



12/41-V1
Regulation for academic advancement of UBT academic staff
May/2019

REGULATION FOR ACADEMIC ADVANCEMENT

PRISHTINA, May 2019

Based on provisions of Law No. 04/L-037 on High Education in the Republic of Kosovo, as well as the provision of Article 88 of the Statute of the HEPP UBT College, the President approves this:

REGULATION FOR ACADEMIC ADVANCEMENT OF UBT ACADEMIC STAFF

Article 1 Object

1. This regulation aims to stipulate the criteria and procedures for obtain the following academic titles:
 - a) Professor;
 - b) Assistant Professor
 - c) Lecturer
 - d) Asisstant

2. The right to obtain academic enjoy all the members of full-time academic staff who fulfill the criteria stpluted in this Regulation including scientific titles, scientific activity concerned with publishing, academic experience, and their contribution in supporting institutional, professional, and social development.

Article 2 Obtaining of the title Professor

1. The academic staff who applies for obtaining the academic title “Professor”, ought to fulfill the following requirements;
 - 1.1 Certificates which authenticate the obtaining of PhD (this is required for the staff members who have obtained the academic titile abroad and have to submit to recognition procedures of MEST);
 - 1.2 Certificates which prove the high academic experience by actively participating in domestic and international conferences and scientific publications after completing the Doctoral Studies.

1.3 The candidates are expected to fulfill these criteria when they have presented at least 7 (seven) scientific publications which are already published. Meanwhile it is highly appreciated to have at least 3 (three) publications published in the most renowned international scientific journals (international review) from the respective editorial board, the publications are required to have an impact factor in relevance with the Administrative nr. 01/2018, Principles concerning the recognition of platforms and international journals with review;

1.4 The candidate is required to have at least 7 (seven) years of academic experience, from which 6 (years) after obtaining the academic title Doctor, ability to witness and bear academic skills, engagement in different steering positions in higher education institutions or other structures which have some relevance with the sector of education. In addition, the candidate is required to prove the fact of bearing the academic title of assistant professor, despite of cases where is implemented the Article 2, Paragraph 2 of this Regulation;

1.5 The candidate is required to prove his engagement in long-term projects in the field of research, or other previous experiences in drafting of strategic documents, normative acts in, to have been involved in editing of scientific or academic books and to have been engaged in collegial bodies in the field of education. Besides that, it is highly evaluated the authorship or co-authorship in publishing books or monographies;

1.6 The candidate has to prove his pedagogical experience by being a mentor of at least 3 (three) master or doctoral thesis;

1.6 The candidate has to prove his engagement in academic positions as well as being involved in the steering stances in higher education structures;

1.7 The candidate ought to witness the ability and capacity of giving thematic lectures at least in one of European Union official languages, which has to be proved by his previous experiences or language recognition certificates concerned with the above mentioned languages;

1.8 The Candidate is required to have an average grade eight (8) during his preliminary studies or to submit certifications which prove his skills and professional experience;

2. The academic title professor is obtained after an unspecified period of time for the candidates who have witnessed that the advancement is carried out in relevance with this Regulation. Whereas who directly obtain the academic title “professor” (for specific

reasons that are required by the Assessment Commission), are obliged to apply again for the same title after a period of three years, by submitting certificates which prove their academic, research and scientific advancement. After re-election there are obtained permanent titles.

Neni 3

Obtaining of the title Assistant Professor

1. The academic staff which applies for academic title “Assistant Professor”, ought to fulfill the following requirements;

1.7 Certificates which authenticate the obtaining of PhD (this is required for the staff members who have obtained the academic title abroad and have to submit to recognition procedures of MEST);

2.1 Certificates which prove the high academic experience by actively participating in domestic and international conferences and scientific publications after completing the Doctoral Studies. The criteria will be considered as fulfilled when the candidate proves to have presented at least 5 (five) publications which are already published. Meanwhile, it is highly appreciated to have at least 2 (two) of them published in the most renowned international scientific journals (international review) from the respective editorial board, the publications are required to have an impact factor in relevance with the Administrative nr. 01/2018, Principles concerning the recognition of platforms and international journals with review;

1.2 To have at least 3 (three) years of academic and / or professional work experience in the teaching process at a higher education institution, including experience as an assistant. Experiences as interns during doctoral studies or specialists in line institutions will be considered for meeting this criteria on a case-by-case basis.

1.3 To have proven experience in basic and applicable research projects or other relevant experience as members in drafting strategic documents, normative acts related to the field of experience, scientific editing in academic books, members in collegial bodies of importance in the field of education or the relevant field of the candidate.

1.4 To possess proven educational and pedagogical skills through reasonable practice and scientific leadership of the subjects at the master level.

1.5 Have an average grade of at least 8 (eight) during preliminary study cycles or provide evidence of special skills and professional experience.

2. All appointments for titles "Assistant Professor" are made for a period of time of 3 (three) years.

Article 4

Obtaining the Title of Lecturer

1. A candidate who applies for the title "Lecturer" must prove the fulfillment of the following requirements:

1.1 Evidence of gaining a master's degree or equivalent.

1.2 To demonstrate academic competence and scientific experience proven through at least 1 (one) major work published in scientific journals or international conferences in accordance with Administrative Instruction no. 01/2018, Principles of Recognition of International Journalistic Platforms and Magazines.

1.3 Experience in basic and applicable research projects or other relevant experiences.

1.4 Have an average grade of at least 8 (eight) during previous cycle of studies or provide evidence of special skills and professional experience.

2. All nominations for the title "Lecturer" shall be made for a period of one (1) year and with the right to apply for the next two years for the same title.

Article 5

Obtaining the Title of Assistant

1. A candidate who applies for the title "Assistant" must prove the fulfillment of the following requirements:

1.1 Evidence of obtaining the "Master" degree diploma and respectively for the Faculty of Medicine has completed the Faculty of Medicine (in the case of clinical subjects have completed specialization or at least in the third year of specialization in case of re-election).

1.2 Show a high level of professionalism and competence.

1.3 It is considered as a priority to enroll in doctoral studies at a university when re-elected.

1.4 Have an average grade of at least 8 (eight) during previous cycle studies or provide evidence of special skills and professional experience from industry.

1.5 To prove high professional experience in the specific field.

2. All nominations for the "Assistant" title are made for a period of time of 3 (three) years.

Article 6

Appointment and Composition of the Evaluation Commission for Academic Advancement of UBT Academic Staff

1. The Evaluating Commission for Academic Advancement of UBT academic staff is appointed by the decision of rector, after the recommendation of the composition of the commission by the UBT Academic Council.

1.1 The members of the Commission are chosen from three of the respective or similar field of study and at the same time must have higher academic degrees. A member of the commission may also be the external collaborative staff.

1.2 The official designated by Human Resources is a permanent member of the Commission without the right to vote.

1.3 The Rector reserves the right to replace the members of the Commission temporarily or permanently.

2. The dean or manager notifies the candidates within 48 (forty-eight) hours from the entry into force of the decision on the composition of the commission.

Article 7
Mandate of the Commission

1. The mandate of the Evaluating Commission for Academic Advancement of UBT academic staff lasts until the Rector decides on the composition of the commission.

Article 8
Procedure

1. Not later than 8 days from the date of the constitution of the Commission, the vacancy announcement is made.
2. Deadline for submission of application and documentation is 8 (eight) days from the day of announcement.
 - 2.1 The documentation attached to the application for academic title remains in UBT.
 - 2.2 Incomplete applications and / or submitted after the deadline will not be considered.
 - 2.3 Documents are filed by the candidate in Protocol Office at the UBT main office. The data for the candidate must at the same time be filled in the UBT system RIMS (Database of Staff and Publications-Contribution).
3. The examination of the application shall be conducted by the Commission at least for a period of 60 (sixty) days.
4. All staff members are required to apply for academic titles and are subject to evaluation by the commission.

Article 9
Recognition of the obtained titles

1. The institution shall carry out the equivalency of titles by candidates previously obtained in other institutions, in accordance with the criteria and procedures in this Regulation.
2. The candidate applies for the equivalency of the academic title, according to the criteria prescribed in this regulation.

Article 10
Decision of the Evaluating Commission for Academic Advancement of UBT Academic Staff

1. The Commission shall take its decisions by absolute vast majority votes of the members of the Commission.

2. Each candidate will be issued a certificate of obtained the respective title, which is accompanied by the ceremony of academic advancement of UBT Academic Staff.

Article 11
The right to appeal

1. Each candidate has the right to appeal against the decision taken about his application for an academic title, within 7 (seven) days from the day of the announcement of the decision.

2. The decision of the Evaluating Commission for the advancement of UBT academics is reviewed within 30 days (thirty) days after the closing of the appeal period in the complaint to the commission.

3. The Appeals Commission has this composition:

1. A member of the Academic Council.
2. 1 (one) member of the Faculty Council.
3. A member, faculty leader who has not been part of the preliminary assessment, as well as
4. The Secretary, without the right to vote.

The Commission proceeds the decision on the appeal to the Academic Council, and the Academic Council recommends it for approval to the Rector.

3. The decision of the Rector shall be considered the final decision.

PRISHTINA, HEPP UBT College
Date, May 15, 2019 President
Prof. Dr. Edmond HAJRIZI,
