



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

**REGULATION PROCEDURE FOR SCIENTIFIC CALLS
OF THE BIZNESI COLLEGE**

Pristina, 2020

Regulation “on the selection procedure for scientific calls of BIZNESI College”, has been drafted in support of the Decision of the High Scientific Teaching Council, and based on Law no. 04 / L-037 “On higher education in the Republic of Kosovo”, Statute of the College article 81, in all other legislation in force and has been approved by Decision of the High Scientific Teaching Council no . ____ dated __.__. 2020, as and by Decision of the Board no . ____ dated __.__. 2020, of BIZNESI College.

Article 1

Legal basis

1. The regulation on the selection procedure for scientific calls of “BIZNESI” College is based on Law no. 04 / L-037 “On higher education in the Republic of Kosovo”, law no. 03 / L-060, “On National Qualifications”, the Statute of the College, article 81 and in the other legislation in force.
2. The Regulation is subject to changes in form and content, in accordance with any amendments to the legal and sub-legal acts that regulate the activity of Higher Education in the Republic of Kosovo, and the Statute of BUSINESS College, and respects of any international act ratified by the Republic of Kosovo. For the system and principles of operation of Higher Education in Kosovo.

Article 2

object

1. The object of this regulation is to determine the unique criteria and procedures for selection in teaching-scientific, teaching, teaching-professional vocations and collaborator calls in the College.

Article 3

Election needs in academic process vocations

1. It is necessary to develop the procedures for the selection for scientific calls of the academic staff of the College "BIZNESI" because:
 - a) Teaching and research activity in departments is done by persons selected in teaching-scientific, teaching, teaching-professional vocations and collaborator calls in the College;
 - b) The activity of higher education may be performed by the person selected in the teaching-scientific vocation, respectively teaching vocation, for the time for which he / she has been selected.

Article 4

Creating conditions for training specialists

1. In order to prepare specialists for scientific and professional research activities, and based on the relevant legislation and the statute of the internal regulation of the College "BIZNESI" and to support the development of curricula in accredited fields, the College creates conditions for achieving academic calls for academic staff engaged in scientific teaching activities at this institution.

Article 5

Academic staff and scientific titles

1. The academic staff of the College "BIZNESI" consists of:

a) Specialists for:

- Academic teaching;
- Scientific research;
- Creativity of subjects.

2. Scientific titles are:

- Full professors,
- Associate Professors,
- Assistant professors,
- Lecturer,
- Assistants,
- New Assistant,
- Professional associate.

Article 6

Standards for earning the academic title "Assistant Professor"

1. The academic title "Assistant Professor" is awarded by the High Scientific Teaching Council of the College, for lecturers who meet the legal criteria.

2. Requests that are deemed necessary to be completed for the initiation of procedures for selection in the title of assistant professor (docent), in addition to the requirements provided by law and on the basis of which the general grades of the report of the review committee are verified, are:

- to have obtained the scientific degree of doctor of sciences of the respective scientific field from which he / she is selected;
 - have at least 3 (three) scientific papers published in scientific journals;
 - to have demonstrated skills for quality work in the educational process;
 - to have worked internal dispensation of exercises or practice, allowed by the High Teaching-Scientific Council, or at least 3 professional (well-known scientific) papers;
 - participation in scientific projects;
 - participation in the work of professional associations or other forms of educational-scientific work in the College "BIZNESI".
3. In scientific papers, the candidate must be a leading author (leader), while they must be published or presented in such a way that the profession (management) accepts international knowledge and has knowledge of national or state culture.

Article 7

Standards for obtaining the academic title "Associate Professor"

1. The academic title "associate professor" is awarded by the High Scientific Teaching Council of the College, for lecturers who meet the legal criteria.
2. Applications for obtaining the academic title "associate professor" are made by members of the academic staff of the category "Lecturer".
3. The academic staff of the "lecturer" category applies for the acquisition of the academic title "associate professor" for at least 5 (five) years, from the date that he has defended the scientific degree "doctor".
4. Full-time or part-time academic staff applying for the title of "Associate Professor" must:
 - a) to have developed a complete cycle of lectures for, at least, one subject, for 3 (three) academic years;
 - b) have work experience as full-time academic staff for a period of at least 3 (three) last years, with or without interruption or part-time as a lecturer, for a period of 5 (five) academic years, with or without interruption, after obtaining the scientific degree "doctor";
 - c) be able to give lectures in one of the languages of the member states of the European Union or to defend the publishing research activity before the Commission for the Promotion of Academic Staff, in one of the above languages.
5. The academic staff, who apply for the title "associate professor", must show full capacity of their field of research, which is reflected in the realization of the following obligations:

a) Has published at least 3 (three) scientific articles in indexed domestic or international scientific journals. At least 1 (one) of the articles has been published in international journals with impact factor, ranked by Thomson Reuters and / or Scopus. When these articles are co-authored, the candidate must be the first or second author. The candidate must be the sole or first author in at least 2 (two) scientific articles submitted for the title;

b) Has made as a first author, at least, 3 (three) references, of which, at least, 2 (two) have been held in international scientific activities (symposium, conference, congress) in one of the member states of the European Union , OECD or G20, accepted on the basis of a preliminary scientific evaluation and published in the Proceedings, indexed with ISBN or ISSN code.

6. When the candidate submits a monograph, which meets the following criteria, he is exempted from the obligations defined in letters "a" and "b", of point 4, of this chapter, according to the following equivalence: a) Publication of 1 (one) scientific monograph, published after obtaining the scientific degree "Doctor", inside or outside the country, which must meet the conditions of originality and must be evaluated in content as a scientific work by, at least, 2 (two) independent evaluators of the research field, and to be accepted by the basic unit, which covers the research field. Scientific monograph published abroad is considered valid if the publishing house is ranked by SENSE Ranking of Academic Publishers, in category A, B, C or D. Monographs are considered different from each other when they differ in content by at least 70%. The monograph published in the country must be evaluated in content as a scientific work by at least 2 (two) "professors" in the field of scientific research, of which, at least one of them must be from EU member states. , OECD or G20.

b) The monograph published within the country is equivalent to:

i) 2 (two) scientific articles, published in scientific journals within the country;

ii) 1 (one) scientific article, published in an international scientific journal with impact factor.

c) Monograph published abroad is equivalent to:

i) 4 (four) scientific articles, published in scientific journals within the country;

ii) 2 (two) scientific articles, published in an international scientific journal with impact factor.

7. For the purpose of academic promotion, the institution takes into account the commitment and participation of the candidate, after obtaining the scientific degree "Doctor", in:

a) scientific or editorial working groups;

b) evaluation activity as a member of the scientific or editorial committee on behalf of scientific periodicals or non-periodic; c) scientific-research projects at the level of director, coordinator or member;

ç) benefiting from competition-based financing at national and international level;

d) projects funded by programs with foreign donors, which bring benefits to the institution, in the role of project coordinator;

dh) evaluations of national or international research projects;

e) as a leader in the organizing committees (councils) of national or international scientific conferences;
ë) patent technology transfer projects.

8. The engagement and participation of the candidate in one or several activities defined in point 7 of this chapter, may be equivalent to:

a) 1 (one) scientific article, published in an international scientific journal with impact factor;

b) 1 (one) scientific article, published in a scientific journal within the country and 2 (two) references held in international scientific activities (symposium, conference, congress), in one of the member states of the European Union, OECD or G20- accepted on the basis of a preliminary scientific evaluation and published in the Proceedings, indexed by ISBN or ISSN.

9. For the acquisition of the academic title "associate professor", valid scientific publications are those realized after the defense of the scientific degree "doctor", until the date of submission of the application file for the academic title "associate professor".

Article 8

Standards for earning the academic title "Professor"

1. The academic title "professor" is given by the institution, for those candidates who meet the legal criteria.

2. Academic staff, who have the academic title "associate professor", apply for the acquisition of the academic title "professor", at least 5 (five) years after winning the academic title "associate professor".

3. Full-time or part-time academic staff, applying for the academic title "professor", must:

a) to have been the subject holder or module and leader of the scientific activity for a period not shorter than 5 (five) academic years;

b) to be or have been employed as full-time academic staff as a lecturer for a period of 5 (five) academic years, after obtaining the scientific degree "doctor", or part-time, as a lecturer, for a period 8 (eight) academic years after obtaining the scientific degree "Doctor";

c) to have completed, at least, 2 (two) doctorates, completed. In case the candidate has exercised his / her academic activity at a main unit with less than 40 (forty) full-time academic staff, at the time of application he / she has completed at least 1 (one) completed doctorate;

ç) be able to give lectures in one of the languages of the European Union or to defend the scientific research activity before the Commission for the Promotion of Academic Staff in one of these languages.

4. The academic staff, who apply for the title "professor", must show full mastery of their field of research, which is reflected in the realization of obligations, as follows:

a) Has published at least 4 (four) scientific articles in scientific journals, domestically or internationally indexed. At least 1 (one) of the articles has been published in international scientific journals with impact factor, ranked by Thomson Reuters and / or Scopus. When these articles are co-authored, the candidate must be the first or second author. The candidate must be the first author in at least 2 (two) scientific articles submitted for the title; b) As the first author, he has made at least 3 (three) references, of which 2 (two) have been held in international scientific activities (symposium, conference, congress) in one of the member states of the European Union, OECD or G20, accepted on the basis of a preliminary scientific evaluation and published in the Proceedings, indexed with ISBN or ISSN code.

5. When the candidate submits a monograph, which meets the following criteria, he is exempted from the obligations defined in letter "a", of point 4, of this chapter, according to the following equivalence:

a) Publication of 1 (one) scientific monograph, published after obtaining the scientific degree "associate professor" inside or outside the country, which must meet the conditions of originality and must be evaluated in content as scientific work by, at least , 2 (two) independent evaluators of the scientific research field, and have been accepted by the basic unit, which covers the research field. Scientific monograph published abroad is considered valid if the publishing house is ranked by SENSE Ranking of Academic Publishers, in category A, B, C or D. Monographs are considered different from each other when they differ in content by at least 70%. Monograph published in the country must be evaluated in content as a scientific work by at least 2 (two) "professors" in the field of scientific research, of which, at least one of them must be from EU countries. of, OECD or G20;

b) The monograph published within the country is equivalent to:

i) 2 (two) scientific articles, published in scientific journals within the country;

ii) 1 (one) scientific article, published in an international scientific journal with impact factor.

c) Monograph published abroad is equivalent to:

i) 4 (four) scientific articles, published in scientific journals within the country;

ii) 2 (two) scientific articles, published in an international scientific journal with impact factor.

6. For the purpose of academic promotion, the institution takes into account the commitment and participation of the candidate, after winning the academic title "associate professor", in:

a) scientific or editorial working groups;

b) evaluation activities as a member of the scientific or editorial committee, on behalf of scientific periodicals or non-periodicals;

c) scientific-research projects at the level of director, coordinator or member;

ç) benefiting from competition-based financing at national and international level;

d) projects funded by programs with foreign donors, which bring benefits to the institution, in the role of project coordinator;

dh) evaluations of national or international research projects;

e) as a leader in the organizing committees (councils) of national or international scientific conferences;

ë) technology transfer projects.

7. The engagement and participation of the candidate in one or several activities defined in point 5 of this chapter, may be equivalent to:

a) 1 (one) scientific article, published in an international scientific journal with impact factor;

b) 1 (one) scientific article, published in a scientific journal in the country, and 2 (two) references held in international scientific activities (symposium, conference, congress) in one of the member states of the European Union, OECD or G20 , accepted on the basis of a preliminary scientific evaluation and published in the Proceedings, indexed with ISBN or ISSN code.

8. For the acquisition of the academic title "professor", valid scientific publications are those realized after the protection of the academic title "associate professor" until the date of submission of the application file for the academic title "professor".

Article 9

Titles for evaluation and honor

1. College "BIZNESI" can award the title "Doctor Honoris Causa" for outstanding figures of science and society, at home and abroad, for special contribution to the development of education and science, as well as the development of our country as a whole. . This title is awarded by decision of the High Scientific Teaching Council of the College, after obtaining the consent of the ministry responsible for education. The number of "Doctor Honoris Causa" titles that an HEI can award, as a rule, cannot be more than 2 (two) per year.

2. The College, in the internal regulation, has defined the procedure and criteria for obtaining the title "Professor Emeritus" from the members of the academic staff holding the title "professor", after their retirement, after obtaining the consent of the ministry responsible for education .

3. The candidate for the title "Professor Emeritus" is distinguished by special academic and scientific achievements during the period of his activity. His qualifications are considered irreplaceable for a medium term. This need should be detailed by the evaluation committee.

4. "Professor Emeritus" will have the right to teach and engage in scientific work in accordance with his qualifications and the requirements of the College.

5. Other issues related to the rights and responsibilities of "Professor Emeritus" are determined by an individual contract concluded by the College represented by the Dean with the approval of the High Scientific Teaching Council of the College.

Article 10

Criteria for selection in professional-scientific vocation

1. A person who has completed postgraduate studies and has obtained the degree "Doctor" in the scientific field in which he is selected, as well as shows skills for teaching work, high professional ability, possesses the requirements of the acquired discipline and has experience in teaching and relationships with students.

Article 11

Election criteria in the title: New Assistant, Assistant,

Lecturer and Professional Associate

1. A new assistant may be elected a person who has completed the relevant higher education with an average grade of at least 8.00 and has registered postgraduate studies in the relevant field, is under 25 years old, speaks one of the world languages and shows skills for work. teaching-scientific, teaching-professional and shows special interest in the field, ie the subject for which it is chosen.

2. An assistant may be elected a person who has completed postgraduate studies, master's degree in the relevant scientific field, possesses one of the world languages and shows skills for scientific teaching activity.

3. A lecturer may be a person who has completed postgraduate studies and has a master's degree in the field in which he / she is selected and shows skills for teaching work, high professional skills, has problems with his / her discipline and has special experience in theoretical teaching and practical. He must have at least three scientific research papers and have passed the assistant title in at least one election term with this title. The choice in teaching-scientific vocations is made periodically.

4. A professional associate may be elected a person who has completed university studies in the scientific field in which he / she is selected and shows skills for teaching work, higher professional skills, or who has completed relevant higher education, has problems with his / her discipline and has special experience in practical professional teaching.

Article 12

The deadlines for which the choice is made

1. Assistant Professor (associate professor), Associate Professor (extraordinary professor) and Professor (full professor) are elected within 3-5 years with the right to be re-elected.

2. The new assistant is elected within 3 years, with the right to be re-elected.

3. The assistant is elected for a term of 3 years, with the right to be re-elected for another term.

4. The lecturer is elected within 3 years, with the right to be re-elected.

5. The professional associate is elected within 3 years with the right of re-election.

Article 13

Preparations for elections

1. "BIZNESI" College makes the public announcement of the competition for elections in scientific titles according to the competence given by the law.
2. The decision for opening the procedure for election in summons, in case the election is made for the first time, is brought by the Higher Teaching-Scientific Council of the College.
3. Decision for announcing the competition for election of elected persons is made by the Dean six months before the expiration of the time in which they have been elected.
4. The competition for election is announced by the dean.
5. The selection in teaching-scientific calls, teaching calls and collaborators is done through the public competition announced in the media and on the website of the College.
6. The competition lasts 15 days from the day of the announcement.
7. The competition should contain the field that belongs to the respective scientific teaching activity, for which the candidate is selected, the deadline, as well as the general and special conditions for the election.
8. The procedure for the competition for scientific, elective, professional teaching and vocational training at the faculty lasts 3 months. One day after the end of the competition, the above-mentioned procedure begins.

Article 14

Procedures for obtaining academic degrees

1. The candidate submits the request and the file to the head (Dean) of the College, who evaluates the legal acceptability of the file of the respective candidate within 20 (twenty) days. After evaluation by the management and finding in accordance with the laws in force, within 30 (thirty) days, the candidate's file is forwarded to the Career Commission (Commission for the promotion of academic staff), which, within 30 (thirty) days from receiving the file, forwards it to the High Scientific Teaching Council of the College.
2. If the head (Dean) of the College gives a negative assessment, the file is returned to the candidate with the relevant arguments and suggestions. The candidate has the right to apply again, within a period of 6 (six) months.
3. Within 30 (thirty) days after the submission of the file by the Career Commission, the High Scientific Teaching Council of the College evaluates whether the file submitted by the candidate is complete or not. In case the file is considered complete, the Council immediately proceeds with the establishment of the commission for the evaluation of the file. In case of identification of deficiencies in the candidate's file, he is given 15 (fifteen) days to make the necessary additions. If they are not completed, the file is returned to the candidate.

4. The date of initiation of the candidate evaluation procedure is considered the date of establishment of the File Evaluation Commission.
5. The evaluation committee of the file consists of 3 (three) members with the academic title “professor” of the same field or fields similar to that of the candidate. The members of the jury are nominated by the Dean and approved by the Higher Scientific Teaching Council of the College.
6. Within 30 (thirty) days from the date of initiation of the evaluation procedure, the Commission prepares the evaluation report of the academic-didactic and scientific capacities of the candidate, at the end of which the recommendation for awarding or not the academic title is given. The evaluation report is forwarded to the Higher Scientific Teaching Council of the College.
7. The High Scientific Teaching Council of the College makes a final decision on the approval or rejection of the candidate's request within 15 (fifteen) days, after receiving the evaluation report from the Commission.
8. In case of rejection of the request for obtaining academic titles from the High Scientific Teaching Council of the College, the candidate has the right to repeat the request, after a period of time not shorter than 2 (two) years from the date of submission of the request. previous, at the head of the College.
9. The academic title is registered in the state register of scientific degrees and academic titles at the ministry responsible for education and in the relevant registers of the HEI. The academic title is issued by the institution and signed by the Dean

Article 15

Early selection to the highest call

1. Candidate in teaching-scientific vocation, teaching vocation and collaborator call can be selected in higher vocation in the same teaching-scientific field even before the expiration of the term for which he was elected, if he meets the conditions for elections provided by this regulation: if at least half of the time has elapsed in the summons, shows special success in the teaching process, scientific work in the respective field, respectively in professional academic work and if has contributed especially to the application and implementation of scientific activity in the field for which is chosen.
2. At least two programs or organizational units of the College from the same scientific teaching activity for which the selection is made, with a reasoned written proposal, where the good results of the candidate are especially emphasized, are taken as an initiative for premature advancement of the candidate.
3. If within the College there is no organizational unit from that scientific teaching activity, the initiative for premature advancement can be taken by the organizational unit from another higher education organization within the College "BUSINESS".
4. After the justified initiative for the initiation of the procedure for early promotion, the final decision for the initiation or not of the procedures is taken by the High Scientific Teaching Council of the College.

5. The selection of the candidate in teaching-scientific, teaching, teaching-professional vocations and calls to associates is done by the High Scientific Teaching Council of the College, based on the evaluation of the report of the commission for review.

Article 16

Review Commission

1. The review commission is formed by the High Scientific Teaching Council of the College "BUSINESS" within a period not later than 5 - 10 days from the day of expiration of the deadline for submitting the candidate's request.

2. The Dean shall notify the members of the Review Commission of the formation and composition of the review commission within 8 days.

3. The review commission shall consist of not less than three members. The members of the review committee can be from the faculties where the selection is made and from other universities in the country and abroad.

4. The members of the review committee may not be in a lower call than the one for which the candidate is running and is selected.

5. The members of the review committee may also be retired persons with scientific teaching calls, calls to a full professor who meet the conditions from this Regulation.

More than half of the members of the review committee are persons in scientific teaching calls and teachers of the same field, while other members may be of similar scientific teaching backgrounds.

6. Proximity is determined by the High Scientific Teaching Council of the College, based on the scientific activity and disciplines determined by the College.

7. The review commission shall provide a report to all the nominated candidates and propose one of the candidates who meets the conditions for election to the call and proposes the calls in which he can be elected. The review commission is obliged to submit a report within 30 days from the day of receiving the decisions for the election of its members and the documentation.

8. If the review commission does not submit a report within the set deadline, a new review commission is formed. The new proposal for the formation of the review commission is offered by the Dean.

9. The review commission approves the candidate's election proposal by a majority of votes from the total number of members.

10. If the review committee does not have a proposal, a new review commission is formed.

11. The report of the review committee contains: biographical data of the candidate, evaluation of scientific, professional, pedagogical achievements and other achievements of the candidate which are important for determining the conditions for election in call, data for the announcement of scientific works and professional from the evaluations of those works as well as the proposal for the selection of the candidate in a certain call.

12. The report is published in Albanian.

13. If there are separate opinions of the members of the review committee from the proposal for election of the candidate, the opinions together with the reports are announced in the bulletin of the College.

14. If there are candidates in the competition who do not meet the conditions for election in an adequate call, the review commission finds the non-fulfillment of the conditions and notifies the High Scientific Teaching Council of the College.

15. Within 5 days from the day of publication of the report by the Review Commission in the College bulletin, interested persons (participants in the procedure, teaching-scientific workers, teachers and associates from programs and relevant scientific teaching areas of educational institutions of above) may file an objection to the relevant reports declared for election in scientific teaching, teaching and collaborator calls.

16. The objection is submitted to the review committee through the Dean. The review committee responds to the objection within 5 days.

Article 17

Decision for election

1. The High Scientific Teaching Council of the College "BUSINESS" proceeds and votes on the selection of candidates for teaching-scientific vocations if two thirds of the members of the High Scientific Teaching Council of the College with the right to vote are present.

2. The scientific teaching employee of the College is elected if he / she wins the majority of votes of the members of the Council of the College with the right to vote.

3. The High Scientific Teaching Council of the College makes the choice at the call of the collaborator, if two thirds of the total number of members of the High Scientific Teaching Council with the right to vote are present at the meeting.

4. If during the election the teaching-scientific employee and the collaborator for a higher call do not win the required majority of votes, then the same remains in the call he has.

Article 18

Persons who are not elected

1. A candidate who is not elected has the right to appeal within 8 days from the day of notification of non-election. The complaint is addressed to the Commission formed by the High Scientific Teaching Council of the College.

2. The commission formed by the Council, within 30 days from the receipt of the candidate's complaint, forms a commission of three members with the titles of full professors, two of whom will be from the same or similar scientific teaching field as the complainant. .

3. The Commission, within 30 days, submits a report to the High Scientific Teaching Council of the College with an assessment of the election or non-election with the respective reasoning.
4. The Commission may propose that the candidate be elected to the call where he / she was previously elected, propose to be elected to the call for which the candidate has applied or propose that the decision of the High Scientific Teaching Council of the College be supported.
5. The decision of the Commission is final.

Article 19

Early termination of election

1. The candidate selected in the teaching-scientific, teaching and vocational call may be terminated from employment even before the expiration of the term for which he / she was elected, in conditions and procedure determined by the Statute of the College "BUSINESS".
2. The Dean of the College "BUSINESS", the body of the internal organizational unit, or at least 5 scientific-teaching employees, takes the initiative for early termination of the election. This initiative is reviewed by the Higher Scientific Teaching Council of the College.
3. If the High Scientific Teaching Council of the College accepts the initiative, it forms a commission composed of three regular professors, where two of them are from the respective teaching-scientific direction where the candidate has been elected, with the duty to prepare a report based on which it will a decision is prepared for early termination of the election.
4. The decision of the Commission for early termination of the election is published in the bulletin of the College "BUSINESS".
5. The provisions of this Regulation on the procedure for election on appeal shall also apply adequately to the procedure for early termination of election.

Article 20

Participation of affirmed scientists, professionals from practice

1. In order to present the achievements, affirmed scientists, professionals distinguished by economics and law, can participate in the performance of certain tasks by the teaching-scientific disciplines, in a manner and conditions determined by the Statute of the College "BUSINESS".

Article 21

Procedure for changing the regulation

1. The right to initiate a proposal for changes in this regulation have:

a) not less than three members of the High Scientific Teaching Council;

b) not less than two members of the Board;

c) not less than ten members of the academic staff of the College;

ç) Dean.

2. The proposal must be accompanied by a report in which to explain: the purpose of the changes, the advantages they bring, the financial costs, if any, and any other data that serves the process of change in this regulation.

3. The proposal is submitted to the Dean, who passes it on to all the basic units of the College for consultation. This consultation process cannot be less than 30 days.

4. Upon completion of the procedure defined in point 3, the Dean forwards the initial proposal, the relevant report and the proposals brought by the basic units for decision-making to the High Scientific Teaching Council, which decides according to the competencies defined in law no. 04 / L-037 "On higher education in the Republic of Kosovo".

Article 22

Recent provisions

1. This Regulation entered into force upon its approval by the High Scientific Teaching Council.

4. The dean of BIZNESI College has the right to interpret this regulation.

5. Approved by decision no. _____ date __.__. 2020, by the Higher Scientific Teaching Council of BIZNESI College.

Prof. Dr. Shyqeri KABASHI

dean