

At its session, held on 24.10.2022, the Academic Council of UBT adopted the following criteria:

**STANDARDS FOR ELECTION INTO TITLES OF HIGHER EDUCATION
TEACHERS, SCIENTIFIC WORKERS, HIGHER EDUCATION
ASSOCIATES AND RESEARCH ASSOCIATES AT UBT**

I. CONTENT AND PURPOSE

Article 1

(purpose)

According to this act UBT (hereinafter: UBT) determines criteria and procedures for election into titles of higher education teachers, scientific associates, higher education and research associates in higher education institutions.

II. TITLES

Article 2

(titles)

Educational, scientific-research and professional work at UBT are carried out by higher education teachers, scientific employees and higher education associates.

TITLES OF HIGHER EDUCATION TEACHERS ARE:

- Professor Emeritus;
- Professor with indefinite term, equivalent to Full Professor
- Professor with the definite term of 4 years equivalent to Associate Professor;
- Assistant professor;
- Senior Lecturer
- Lecturer,
- Assistant;

TITLES OF SCIENTIFIC WORKERS:

- a scientific advisor,
- a senior scientific associate,
- a scientific associate.

TITLES OF RESEARCH ASSOCIATES:

- Senior researcher,
- Researcher,
- Research assistant.

Article 3

(grammatical form of titles)

Titles used in these criteria, written in male form, are considered neutral for male and female.

Article 4

(the relationship between teaching and research titles)

The Academic Council of UBT approves the election of academic staff into following academic and research titles:

ACADEMIC TITLE	RELATIONSHIP OF ACADEMIC TITLES WITH SCIENTIFIC, RESEARCH AND PROFESSIONAL TITLES
Professor with indefinite term	A scientific Advisor
Professor with definite term of 4 years	a senior scientific associate
an assistant professor	a scientific associate
a senior lecturer	Senior researcher
a lecturer	Researcher
Assistant	Research assistant

a. Duration of the title

Article 5
(duration of the title)

Higher education teachers and scientific workers except for Professor with indefinite term and scientific advisors are elected into a title for a period of four years (hereinafter: election period).

They can be re-elected into the same title and for the same election period if they meet conditions for re-election.

Assistants and research assistants are elected into a title for a period of three years. They can be re-elected into the same title for the same election period if they meet conditions for re-election.

b. Correlation between pedagogical and research titles

Article 6
(correlation between pedagogical and research titles)

A scientific worker can be elected into a title of a higher education teacher if fulfilling the conditions of pedagogical qualifications for being elected a suitable title.

A senior scientific associate can be elected into a title of a Professor with definite term of four years, whereas a scientific associate can be elected into a title of an assistant professor. In such case the pedagogical (academic) title is valid until the scientific title.

Article 7
(demonstration of scientific and professional qualification)

Higher education teachers' titles demonstrate scientific and professional qualifications required for the election of is of scientific workers in relation to individual titles discussed in the previous article.

III. ELECTION

Article 8

(the fields of electing into a title)

Candidates may be elected into academic titles in an area defined by UBT and in accordance with ISCED and Erasmus Code of Study Fields.

A candidate may be elected into a title in one or more study fields.

The Academic Council of UBT may add or change the list of study fields on the basis of the proposal by the respective Faculty Councils of UBT and prior consent of the UBT Central Academic Titles Committee.

IV. CRITERIA FOR TITLES AWARDED

Article 9

(cumulative fulfilment of the criteria for titles awarded)

A candidate elected into a title should fulfil the criteria cumulatively, implying fundamental, general and special criteria.

a. Fundamental criteria for being elected into a title

Article 10

(fundamental criteria)

Fundamental criteria for being elected into a title have to be fulfilled by every candidate. The criteria are:

- suitable education or a suitable scientific or professional title in the scope of habilitation,
- competences for professional work,

- pedagogical competences,
- positive assessment of the majority of Academic Titles Committee about candidate's competences,
- fluency in at least one world language.

Article 11

(exhibition of competences)

A candidate exhibits competences for professional work with recorded publications of scientific and professional works, recorded research and professional achievements, recorded collaboration with scientific and professional projects, awarded patents and other recorded achievements, which are valid as proof of originality and quality.

Article 12

(exhibiting pedagogical competences)

Pedagogical competences are exhibited by a trial lecture.

With every title (re-)election, a candidate is to present an opinion of the student council based on student survey results or other ways of testing candidate's pedagogical work.

Article 13

(exhibiting fluency in a world language)

Fluency in a world language is exhibited with a certificate of an institution authorized to issue certificates or with an international certificate of language knowledge.

A candidate who obtained a doctoral degree implemented in one of the world languages (English, French or German) and wrote a doctoral dissertation in that language at a foreign university is not required to present documents certifying fluent language knowledge.

Language knowledge is exhibited only when the title is awarded.

b. General criteria for being elected into a title

Article 14

(general criteria for being elected into a title)

General criteria are formal criteria, which are to be fulfilled along the fundamental criteria in order to being elected into a title.

The title of:

1. Professor Emeritus can be awarded to retired Professors with definite term or retired scientific advisors with at least 10 years of cumulative teaching or research experience with College UBT prior to retirement;
2. A professor with indefinite term, professor with definite term of 4 years, , an assistant professor, a senior scientific associate and scientific associate can be awarded if having obtained a PhD;
3. a senior lecturer can be awarded if having obtained a Master's degree and demonstrated knowledge in industry and research;
4. a lecturer for subjects based on special professional knowledge can be awarded if having three years of successful professional work experience, a Master's degree, one publication, and at least three years of pedagogical experience;
5. an assistant can be awarded if having obtained a Master's degree and achieved mark 8 in average during the studies;

b 1. Elements of qualification for being elected into a title

Article 15

(content elements)

Content elements to test the qualification for being elected into a title are:

- success in solving scientific, research-developing or professional problems in the field of study;

- activity in international academic premises;
- working experience etc.

Article 16

(qualifications for being elected into a title)

Qualification for being elected into a title in the area of expertise is exhibited with:

- suitable bibliography;
- certificates of successful collaboration in international area;
- provable quotes in scientific literature and
- positive assessment from the majority of members of Academic Titles Committee.

Article 17

(publication of works)

Candidate's works are published and presented in a way recognized by the profession in order to be asserted in familiar and international public in the area of expertise.

Candidate's works, which are internationally important, can be compensated with works important for national identity and culture in the field of being awarded, where performances in international area are not suitable for the quality criteria.

Article 18

(international recognition)

A candidate's work is internationally recognised with the following:

- verifiable citations in the scientific literature;
- invited lectures at international scientific meetings;
- member of the editorial boards of international journals;
- membership in foreign academies;
- lecturing in international undergraduate and postgraduate programmes and
- pedagogical collaboration in international undergraduate and postgraduate programmes at foreign universities.

Article 19

(type of publication)

For publication with an international audience is considered the text published in one of the widely used foreign language in one of the journals indexed in Web of Science, Scopus, EBSCO, World Cat, and DOAJ as requested by Administrative Directive 01/2018 of Ministry of Education, Science and Technology of Kosovo.

Article 20

(attribution)

The first or leading attribution is evident from the order of the authors; if that is not evident, authors shall immediately write a statement about the leading author.

The corresponding author is evident from the correspondence of the author with the journal specified in the publication;

b 2. Elements of pedagogical qualification

Article 21

(estimating pedagogical qualification)

Elements to estimate candidate's pedagogical qualification for being elected into a title are:

- comprehension and system lectures, tutorials, seminars, consultations and examinations;
- successful mentoring of theses in specializations, master's degrees and postgraduate education, mentoring students on student exchanges and with students' research;
- relation with students;
- students' opinion on pedagogical work;
- encouragement in scientific, pedagogical and professional work;
- preparation, professional, pedagogical and methodical or didactical value of pedagogical accessories, student material and books;

- development of laboratories and other specialized units which allow for quality implementation of pedagogical process;
- certified pedagogical qualification in general programmes of pedagogical qualification or individual programmes of higher education institutions.

c. Special criteria for being elected into a title

Article 22

(special criteria for being elected into a title)

Special minimal standards are quality and quantity criteria that have to be fulfilled beside the fundamental and general criteria.

Professor Emeritus

Article 23

A title of Professor Emeritus shall be awarded to a retired Professor with an indefinite term or Scientific Advisor who has at least 10 years of cumulative working experience with UBT College after having been elected into the title of Professor with indefinite term.

Professor with indefinite term or Scientific Advisor

Article 24

A title of professor with indefinite term or Scientific advisor can be awarded if a candidate fulfils the following criteria:

Qualitative criteria:

- Ability to do individual scientific research in the field of the study of the candidate, which work resounds internationally;
- Being a mentor of at least 10 completed master dissertations culminating with the Grade 9 or being a mentor of at least 20 completed bachelor theses if the Faculty in which the candidate has applied does not have master programs;
- If the study program does have master thesis, then bachelor thesis requirement should apply;

- Participating research, laboratory, or educational projects and programs;

Quantitative criteria

- Publication of five original research articles as a first or corresponding author in journals or conference proceedings that are indexed in Web of Science (SCI, SCIE, SSCI, AHCI, ESCI) or SCOPUS, which account for 80 points in the publication part, out of which three indexed publications must have been published within the last five years;
- 8 years of working experience in teaching or research;
- 10 pure citations in Google Scholar;

Other 20 points in the research quantitative criteria is achieved if the candidates meets the following criteria:

Type of publication	Points
Publication as a first author in Web of Science	20 points
Publication as a corresponding author but not first author in Web of Science	17 points
Publication as a second author in Web of Science	15 points
Publication of monography in international publishing houses such as Springer, Elsevier, Emerald, Taylor and Francis	30 points
Publication of monography or book locally	15 points
Publication as a third author in Web of Science	12 points
Publication as any other co-author in Web of Science	10 points
Publication as a first author in SCOPUS	15 points
Publication as a corresponding author but	13 points

not first author in SCOPUS	
Publication as a second author in SCOPUS	12 points
Publication as a third author in SCOPUS	10 points
Publication as any other co-author in SCOPUS	8 points
Publication of a book chapter accepted by an international publishing house such as Springer, Elsevier, Emerald, Taylor and Francis	20 points
Publication of a book chapter accepted by Academic Council of UBT	10 points
Publication as a first author in EBSCO	10 points
Publication as a corresponding author but not first author in EBSCO	8 points
Publication as a second author in EBSCO	7 points
Publication as a third author in EBSCO	6 points
Publication as any other co-author in EBSCO	5 points
Publication as a first author in DOAJ and WorldCat	7 points
Publication as a corresponding author but not first author in DOAJ and WorldCat	6 points
Publication as a second author in DOAJ and WorldCat	5 points
Publication as a third author in DOAJ and WorldCat	4 points
Publication as any other co-author in DOAJ and WorldCat	3 points
Publication as a first author in UBT Conference	6 points
Publication as a corresponding author but not first author in UBT Conference	5 points

Publication as a second author in UBT Conference	4 points
Publication as a third author in UBT Conference	3 points
Publication as any other co-author in UBT Conference	2 points
Publication as a first author in other journals accepted by the Academic Council	5 points
Publication as a corresponding author but not first author in other journals accepted by the Academic Council	4 points
Publication as a second author in in other journals accepted by the Academic Council	3 points
Publication as a third author in other journals accepted by the Academic Council	2 points
Publication as any other co-author in other journals accepted by the Academic Council	1 points

Artistic criteria for Professors teaching in artistic programs shall be set forth by the Faculty Council of the respective Arts Faculty and approved by Academic Council of UBT comparable to the criteria used in international universities.

Professor with definite term of 4 years

Article 25

(Professor with definite term of 4 years and senior scientific associate)

A title of professor with definite term and senior scientific associate may be appointed if a candidate fulfils the following criteria beside the fundamental and general criteria:

Qualitative criteria:

- Ability to do individual scientific research in the field of the study of the candidate, which work resounds internationally;
- Being a mentor of at least 7 completed master dissertations culminating with minimum Grade 8 or of at least 14 completed bachelor theses culminating with minimum Grade 8;
- If the study program does have master thesis, then bachelor thesis requirement should apply;
- Participating in research, laboratory, or educational projects and programs;

Quantitative criteria:

- Publication of three original research articles as a first or corresponding author in journals or conference proceedings that are indexed in Web of Science (SCI, SCIE, SSCI, AHCI, ESCI) or SCOPUS, which account for 80 points in the publication part, which indexed publications must have been published within the last five years;
- 4 years of working experience in teaching or research;
- 5 pure citations in Google Scholar;

Other 20 points in the research quantitative criteria is achieved if the candidates meets the following criteria:

Type of publication	Points
Publication as a first author in Web of Science	20 points
Publication as a corresponding author but not first author in Web of Science	17 points
Publication as a second author in Web of Science	15 points
Publication of monography in international publishing houses such as Springer, Elsevier, Emerald, Taylor and	30 points

Francis	
Publication of monography or book locally	15 points
Publication as a third author in Web of Science	12 points
Publication as any other co-author in Web of Science	10 points
Publication as a first author in SCOPUS	15 points
Publication as a corresponding author but not first author in SCOPUS	13 points
Publication as a second author in SCOPUS	12 points
Publication as a third author in SCOPUS	10 points
Publication as any other co-author in SCOPUS	8 points
Publication of a book chapter accepted by an international publishing house such as Springer, Elsevier, Emerald, Taylor and Francis	20 points
Publication of a book chapter accepted by Academic Council of UBT	10 points
Publication as a first author in EBSCO	10 points
Publication as a corresponding author but not first author in EBSCO	8 points
Publication as a second author in EBSCO	7 points
Publication as a third author in EBSCO	6 points
Publication as any other co-author in EBSCO	5 points
Publication as a first author in DOAJ and WorldCat	7 points
Publication as a corresponding author but not first author in DOAJ and WorldCat	6 points
Publication as a second author in DOAJ	5 points

and WorldCat	
Publication as a third author in DOAJ and WorldCat	4 points
Publication as any other co-author in DOAJ and WorldCat	3 points
Publication as a first author in UBT Conference	6 points
Publication as a corresponding author but not first author in UBT Conference	5 points
Publication as a second author in UBT Conference	4 points
Publication as a third author in UBT Conference	3 points
Publication as any other co-author in UBT Conference	2 points
Publication as a first author in other journals accepted by the Academic Council	5 points
Publication as a corresponding author but not first author in other journals accepted by the Academic Council	4 points
Publication as a second author in in other journals accepted by the Academic Council	3 points
Publication as a third author in other journals accepted by the Academic Council	2 points
Publication as any other co-author in other journals accepted by the Academic Council	1 points

Artistic criteria for Professors teaching in artistic programs shall be set forth by the Faculty Council of the respective Arts Faculty and approved by Academic Council of UBT comparable to the criteria used in international universities.

An assistant professor and scientific associate

Article 26

(an assistant professor and a scientific associate)

A title of an assistant professor and a scientific associate can be awarded if a candidate fulfils the following criteria beside the fundamental and general criteria:

Qualitative criteria:

- being successful in solving scientific, research-developing, artistic or professional problems;
- completion of PhD;

Quantitative criteria:

- One publication as a first or corresponding author in Web of Science (SCI, SCIE, SSCI, AHCI, ESCI) or SCOPUS;

Artistic criteria for Assistant Professors teaching in artistic programs shall be set forth by the Faculty Council of the respective Arts Faculty and approved by Academic Council of UBT comparable to the criteria used in international universities in accordance with the guidelines of Kosovo Accreditation Agency.

Senior lecturer

Article 27

(senior lecturer)

A title of a senior lecturer can be awarded if a candidate:

- has 4 years of pedagogical experience as a Lecturer and three publications;
- The lecturer must have at least the master's academic degree;

- The criteria of three publications shall be revoked for the candidates who have an extensive professional experience in the industry of at least 8 years.

A lecturer

Article 28
(a lecturer)

A title of a lecturer can be awarded if a candidate:

- has 4 years of pedagogical experience as an Assistant in bachelor programs and at least one publication;
- The lecturer must have at least the master's academic degree;
- The criteria of the publication and experience as an Assistant shall be revoked for candidates who have an extensive professional experience in the industry of at least 5 years.

An assistant

Article 29
(an assistant)

A title of an assistant can be awarded if a candidate:

- has
finished his bachelor studies with an average mark 8 (>79.99%), where marks of all exams, tutorials and other marked student obligations count;
- has achieved an 8 (>79.99%) for his final thesis if that is the condition;
- has shown ability for professional, scientific, research or artistic work.

V. CRITERIA FOR RE-ELECTION AND MAINTAINING OF AN ACADEMIC TITLE

Maintaining of the academic title of Professor with indefinite term

Article 30

Professors with indefinite term must maintain the criteria of three publications as a first or corresponding author in Web of Science or SCOPUS within the last five years as Guidelines for Bearers of Doctoral Study Programs of Kosovo Accreditation Agency require.

Professors with indefinite term must have at least one research output per year in any form of authorship as Standards of Kosovo Accreditation Agency require.

Maintaining of the academic title of Professor with definite term

Article 31

Professors with definite term must maintain the criteria of three publications as a first or corresponding author in Web of Science or SCOPUS within the last five years as Guidelines for Bearers of Doctoral Study Programs of Kosovo Accreditation Agency require.

Professors with definite term must have the satisfaction rate from students in teaching in average of at least 75 % within the last four years.

Professors with definite term must have at least one research output per year in any form of authorship as Standards of Kosovo Accreditation Agency require.

Maintaining of the academic title of Assistant Professor

Article 32

Assistant Professor must have the satisfaction rate from students in teaching in average of at least 75 % within the last four years.

Assistant Professors must publish at least one publication per academic year.

A title of a higher education teacher and scientific associate can be awarded again if a candidate meets at least one half of the conditions, required for the first election, and positive assessment from the majority of Committee members.

Article 33

(election to the lower title)

Provided a candidate does not fulfil the criteria, he/she can be elected into a lower title.

VI. EARLY ELECTION INTO A TITLE AND PAST ORDER

Article 34

(early election)

The candidate can be elected into a title before the expiration of the valid previous title at least after two years after the election in the last title.

Article 35

(early election into Professor with definite term)

An Assistant Professor can be elected into Professor with definite term earlier than the expiry of the current valid title at least two years after having been elected into the title of Assistant Professor and who has at least 1 publication as a first or corresponding author in Web of Science or SCOPUS more than a regular candidate and who has accumulated 30 points from other part of publications.

Article 36

(early election into Professor with indefinite term)

Professor with definite term can be elected into Professor with indefinite term earlier than the expiry of the current valid title at least two years after having been elected into the title of Professor with definite term and who has at least 2 publications as a first or corresponding author in Web of Science or SCOPUS more than a regular candidate and who has accumulated 30 points from other part of publications.

Article 37

(election past the order into Professor with definite term)

One candidate can be elected past the order directly into the title of Professor with definite term if he/she has the PhD degree and at least 2 publications as a first or corresponding author in Web of Science or SCOPUS more than a regular candidate being elected from the title of Assistant Professor and who has accumulated 30 points from other part of publications.

Article 38

(election past the order into Professor with definite term)

One candidate can be elected past the order directly into the title of Professor with indefinite term if he/she has at least the title of Assistant Professor and has 2 publications as a first or corresponding author in Web of Science or SCOPUS more than a regular candidate being elected from the title of Assistant Professor and who has accumulated 30 points from other part of publications

VII. PROCEDURE FOR THE ELECTION INTO A TITLE

Article 39

(use of rules in the procedure)

Regulations valid on the day of submitting the application are used in the procedure of evaluation of fulfilling the criteria to be elected into a title.

In the same procedure there are also other regulations as provided for by the statute of UBT and provisions foreseen by the General Administrative Procedure Law.

Article 40

(the beginning of the procedure for being elected into a title)

The procedure of being elected into academic titles and scientific positions starts with candidate's request to be elected into a title upon call for applications announced by the UBT College approved by the Academic Council of UBT.

A candidate submits the request to a UBT Faculty Administration, which covers the area of expertise, in which a candidate wishes to be elected.

A candidate submits the application for the election in any field that is common in the Faculties. Faculties which carry out the election arrange the appointment of the members of the committee for candidate's professional qualification from the side of the Faculty.

The application for the first election into a title is submitted for:

- the first election into a title at the UBT,
- the election following the suspension of the title at the UBT implying the suspension of its validity if it has been more than a year since the expiration date.

Only full time staff can request election into higher academic titles.

The application for re-election into a title is submitted at UBT without suspension of the title or if the suspension is less than a year.

Article 41

(the procedure for further election or re-election)

The procedure for further election or re-election starts upon call for applications announced at central level upon having been approved by the Academic Council of UBT.

The call for applications is announced twice a year.

The applications may also be received with the special call for applications approved by the Academic Council of UBT.

Article 42

(certificates in the procedure for the election into a title)

Application for the election into a title consists of:

- application with the candidate's personal details (name, surname, permanent address, address for serving, email address, etc.);
- CV, showing the candidate's professional, scientific and educational work;
- signed list of bibliography performance for the election into a title at the UBT with the links of publications and link of indexing of both the journal and the article.
- evidence of other conceived or implemented works or works in print, not documented electronically;
- evidence of pedagogical qualification;
- evidence of the current election into title in case it is not the first election into title;
- evidence of higher education, university, Master's, specialized or doctoral thesis;

The candidates shall enclose the following to the application:

- candidate's personal information (name, last name, permanent accommodation address for service, e-mail etc.);
- a request with the study field in which the candidate wishes to be elected and the title into which he wishes to be elected;
- CV including candidate's professional, scientific and educational work;
- a bibliography of published works with links of published works and indexing of publications;
- certificates about other conceived and implemented works or works in print;
- certificates of pedagogical qualification;
- certificates of the election into a title if the candidate already was elected into one;

Article 43

(published works)

Candidate's works which were published until the submission of the application for re-election into a title or election into a higher rank are also considered in the procedure of the election into a title. Provided that the work is still in the publication procedure, the candidate submits editor's certificate of the soon-to-be published work.

Article 44

(evaluation of the application)

The evaluation of the application is done by the Academic Staff Election Committee composed of at least three members, one from the central level and two other

members from the Faculty level who have at least one academic title higher than the current title of the applicant. One additional member fourth member from the central level can serve as a jurist in the committee to interpret the applicable provisions in Kosovo and the clauses of the present regulation.

Article 45
(appointment of the Committee)

The Rector shall appoint a standing member from the central level. The jurist member shall be appointed by the Rector of UBT.

The Faculty Dean shall appoint the ad-hoc members of the Committee, whereby one member from the Faculty level who come from the same study field as the candidate shall serve as a rapporteur.

Article 46
(informing the candidate of negative opinion)

The rapporteur of the Committee informs the candidate about the negative assessment.

The notice is forwarded to candidate's E-mail, which was named in the application form.

The candidate can provide his arguments about the negative assessment and provide arguments if he/she considers that the Committee has achieved a wrongful factual situation.

Article 47
(the first election into a title or election into a higher rank)

In case of the first election into a title or election into a higher rank, the committee of the UBT forwards the Report with the recommendation to the Academic Council. The students' survey results about the satisfaction of students with the teaching of the

existing candidate who is not being elected for the first time shall be forwarded to the Academic Council of UBT for approval.

Article 48
(incomplete application)

If the committee establishes that the application for the election into a title is incomplete, it postpones decision-making and summons the candidate to submit the missing documentation and certificates in time they set. The period is not shorter than one month and longer than three months.

If the candidate does not submit the missing certificates or documentation, the Election committee of the UBT informs the Academic Council. The Academic Council discards such application.

Article 49
(deadline for the decision on the application)

The UBT committee decides on the application for the election into a title in two months according to the material or facts known at the time of rapporteur appointment to draw up a professional assessment of candidate's qualification. Their decision as a recommendation report is forwarded to the Academic Council.

The committee decides with the majority voting. The negative opinion of one of the members of the Committee must be noted in the Recommendation Report, which is forwarded for Academic Council for final approval/voting.

After the UBT committee decides on the agreement to elect into a title, the application cannot be withdrawn.

Article 50
(decision on unfulfilled criteria for the election into title)

The UBT committee issues a decision on unfulfilled criteria for the election into title in two cases:

- if it establishes that two out of three members have a negative assessment about the election of the candidate into the title;
- if it establishes on the basis of a comprehensive assessment of the submitted material that it is not possible to adopt a rapporteurs' opinion.

In both case the committee has to substantiate its decision and inform the Academic Council where the procedure for election into title is pending.

The committee forwards the decision on unfulfilled criteria for the procedure continuation to the candidate and informs him to file a request for re-election into a title within 14 days after being informed. Then the procedure continues.

If the committee passes a decision on unfulfilled criteria for the procedure continuation and if the candidate does not file a request for re-election into a title, the Academic Council declares termination of the procedure within 30 days.

Article 51

(voting in Academic Council)

Final approval of the committee's recommendation report takes place in the academic Council of UBT with the majority voting.

Article 52

(a possibility of re-election if not elected)

A candidate who is not elected in the election cannot request to be elected into the title for one year since the rejection of the application.

Article 53

(an assessment)

An election into a title is an autonomous academic judgment of candidate's work, professional and pedagogical qualifications. According to these criteria fulfilling criteria is only a condition to process the application and creates no right to the election.

Article 54

(scientific unfairness or severe violation of ethical principles)

The competent authority for the election into a title denies candidate's application due to scientific unfairness or severe violation of ethical principles of scientific or artistic work. In this case the candidate cannot file a request for the election into a title at the UBT.

a. Complaint in the procedure of election into a title

a1. A right to a complaint

Article 55

(deadline to complain)

A candidate can complain to the Academic Council of UBT within 15 days since h/she received the provision with a denied application.

a2. Grounds for appeal

Article 56

(grounds for appeal)

Provided that the appeal is declined, a candidate can complain for the following grounds:

- violation of the procedure for the election into a title;
- establishment of incorrect or incomplete facts important for the decision and if these existed at the time of rapporteurs' appointment and preparation of professional assessment, and

- incorrect use of material signature at the time of issue, which could affect personal decisions or if it was not used.

Article 57

(submission of complaint)

A complaint is submitted to the Faculty Administration leading the procedure for election into a title. The Administration forwards the complaint to the UBT Academic Council within 7 working days.

Late submission, illicit complaint or a complaint submitted by unauthorised person is denied by the Academic Council of UBT.

Article 58

(submission of complaint)

The Academic Council appoints a new committee composed of at least three members who have not served in the first committee.

The new committee draws up a report and a proposition of the decision within 30 days.

The new committee submits them to the Academic Council of UBT. The report and the proposition of the decision are confidential and accessible only to members of the UBT Academic Council.

Article 59

(informing the candidate)

The appellant has the right to be informed with all the material as the ground for the decision of the Academic Council, including the report and the proposition of the decision. The appellant can give his own proposition, proof, aspects of facts and circumstances important for the decision-making until one week before the meeting of

the Academic Council of UBT. New facts and proof are considered only if the appellant could not state them in the procedure of decision-making through no fault of his own.

a3. Deciding on the complaint

Article 60
(decision)

The UBT Academic Council decides on the complaint after having heard the Appellate Committee appointed by the Academic Council.

The consultation begins with the report of the Appeal Election Committee that is introduced to the UBT Academic Council for taking a suitable decision.

Article 57
(decision)

The UBT Academic Council can:

- approve the complaint;
- discard the complaint;
- deny the complaint;
- grant the complaint by repealing the provision and returns the matter to the Administration into the phase of the procedure where the violation happened.

The UBT Academic Council decides with the majority of present members' votes.

The decision of the UBT Academic Council after the recommendation report of the Appeal Committee is final.

VIII. RECOGNITION OF THE TITLE ELECTED AT ANOTHER UNIVERSITY

Article 61

(determination of equivalence of foreign titles)

UBT shall recognise higher education teachers or associates or scientific workers and research associates who were elected into the title at another university or at an independent higher education institution equivalent to the title elected at the UBT, if the Election Committee proposes the equivalency based on UBT Standards for Election into Higher Academic Titles and after the Academic Council of UBT has approved the recommendation of the Committee for the equivalency of the title obtained elsewhere.

Each staff member with the academic title obtained elsewhere must be subject to equivalency procedure before the Academic Titles Election Committee of UBT.

Recognition of the equivalent title is valid until the expiration of the title at the institution where the title was elected.

Only full time staff of UBT can apply for equivalency.

IX. WITHDRAWING THE TITLE

Article 62

(procedure for title withdrawal)

The procedure for title withdrawal starts because the criteria for the election to a title are not fulfilled or because of scientific unfairness.

The procedure for the title withdrawal if the candidate does not fulfil the criteria is started by the Faculty Council if there is suspicion that the candidate gave false personal data that strongly influenced the decision to be elected into the title.

The procedure for the title withdrawal due to scientific unfairness is started by the Faculty Council because of severe ethical principles of scientific or artistic work.

The candidate whose title was withdrawn at the UBT cannot request for the election at the UBT again.

Withdrawal of the title is determined by the Academic Council of UBT, after having received the withdrawal recommendation by the Academic Titles Committee.

X. TRANSITIONAL AND FINAL PROVISIONS

Article 63

(completion of ongoing procedures)

Procedures for election into the title started before the application of these minimum standards shall be terminated under the conditions and criteria of the institution at which they were initiated.

Article 64

(Re-election of the same or a higher rank according to the previous criteria)

A candidate who was elected under the previous criteria for awarding titles to teaching and research faculty and faculty assistants may, when it expires this title again apply for election to the same or higher rank, according to the standards in force at the last election in the current title.

Article 65

These standards were adopted by the Academic Council on 24.05.2022 and shall enter in force on the day following the adoption.

The standards shall be published online.

In Prishtina, 24.10.2022

Prof. Dr. Edmond Hajrizi

Rector of UBT