



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

KOLEGJI "BIZNESI"
No. 809-1/20 Data. 27.02.2020
PRISHTINË

Pursuant to Article 81 and **21 point h.** of the Statute of Biznesi College in Prishtina, the High Teaching Scientific Council on 25 September 2020 approved this

REGULATION

ON THE SELECTION PROCEDURE IN SCIENTIFIC TEACHING TITLE, TEACHING TITLE, TEACHING-PROFESSIONAL AND ASSOCIATE TITLE

This regulation defines the unique criteria and procedures for selection in teaching-scientific, teaching, teaching-professional and associate titles in Biznesi College.

Teaching and science research activity in the departments is done by persons selected in teaching-scientific, teaching, teaching-professional title and associate title in Biznesi College.

Higher education activity can be carried out by the person selected in the teaching-scientific title, respectively teaching title, for the time for which he/she has been elected.

1. Titles

1.1. Teaching-Scientific titles in "Biznesi" College are as follows: Professor, Associate Professor and Assistant Professor.

While in the capacity of collaborating associates are the following: Young Assistant, Assistant, Lecturer,

1.2 Biznesi College based on the Law on Higher Education in the Republic of Kosovo-**Law no.04-L-037** for the promotion of the staff and the promotion with titles conducts the awarding of the titles and degrees of the academic staff by defining the criteria according to this regulation.

2. Criteria for selection in titles

Elements that can be considered for selection in the title of **Assistant Professor**, in addition to the elements provided by law and on the basis of which the general grades of the review committee report are certified are:

- scientific degree of doctor of sciences of the respective scientific field from which he/she is selected;
- to have at least 3 (three) scientific papers published in scientific journals;
- demonstrated skills for quality work in the educational process;
- internal dispensation of exercises or practice, allowed by HTSC, or at least 3 professional works (well-known scientific works);
- participation in scientific projects;
- participation in the work of professional associations or other forms of educational-scientific work in Biznesi College.

In scientific works, the candidate must be a leading author (leader), and they must be published or presented in such a way that the profession (direction) is accepted as international knowledge, and such work includes knowledge of national or state culture.

Elements that should be considered for selection in the title of **College Professor**, in addition to the elements provided by law and on the basis of which the general grades of the review committee report are certified are:

- scientific degree of doctor of sciences in the field from which he/she is selected,
- publication of at least 7 scientific papers during the first selection in that title, respectively 3 between the two selections, of which in 1 must be the first author, respectively public presentations of papers in the form accepted in the profession, at national and international level in the field in which he/she is selected;
- ability for qualitative conducting of educational work;
- participation with presentations in international scientific gatherings;
- participation in international scientific centers;
- leader in scientific projects;
- mentor for master and doctoral theses;
- publication of books or assisting tools;
- participation in the work of scientific or professional associations within the faculty and abroad;
- influence on the development of scientific thought and practical training in the relevant field;
- contribution to the creation and training of new associates and lecturers and their training for educational work;

3. Criteria for selection in professional scientific titles

As a **lecturer**, the person who has completed postgraduate studies in the scientific field in which he/she is selected and shows teaching skills, high professional ability, as well as the person who has completed the relevant higher education, manages the problems of his/her discipline and has experience in practical teaching.

4. Criteria for selection for a title: Junior Assistant, Assistant and Lecturer

As **Junior assistant**, a person can be selected if he/she 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 teaching-scientific, teaching-professional work and shows special interest in the field, respectively the subject for which he/she is selected.

As **assistant**, a person can be selected if he/she has completed postgraduate studies, master in the relevant scientific field, speaks one of the world languages and shows skills for scientific teaching activity.

As a **lecturer**, the person who has completed postgraduate studies and holds a master's degree in the scientific field in which he/she is selected and shows teaching skills, high professional skills, or the person who has completed the relevant higher education, manages the problems of his/her own discipline and has experience in practical teaching.

The selection in the teaching-scientific title is done periodically.

5. Terms for which the selection is conducted

Assistant Professor, Associate Professor and Professor are elected for a term of 3-5 years with the right of re-election.

The young assistant is elected for a term of 3 years, with the right of re-election.

The assistant is elected for a term of 3-5 years, with the right to be re-elected for another term.

The lecturer is elected for a term of 3 years, with the right of re-election.

6. Selection procedure

6.1. Competition - public announcement for elections

The decision to open the procedure for election for the title, in case the election is held for the first time, it is made by the High Teaching Scientific Council of Biznesi College.

The decision to announce a competition for the election of persons to be elected is made by the Dean six months before the expiration of the term in which they are elected.

The election competition is announced by the dean.

The selection of teaching-scientific titles, teaching titles and associates is made through a public competition announced in the media and on the website of Biznesi College.

The competition is open for 15 days from the day of the announcement.

The competition must contain the field that belongs to the relevant scientific teaching activity, for which the candidate is selected, the deadline, as well as the general and special conditions for election.

The procedure for the competition for scientific, teaching, professional teaching election and titles for associates in the College lasts 3 months. One day after the end of the competition, the above-mentioned procedure begins.

7. Early selection for higher titles

The candidate for teaching-scientific title, teaching title and associate title can be selected in a higher title in the same teaching-scientific field even before the expiration of the term for which he/she has been elected, if he/she meets the conditions for elections provided by this regulation: if he/she has spent at least half of his time in the title he/she has, shows special success in the teaching process, scientific work in the respective field, respectively in professional academic work and if he/she has contributed especially in the application and implementation of scientific activity in the field for which he/she is selected.

Initiatives for early promotion of the candidate are taken by at least two College Programs from the same scientific teaching activity for which the selection is made, with a reasoned proposal in written, where special emphasis is placed on the good results of the candidate.

If within the college there is no organizational unit from that scientific teaching activity, the initiative for early promotion can be taken by the organizational unit from another organization of higher education within Biznesi College.

Following the reasoned initiative to initiate the procedure for early promotion, the decision will be made by the College Council.

The selection of the candidate in teaching-scientific, teaching, professional teaching and in associate titles is made by the Council of the College, based on the evaluation of the report of the review committee.

8. Review commission

8.1. The review commission is formed by the College Council within no later than 5-10 days from the day of the deadline for the submission of the candidate's request.

The Dean notifies the members of the Review Committee for the establishment and composition of the review commission no later than 8 days.

The review commission consists of not less than three members. The members of the review commission can be from the Program where the selection is made and from other universities in the country and abroad.

The members of the review commission cannot be in a lower position than the one for which the candidate is running and being elected.

Members of the review commission may also be retired persons with scientific teaching titles, titles to full professors who meet the requirements of this Regulation.

More than half of the members of the review commission are persons in scientific teaching titles and teachers in the same field, while the other members may be from similar scientific teaching fields.

Proximity is determined by the Council of Biznesi College, based on the scientific activity and disciplines determined by the College.

The review committee provides report for all the nominated candidates and proposes one of the candidates who meets the conditions for election in the title and proposes the titles in which he/she can be elected. The review commission is obliged to submit the report within 30 days from the day of receiving the decisions for the election of its members and the documentation.

If the review commission does not submit the reports in due time, a new review commission is formed. The new proposal for forming the review commission is presented by the dean.

The review commission approves the proposal for election of the candidate by a majority vote of the total number of members.

If the review commission does not submit the proposal, a new review commission is formed.

8.2. The reports of the review committee contain: biographical data of the candidate, evaluation of scientific, professional, pedagogical and other achievements of the candidate which are important for determining the conditions for selection in the title, data for the publication of scientific and professional works from the evaluations of those works as well as a proposal for the selection of the candidate in a certain title.

The report is published in Albanian language.

If there are separate opinions of the members of the review commission from the proposal for election of the candidate, the opinions together with the reports are published in the newsletter of the College.

If there are candidates in the competition who do not meet the conditions for election in an adequate title, the review commission finds that the conditions are not met and notifies the College Council.

Within 5 days from the day of publication of the report by the Review Commission in the newsletter of the College, the interested persons (participants in the procedure, teaching-scientific workers, teachers and collaborators from the departments and from

the respective scientific teaching areas of higher education institutions) can submit objections to the reports announced for election in scientific teaching, teaching and associate titles.

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

9. Deciding on elections

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

The faculty science member of the college is elected if he/she wins the majority of votes of the members of the College Council with the right to vote.

The Council of the College elects the associate, if two thirds of the total number of members of the High Teaching Scientific Council of the College with the right to vote are present at the meeting.

If during the election the teaching-scientific employee and the associate for the highest call does not win the required majority of votes, then the same remains in the call or title he/she has.

10. Persons not selected

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

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 ordinary professors, two of whom will be from the same or similar scientific teaching field.

The commission, within 30 days, submits a report to the Council with an evaluation of the election and the justification of the election.

The Commission may propose that the candidate be elected to the title where he/she was previously elected, propose to be elected to the title for which the candidate has competed, or propose that the decision of the College Council be upheld.

The decision of the commission is final.

11. Early termination of election

The candidate selected in the teaching-scientific, teaching and associate title can be terminated the employment relationship even before the expiration of the term for which he/she has been elected, in conditions and procedure determined by the Statute of the College.

The dean of the college, the body of the internal organizational unit, or at least 5 scientific-teaching employees take the initiative for early termination of the election.

This initiative is reviewed by the College Council.

If the College Council accepts the initiative, it forms a commission composed of three full professors, where two are from the respective teaching-scientific department where the candidate has been elected, with the task of preparing a report based on which a decision for early termination of election will be prepared.

The decision of the Commission for early termination of the election is published in the newsletter of the College.

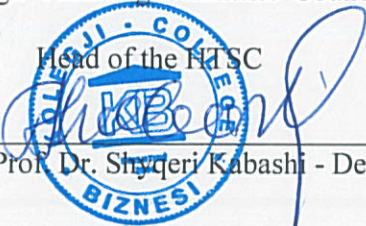
The provisions of this Regulation on the procedure for election to the title shall adequately apply to the procedure for early termination of election.

12. Participation of practice affirmed scientists and professionals

In order to present the achievements, affirmed scientists, professionals distinguished from economics and law, emergency management and security policy management can participate in the performance of tasks assigned by the teaching-scientific disciplines, in the manner and conditions defined by the Statute of the College.

13. Amendments and supplements to this Regulation are made according to the approval procedure while the initiative for amendment to the Regulation may be submitted by 1/3 of the members of the Board, Dean and the Council of the College.

14. Approved on 25 September 2020, by the High Teaching Scientific Council of BIZNESI College.

Head of the HTSC

/ Prof. Dr. Shyqeri Kabashi - Dean/