientific projects;
- b) Elite research and exceptional scientific publications;
- c) Awards and honorary titles from elite international institutions.

**The candidate is an international scientific figure who supports the networking and global communication of the University of Prishtina, including:**

- a) Elite personality in shaping international university/scientific policies;
- b) Leading figure in elite international academic and scientific institutions;
- c) Individual who has collaborated with UP through international initiatives and projects.

**Proposed Candidate:**

- a) Must not be employed at the University of Prishtina;
- b) May hold a degree from the University of Prishtina;
- c) Has been engaged with or has spent a defined period of time at UP (at least three months).

**PROPOSAL FORM FOR THE HONORARY TITLE “AMBASSADOR OF THE UNIVERSITY OF PRISHTINA”**

**Proposed Candidate:**

Title, First Name, Last Name: .....

**Official Position of the Proposed Candidate:**

Academic Profile: .....

E-mail/Telephone: .....  
Link to CV on the web (or as attachment): .....  
Website link (if applicable): .....

**Current Institution of the Candidate:**

Name: .....  
Type of Institution: .....  
Website: .....  
Country: .....  
Postal Address: .....

**Engagement at the University of Prishtina**

(e.g., visiting fellow, degree studies, doctorate, etc.):

From ..... to ..... in the program: .....  
From ..... to ..... in the program: .....

**Collaborating Partner (Host Professor/Department) at UP:**

Title, First Name, Last Name: .....  
Position: .....  
Department: .....  
E-mail/Telephone: .....

**Proposer:**

Title, First Name, Last Name: .....  
Position: .....  
Department: .....  
E-mail/Telephone: .....

**Justification for the Proposal (1,000–2,000 characters):**

**Evidence of Outstanding Scientific/Artistic Achievements:**

**Evidence of Collaboration with the University of Prishtina:**

**Other Notes:**

**The proposal must be accompanied by:**

- The candidate’s biography/CV and detailed bibliography.
- Verified documentation of achievements (publications, projects, awards, academic titles, scientific degrees).

**Proposer:** \_\_\_\_\_

**Date and Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:** The proposer shall address this form to the University Senate Commission (KTUP) and bears full responsibility for the authenticity of the information provided regarding the candidate.

**ANNEX 5**

**HONORARY TITLE “EXCELLENCE IN TEACHING”**

According to the relevant legislation, the University of Prishtina awards the honorary title “Excellence in Teaching” to its academic staff.

The candidate for this title must hold one of the academic ranks of Professor and must be in a regular employment relationship with the University of Prishtina.

**SELECTION CRITERIA**

**Basic Criteria**

- The candidate must have a proven record of high-quality teaching;
- The candidate must have used innovative and effective teaching methods;
- The candidate must have contributed to curriculum development and/or student mentoring; and
- The candidate must provide evidence of active participation in the academic activities of the academic unit.

**Specific Criteria**

1. High-Quality Teaching
  - Three (3) years of positive student evaluations, with an overall rating of “excellent”;
  - Five (5) recommendations/support letters/evaluations from fellow professors;
  - A recommendation from the Dean, approved by the majority vote of the council of the academic unit in which the candidate teaches more than 50% of their teaching load.
  
2. Use of Innovative and Effective Teaching Methods
  - Demonstrated use of developed/specific/new pedagogical methods, with practical application during the semester or academic year;
  - Development of didactic materials related to the application of teaching methods.
  
3. Curriculum Development, Student Mentoring, and Academic Activities
  - Lead author or coordinator of at least one (1) accredited study program;
  - Author of at least two (2) syllabi within accredited programs;
  - Mentor of at least five (5) bachelor’s theses;
  - Mentor of at least three (3) master’s theses;
  - Mentor of at least one (1) doctoral dissertation;
  - Delivered at least five (5) guest lectures in other academic units; and
  - Delivered lectures abroad, at least within Erasmus or similar mobility programs.
  - Authored a textbook or student workbook published by the University of Prishtina.
  
4. Active Involvement in Academic Unit Activities
  - Participation in at least three (3) round tables;
  - Participation in at least three (3) conferences;
  - Participation in at least three (3) student activities.

**Note:** The candidate must fulfill all criteria, except the criterion for mentorship at the doctoral level, which is not mandatory for candidates from the field of arts.

**PROPOSAL FORM FOR THE HONORARY TITLE “EXCELLENCE IN TEACHING”**

**Proposed Candidate:**

Name and Surname: .....

**Official Position and Current Institution of the Candidate:**

Academic Title: .....  
Scientific Field: .....  
Institution (Faculty): .....  
E-mail/Telephone: .....  
Link to CV on the web (and attached): .....  
Website link (if applicable): .....

**Academic and Scientific/Artistic Activity at the University of Prishtina:**

From ..... to ..... in the Faculty/Program: .....  
From ..... to ..... in the Faculty/Program: .....  
From ..... to ..... in the Faculty/Program: .....

**Scientific Degrees / Academic Titles:**

National: .....  
International: .....

**Proposer:**

Title, Name, Surname: .....  
Position: .....  
Department: .....  
Faculty: .....  
E-mail/Telephone: .....

**Justification for the Proposal (1,000–2,000 characters):**

**Evidence of Achievements for All Specific Selection Criteria:**

**Other Notes:**

**The proposal must be accompanied by:**

- The candidate's biography/CV and detailed bibliography;
- Verified documentation confirming fulfillment of the criteria (teaching evaluations, publications, projects, awards, academic titles, scientific degrees).

**Optional:**

- Support letters from colleagues or students.

**Proposer:** \_\_\_\_\_

**Date and Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:** The proposer shall address this form to the University Senate Commission (KTUP) and bears full responsibility for the authenticity of the information submitted regarding the candidate.

**ANNEX 6**

**HONORARY TITLE "EXCELLENT YOUNG RESEARCHER"**

According to the relevant legislation, the University of Prishtina awards the honorary title "Excellent Young Researcher" to its staff. The candidate for this title must have distinguished themselves with contributions that exceed expectations for their level and that may have had a direct impact on science and the community.

**SELECTION CRITERIA**

**Basic criteria:**

- The candidate must not have reached the age of 40 at the time of nomination.
- Must hold at least a doctoral scientific degree (Dr.Sc., PhD) or equivalent for the fields covered by the Faculty of Arts.
- Must hold an academic title among the ranks of professors.
- Must have original scientific publications with impact factor in internationally indexed journals (Scopus, WoS Core Collection).
- Must have led or participated in national or international research projects.
- Must have published books or book chapters in the narrow field of research with credible publishing houses.
- Evidence of concrete contribution to the advancement of knowledge in the relevant field.
- Preference is given to candidates with interdisciplinary collaborations or research innovations.

### **Specific criteria:**

**1. Scientific publications with impact in journals indexed on international platforms (Scopus/WoS).**

- At least five (5) publications in journals with impact factors, as first author in internationally indexed journals (Scopus, WoS Core Collection).

**2. International or national research projects**

Must have led at least one (1) national or international research project;

Must have participated in at least two (2) national research projects;

Must have participated in at least one (1) international research project.

**3. Concrete contribution to the advancement of knowledge in the relevant field**

- At least two (2) book chapters published by credible international publishing houses, at least one as first author.

**4. Knowledge transfer**

- Must have mentored at least 10 master's theses in the relevant field.

**5. National and international grants and recognitions in the relevant field**

- Must have won at least one (1) international study/research grant;
- Must have won at least one (1) national study/research grant;
- Must have won at least one (1) international recognition for scientific work, a paper presented at conferences or published in journals with international impact.

### **Optional criteria:**

- Authorship of books (monographs) in the relevant field;
- Patents and extraordinary discoveries in the relevant field.

### **Note:**

- The candidate must fulfill all basic and specific criteria.
- For candidates from the arts field, equivalent achievements/results must be provided according to the specifics of their fields, as determined by the regulations for appointment, reappointment, and advancement of academic staff for the Faculty of Arts.

**PROPOSAL FORM FOR THE HONORARY TITLE "EXCELLENT YOUNG RESEARCHER"**

**Proposed Candidate:**

Name and surname: .....

**Official position and current institution of the candidate:**

Academic title: .....

Scientific field: .....

Institution (faculty): .....

Email/Phone: .....

Link to CV online (also as attachment): .....

Link to website (if any): .....

**Academic and scientific activity at the University of Prishtina:**

From ..... to ..... at Faculty/Program: .....

From ..... to ..... at Faculty/Program: .....

From ..... to ..... at Faculty/Program: .....

**Scientific degrees/Academic titles:**

Local: .....

International: .....

**Proposer:**

Title, name, surname: .....

Position: .....

Department: .....

Faculty: .....

Email/Phone: .....

**Reasoning for the proposal (1000-2000 characters):**

**Evidence of achievements for all specific selection criteria:**

**Other notes:**

**The proposal must be accompanied by:**

- The biography/CV and detailed bibliography of the candidate;
- Proof of fulfillment of criteria (publications, projects, patents, awards, academic titles, scientific degrees).

**Proposer:** \_\_\_\_\_

**Date and place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Notes:**

The proposer addresses the form to the KTUP and is fully responsible for the accuracy of the data submitted regarding the candidate.

**APPENDIX 7**

**HONORARY TITLE "EXCELLENCE IN ADMINISTRATIVE SERVICE"**

According to the relevant legislation, the University of Prishtina awards the honorary title "Excellence in Administrative Service" to its staff, thereby recognizing and valuing the competence of professional administrative support services. This title is awarded to members of the administrative staff who have regular employment relations with the University of Prishtina for outstanding achievements in professional support ensuring and maintaining the quality of the institution's performance.

**SELECTION CRITERIA**

**Basic criteria:**

- The candidate must be administrative (non-academic) staff of the University of Prishtina (UP);
- The candidate must have made visible improvements in administrative service;

- The candidate must have undertaken personal initiatives to modernize or innovate administration at UP;
- The candidate must have received positive evaluations from relevant units for their work and commitment;
- Priority is given to staff who have contributed to inter-institutional projects or administrative reforms;
- Proven contribution to improving working conditions and advancing personnel rights.

**Specific criteria:**

**1. Visible improvements in administrative service**

- Contribution to academic and administrative councils at the academic unit level or university level – at least three (3);
- Contribution to commissions, cooperation forums, and working groups for drafting regulations, guidelines, and standards/norms for managing academic and administrative processes within UP – at least five (5);
- Positive evaluation of the impact of contributions in improving work at UP – at least one (1) from the rector/general secretary.

**2. Personal initiative to modernize or innovate administration at UP**

- Contribution to drafting administrative forms or administrative tools (forms, document templates, reporting formats, or digital processes) – at least one (1);
- Drafting protocols, developing or optimizing a work procedure that has brought measurable positive effects related to increasing efficiency, transparency, and quality of services – at least one (1).

**3. Positive evaluations from relevant units for work and commitment**

- Three (3) recommendations from academic staff for contributions in performing administrative tasks;
- One (1) recommendation from an administrative superior for administrative work;
- One (1) recommendation approved by majority vote of the academic unit council, or one (1) recommendation from university management for central administration, organizational units, and centers for the title "Excellence in Administrative Service."

**Note:** The candidate must fulfill all basic and specific criteria.

**PROPOSAL FORM FOR THE HONORARY TITLE  
“EXCELLENCE IN ADMINISTRATIVE SERVICE”**

**Proposed Candidate:**

Name and surname: .....

**Candidate’s official position and institution:**

Academic title: .....

Professional profile: .....

Job position title: .....

Institution: .....  
Organizational unit: .....  
E-mail/Telephone: .....  
Link to CV online (also attach file): .....  
Link to personal webpage (if applicable): .....

**Professional activity at the University of Prishtina:**

From ..... to ..... in unit: .....  
From ..... to ..... in unit: .....  
From ..... to ..... in unit: .....

**Qualifications and professional titles:**

Local: .....  
International: .....

**Proposer:**

Title, name, surname: .....  
Position: .....  
Department: .....  
Faculty: .....  
E-mail/Telephone: .....

**Justification for the proposal (1000–2000 characters):**

**Evidence of achievements for all specific selection criteria:**

**Other notes:**

**The proposal must be accompanied by:**

- The candidate's detailed biography/CV and bibliography;
- Evidence of meeting the criteria (decisions, evaluations, projects, awards, certificates, academic titles, professional titles).

**Proposer:** \_\_\_\_\_

**Date and place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:**

The proposer submits the form to KTUP, and bears full responsibility for the accuracy of the information presented about the candidate.

**ANNEX 8**

**AWARD FOR OUTSTANDING STUDENT "HASAN PRISHTINA"**

Based on its statute, Article 166, the University of Prishtina awards a special prize for outstanding students. The award for outstanding student is titled "Hasan Prishtina" and is granted to UP students for excellence in studies, leadership, scientific contributions, service to the community, and high achievements in sports, art, and culture.

The academic and scientific achievements of the candidates will be evaluated according to best university practices, respecting measurable quantitative and qualitative criteria of their results, with transparency, objectivity, and meritocracy, avoiding any possibility of subjectivism.

**SELECTION CRITERIA**

The student proposed for the "Hasan Prishtina" award must have the highest GPA in the academic unit for the respective level of studies (but not lower than 8), as well as have demonstrated significant results and positive impact in the university and society.

**Basic Criteria**

- Must be a regular student enrolled at the University of Prishtina at the bachelor or master study level;
- Must have the highest GPA in the academic unit at the respective study level;
- Must be enrolled in the final year/semester of the bachelor or master level;
- Must never have repeated an academic year; and
- Must have high achievements in studies/research.

**Specific Criteria**

1. Leadership in student life
  - Must prove leadership in student activities at UP.
2. Outstanding performance in science/arts
  - Must prove that they have carried out research projects, contributed to the creation of technological solutions/inventions, presented at international conferences, or

participated in international competitions. For candidates in the field of arts, equivalent results are required according to the specifics of their field.

3. Volunteer work

- Must prove that they have performed volunteer work for UP or the community.

The application of the criteria defined in this annex is done based on Articles 13, 14, and 15 of the regulation.

**PROPOSAL FORM FOR THE “HASAN PRISHTINA” AWARD FOR  
OUTSTANDING STUDENT OF THE UNIVERSITY OF PRISHTINA**

**Proposed Candidate / Student:**

Name and surname: .....

**Student Status Information:**

Faculty/Program: .....

Level of studies: .....

Year of studies: .....

E-mail/Telephone: .....

Link to CV online (also attached): .....

Link to personal webpage (if applicable): .....

**Academic Progress:**

Academic year of enrollment: .....

Registered semesters: .....

Current stage: .....

Grade point average (GPA): .....

**Proposer:**

Title, name, surname: .....

E-mail/Telephone: .....

Position: .....

Department: .....

Faculty: .....

**Justification for the proposal (1000–2000 characters):**

**Evidence of achievements for all basic and specific selection criteria:**

**Other notes:**

**The proposal must be accompanied by:**

- The candidate's detailed CV and bibliography;
- Proof of achievements (publications, projects, certificates, awards).

**Proposer:** \_\_\_\_\_

**Date and place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:**

The proposer submits the form to KTUP and bears full responsibility for the accuracy of the information presented about the candidate.