



**UNIVERSITY OF PRISHTINA  
"HASAN PRISHTINA"**

Str. George Bush, Rectorate Building, 10000 Pristina, Republic of Kosovo  
Tel. +381 38 244 189 • E-mail: rektorati@uni-pr.edu • www.uni-pr.edu

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Based on the competencies outlined in article 173, paragraph 8 of the Statute of the University of Prishtina, in accordance with the provisions of the Law on Higher Education no. 04 / L-037, Labor Law no. 03 / L-212, administrative instruction no. 371, dated 19.10.2017 on the regulation of public sector application procedures and administrative instruction no. 01/2018 on the principles of recognition of international review platforms and journals and Administrative Instruction on Completion and Precision (Annex-I-MEST) 7/2018 of AI 01/2018 for the Principles of Recognition of International Review Platforms and Journals, The University of Prishtina Senate, in its meeting dated 09.07.2019, approved:

**REGULATION**

**ON SELECTION PROCEDURES REGARDING APPOINTMENT, REAPPOINTMENT  
AND ADVANCEMENT OF THE ACADEMIC STAFF AT THE UNIVERSITY OF  
PRISHTINA "HASAN PRISHTINA"**

**Article 1**

**Purpose**

1. The purpose of this regulation is to regulate and determine the selection procedures and the process for the appointment, reappointment, and advancement of the academic staff, in the calling of full professor, associate professor, assistant professor, teaching assistant and lecturer in all faculties, except for the Faculty of Arts.
2. Issues not expressly specified in the University of Prishtina (UP) Statute regarding the procedures for the appointment, reappointment, and advancement of the academic staff are regulated in the following provisions of this regulation.

**Article 2**

**The Academic Staff**

Pursuant to Article 171 paragraph 2 of the statute, University academic staff (except for the Faculty of Arts) consists of: full professors; associate professors; assistant professors; university teaching assistants and lecturers.

### **Article 3**

1. The evaluation procedures for the academic degree appointment is based on the following criteria:
  - 1) Educational activity - Appendix I;
  - 2) Research, scientific and professional activity - Appendix II;
  - 3) Service activity - Appendix III.
2. The appointment of candidates in the relevant titles requires the fulfillment of the minimum criteria defined in the UP statute and the relevant appendices of this regulation.
3. Annexes I, II and III are an integral part of the Regulation.

### **Article 4**

#### **Appointment in the title of Full Professor**

1. Pursuant to Article 175 of the University of Prishtina Statute, for the Full Professor title of the Faculty, the candidate must have the following qualifications:
  - 1.1. To have a PhD degree,
  - 1.2. To demonstrate a high level of academic competence and scientific experience in the subject proven by:
    - 1.2.1. A significant number of monographs<sup>1</sup>, textbooks<sup>2</sup>, publications in international scientific journals, at least 5 main papers published in international scientific journals, as first author or correspondent;
    - 1.2.2. Active participation in national and international conferences<sup>3</sup>;
    - 1.2.3. Long-term experience in basic and applicable research projects<sup>4</sup>;
    - 1.2.4. High educational and pedagogical skills through reasonable practice;
    - 1.2.5. Academic leadership skills;
    - 1.2.6. Master and PhD thesis mentorship.
2. The candidate can be considered as the first author or correspondent of the papers published in scientific journals in the sense of point 1.2.1 of this article only if the criteria specified in paragraph A of Annex II of this Regulation are met.

### **Article 5**

#### **Appointment in the title of Associate Professor**

1. Pursuant to Article 176 of the Statute of the University of Prishtina, for the title of associate professor, the candidate must have the following qualifications:
  - 1.1. To have the PhD degree;

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<sup>1</sup> At least one (1) monograph; The monograph is also considered the doctoral thesis in the form of a monograph, published as a separate publication.

<sup>2</sup> At least one (1) textbook (as author, co-author or translator).

<sup>3</sup> At least three (3) conferences, of which at least one (1) should be international.

<sup>4</sup> Participant in at least one (1) project.

- 1.2. A significant number of monographs<sup>5</sup>, publications in international scientific journals, at least 5 main papers published in international scientific journals, as first author or correspondent;
  - 1.3. To demonstrate teaching skills;
  - 1.4. To demonstrate work, knowledge, and skills in a specific area.
2. The candidate can be considered as the first author or correspondent of the papers published in scientific journals in the sense of point 1.2 of this article only if the criteria specified in paragraph A of Annex II of this Regulation are fulfilled.

## **Article 6**

### **Appointment in the title of Assistant Professor**

1. Pursuant to Article 177 of the Statute of the University of Prishtina, for the title of Assistant Professor, the candidate must have the following qualifications:
  - 1.1. To have the PhD degree;
  - 1.2. To have a selected number of monographs<sup>6</sup> and publications peer-reviewed in international scientific journals, with at least one main paper published and peer-reviewed in international journals as first author or correspondent;
  - 1.3. To demonstrate teaching skills<sup>7</sup>
  - 1.4. To have at least three years of experience in the teaching process in higher education;
  - 1.5. The candidate who is appointed for the first time shall not be older than 50 years<sup>8</sup>.
2. In preclinical subjects, specialization is not necessary. If the candidate applying in preclinical subjects has a specialization, then evaluation of that specialization is done by comparing it with the approximate specializations determined by the respective preclinical departments and based on the level of compliance with the requirements of the respective departments.
3. Work experience in the sense of point 1.4 is considered the experience gained by the candidate in the teaching process, as appointed or engaged for at least six (6) semesters in one of the institutions of higher education.
4. The candidate can be considered as the first author or correspondent of the papers published in scientific journals in the sense of point 1.2 of this article only if the criteria specified in paragraph A of Annex II of this Regulation are fulfilled.

## **Article 7**

### **Appointment in the title of University Teaching Assistant**

1. Conforming to Article 178 of the Statute of the University of Prishtina, for the title of University Teaching Assistant, the candidate must meet the following conditions:

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<sup>5</sup> At least one monograph; A monograph is also considered the doctoral thesis in the form of a monograph

<sup>6</sup> At least one monograph; A monograph is also considered the doctoral thesis in the form of a monograph

<sup>7</sup> It is proven with reference by the prior employer or a field teacher with a higher title from that institution.

<sup>8</sup> Not older than 50 years is considered the period to the day the candidate turns 50 years old.

- 1.1. To have successfully completed master studies in the corresponding field, respectively for the Faculty of Medicine<sup>9</sup> to have completed the Faculty of Medicine (in the case of clinical subjects, to have completed the specialization or be at least in the third year of specialization in the case of re-appointment);
- 1.2. Be no older than 30 years <sup>10</sup>(respectively not older than 35 years<sup>11</sup> in the Faculty of Medicine<sup>12</sup>) when first appointed. Exceptionally the candidate may be elected a university assistant up to the age of 40 if he holds a doctorate;
- 1.3. Be enrolled in doctoral studies at university<sup>13</sup> upon re-appointment;
- 1.4. Have an average grade of bachelor and master studies of no less than 8 in each of these studies.

## **Article 8**

### **Appointment in the title of Lecturer**

1. For the title of lecturer of foreign languages, the candidate must meet the following conditions:
  - 1.1. To have successfully completed master studies in the corresponding language<sup>14</sup>;
  - 1.2. To have excellent language skills;
  - 1.3. To have an average grade of bachelor and master studies of no less than 8 in each of these studies;
  - 1.4. Lecturers in other faculties, except for their own faculty, have all the rights and obligations for giving lectures.<sup>15</sup>

## **Article 9**

### **Duration of appointment and appointment restrictions**

1. All appointments for the titles and duration of employment are done in accordance with the relevant provisions of the Statute of the University of Prishtina.
2. Advancement is not an automatic process, but it is competitive and merit-based for all the positions.
3. Part-time academic staff, namely contract academic personnel who are not in regular employment relationship with UP, cannot take part in the advancement process of the academic call for the period until they have the status of regular employment relationship with UP, respectively present no evidence that they have renounced their regular employment in the other institution.
4. The category of academic staff referred to in paragraph 3 of this article comprises the personnel who have been in regular employment at the UP; meanwhile, the latter has been

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<sup>9</sup> For integrated studies in the Faculty of Medicine

<sup>10</sup> Not older than 30 years is considered the period to the day the candidate turns 30 years old.

<sup>11</sup> Not older than 35 years is considered the period to the day the candidate turns 35 years old.

<sup>12</sup> For integrated studies in the Faculty of Medicine

<sup>13</sup> In any institution of higher education

<sup>14</sup> Native speakers of the language will be given priority

<sup>15</sup> Lectures and exercises

appointed or elected at other public functions or have established a regular employment relationship at another institution.

5. Appointments in the calls of the professor are done following this order: assistant professor, associate professor and a full professor. No surpass of the call is allowed, neither overhasty appointments.
6. The age criterion outlined in articles 177 and 178 of the Statute applies to candidates applying for the establishment of a regular employment relationship and will be considered until the date of application. If a candidate was engaged at the University of Prishtina in the capacity of an external associate or with an honorarium prior to the age specified in articles 177 and 178 of the Statute, this does not imply that the age criterion provided by the Statute does not apply at the moment of establishing a regular working relationship.
7. Conforming to the Labor Law in force, a contract for regular employment for a specified period that is clearly or unambiguously renewed for a period of employment longer than ten (10) years shall be deemed to be a contract for an indefinite time period.
8. At the University of Prishtina the recruitment/engagement of candidates within any of the basic organizational structures (faculty, branch, department or program) are not allowed if within those structures they have close family members engaged in regular employment relationship (in spousal relationship, parent-child, brother-sister, sister-in-law, brother-in-law and vice versa).
9. Foreign nationals and persons without citizenship in the Republic of Kosovo establish employment relationships in agreement with the Labor Law, under the conditions and criteria outlined in a specific law on the employment of foreign nationals and in accordance with international conventions.

## **Article 10**

### **Application Procedures**

1. The selection procedure for appointment, reappointment or advancement will be made in a transparent manner and with the announcement of a public vacancy for the position.
2. The vacancy for appointment, reappointment, and advancement is announced by the senate decision, having approved the proposals of the faculties.
3. Faculties cannot require the vacancy announcement of positions related to full-time staff for whom less than 12 months have remained until retirement unless accreditation of the respective program is at risk.
4. Personnel in regular employment in accordance with paragraph 3 of this Article shall not be eligible to apply for a vacancy, as for the latter, with a decision of the Rector, the contract for the remaining period will be extended until retirement.
5. Personnel selected for the positions referred to in paragraph 3 of this article shall be issued a valid employment contract after the retirement of the full-time corresponding staff in those positions.
6. Faculties must base their proposals on real needs, a sufficient number of hours an employment position must have in order to be selected in the call of a teacher, assistant or lecturer.

7. Proposals for full-time positions can be taken into account if the faculty provides evidence that there is a fund of hours for that position within one academic year:
  - 7.1. For the teacher position, at least 50% of full-time classes should be compulsory lectures, and the remaining lectures can be elective, or at the Faculty of Medicine from clinical practice. The full norm is calculated within one academic year;
  - 7.2. For the teaching assistant position, at least 50% of full-time classes should be exercises from compulsory courses, and the remaining exercises of elective course classes. The full norm is calculated within one academic year.
8. The Rector, on a well-reasoned basis, may decide to propose to the Senate the announcement of a vacancy for the academic staff, even if that position is not foreseen by the faculty proposal.
9. The vacancy must contain relevant articles reference to the Statute of the University of Prishtina and this regulation.
10. Candidates who have completed their studies abroad when applying for appointment, reappointment or advancement must bring the decision of nostrification (equivalence) of relevant diplomas (bachelor, master's, doctorate) or proof for nostrification application.
11. In case of absence of the decision for diploma nostrification at the time of application for appointment, reappointment or advancement, the candidate is obliged to bring the decision for diploma nostrification before the Senate decides on the respective subject, otherwise, he cannot establish a working relationship with the University of Prishtina.
12. The vacancy is announced on the university website. The duration of the vacancy is fifteen (15) calendar days.
13. The public sector employer is obliged to send a copy of the announcement of the public vacancy to the Employment Agency of the Republic of Kosovo (EARK).
14. Applicants must submit the required documents in hard copy and electronically.
15. Documentation printed and scanned on CD must be submitted to the relevant faculty and the electronic version on the official address of the University of Prishtina.

## **Article 11**

### **Evaluation committees**

1. The Faculty is obliged to appoint an evaluation committee for each position announced in the vacancy.
2. Within (10)<sup>16</sup> days after the vacancy is opened, the dean of the Faculty shall convene a meeting of the Faculty Council, which shall decide on the establishment of the evaluation committees and the appeals committee, consisting of 3 members.
3. The members of the appeals committee cannot be the leadership structures of the respective faculty and departments, neither members of the evaluation committees.
4. The members of the evaluation committee cannot be the management structures at the faculty and university level.

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<sup>16</sup> All deadlines in this regulation mean calendar days, unless otherwise specified

5. The evaluation committee is selected by the faculty council, on the proposal of the department, branch, or program. Exceptionally, when there is no proposal made by (department, branch, or program), the evaluation committee or the evaluation committee member is directly elected by the faculty council.
6. The participation of the academic staff in the evaluation committees is a work duty and as such, it is obliged for implementation, unless a conflict of interest is identified or the refusal is justified due to the medical condition, which is evidenced by a doctor's report.
7. The evaluation committees are bodies of high professional, academic and ethical credibility.
8. In the evaluation committees, there should be at least two (2) members from the narrow field of subjects for which the vacancy was announced.
9. The members of the evaluation committee must have higher academic or at least the same position the candidate has applied for.
10. The member of the evaluation committee with the highest academic call, automatically, is the chairman of the committee. In cases where more than one member of the committee has the highest calling, respectively, where all members of the committee have the same rank as the candidate for which the candidate has applied, the oldest member shall be the chairman, respectively the member appointed by consensus.
11. In the absence of a sufficient number of professors as in paragraphs, 6 and 7 of this article, professors from other departments may be appointed as members of the evaluation committee, but in this case, the chair of the committee must be among the professors of the department for which applications are being evaluated.
12. Members of the evaluation committee can also be from other universities at home and abroad. In this case, at least one (1) member of the committee is internal, i.e. from the University of Prishtina. In cases when the evaluation committee has two (2) external members, the internal member, automatically, is the chairman of the committee.
13. In the absence of members of the regular employment relationship as referred to in paragraphs 6, 7 and 9, members of the evaluation committee may also be retired persons who have the necessary academic background from the relevant field and who have not reached the age of 70 years, excluding Emeritus professors, who have a contract to teach at this age.
14. In case of justified reasons, the member of the committee can, within five (5) days after the establishment of the evaluation committee, declare in writing his withdrawal from the committee. In this case, the dean of the faculty shall, within seven (7) days, convene the meeting of the faculty council and, having approved the resignation, require the council to complete the formation of another evaluation committee respectively.
15. Faculty administration should provide the evaluation committee with all documentation submitted.
16. The chairperson of the evaluation committee is obliged to call the other members of the committee for drafting the evaluation report.
17. The Evaluation Committee is obliged, within fifteen (15) days after the closing of the competition, to submit the evaluation report for the candidates who have applied for the position.

18. The council of the respective faculty has the right to change the formation of the evaluation committee, respectively to form a new committee, if it is found that the committee has not respected the deadlines outlined in this regulation in relation to the evaluation report.
19. Having changed the composition of the evaluation committee, the faculty council gives the committee another ten (10) additional days to draft and submit the report for the candidates presented in the vacancy.
20. The Evaluation Committee during its work is obliged to comply with the provisions of the Law on Higher Education, the Statute of the University of Prishtina, this regulation, the vacancy conditions and other applicable legal and sub-legal acts.
21. If the evaluation committee deems it necessary, it may invite candidates who are first appointed at the University of Prishtina for an interview.
22. The evaluation committee is obliged to give preference to candidates who meet the necessary criteria and who, based on the overall evaluation of their scientific, professional and academic activity, are better than other candidates. The Committee should justify the recommendation made in the sense of this paragraph.
23. The report of the evaluation committee should make the proposal clear for the appointment, reappointment or advancement of the candidates in the vacancy required number and to distinguish it from the proposal for the candidates who have not been selected.
24. The Evaluation Committee is obliged to write a report also for candidates who meet the minimum requirements but who are not proposed to be appointed. For candidates who do not meet the minimum requirements, it is sufficient to state that the conditions have not been met.
25. Upon drafting and signing of the report by all three (3) members, the chair of the evaluation committee is obliged to submit the report to the relevant faculty council.
26. If a member of the evaluation committee has a different opinion on the proposal for the appointment, reappointment or advancement of the candidate, that member is obliged to submit a "separate proposal" to the relevant faculty council. The assessments in the report are made in accordance with the criteria and requirements set out in the statute and detailed in this regulation. In such cases, the faculty council discusses both proposals and submits to the rector the proposal approved by the council, including information on dissenting opinions. The Faculty Council reserves the right to reject both proposals, but cannot approve both proposals for the same position.
27. The report of the faculty council should make clear the proposal for the appointment, reappointment or advancement of the candidates in the number required in the vacancy.
28. The members of the evaluation committee shall bear legal, disciplinary and ethical responsibility for the truthfulness of the data stated in the evaluation report, and for the recommendations they make, will be sanctioned in accordance with the code of ethics and other applicable legal provisions, if they are clearly contrary to the Statute of UP and this regulation.



## **Article 12**

### **Procedure after submission of the report by the evaluation committee**

1. The Faculty Council, having submitted the report by the evaluation committee, is obliged, in the following meeting, not later than seven (7) days, to review the report and ascertain the performance of the work related to the report of the evaluation committee.
2. The Council of the relevant faculty, having finished the meeting and ascertaining the status of the evaluation reports, within three (3) days, shall forward the completed evaluation reports in the electronic version to the office for university academic affairs.
3. The Academic Affairs Office of the University is obliged, within seven (7) days after receiving the evaluation reports from the Faculty Boards, to compile the bulletins and publish them on the University's web site.
4. The bulletins must remain published on the university website for a period of fifteen (15) days from the date of publication.
5. If the Office of academic affairs finds that any of the reports submitted by the relevant faculty council is improper with documentation asks the rector for further instructions in order to oblige the relevant faculty to complete the documentation before it is published.
6. During the publication phase of the report by the evaluation committee in the bulletin, dissatisfied candidates have the right to complain to the relevant faculty council.
7. Possible grievances of the candidates should be submitted to the administration of the respective faculty.
8. The faculty council is obliged, after the expiration of the bulletin deadline, within ten (10) days, to evaluate the reports of the evaluation committees and to decide whether or not to approve those reports.
9. During the review of the reports, the faculty council is obliged to review the report of the complaints committee regarding the grievances of the candidates, submitted at the stage of publication of bulletins and to respond to the complaints in written form.
10. The faculty council is obliged, after reviewing and approving or not approving the reports of the evaluation committees, to submit the relevant decision and other details regarding the review of the appeals within three (3) days to the university academic affairs office.
11. If the academic affairs office finds that there is any omission in the material submitted by the respective faculties, it is obliged to inform the rector for teaching, who then requires the dean of the respective faculty to complete the files.

## **Article 13**

### **Consideration of the proposal of the faculty council in the Senate**

1. Conforming to Article 28, paragraph 1.16 of the Statute of UP, the Rector shall form an advisory committee on the regularity of the procedure and proposals of the faculties for the candidates presented in the vacancy.
2. Within thirty (30) days of submission of the faculty council's proposals, the academic affairs office shall prepare the reviews with the relevant proposals for the senate, including the rector's proposal regarding the faculty council's proposals.

3. The Senate's decision on the proposals of the faculty councils is made twenty (20) days after the compilation of the reports by the office of academic development.
4. If the Senate decides to reject the proposal of the faculty council, the relevant file, within three (3) days, is returned to the faculty council for reconsideration.
5. The faculty council is obliged, within seven (7) days after the Senate's decision has been received, to review the subjects for re-evaluation and submit the relevant decision, within three (3) days, to the University academic affairs office.
6. If the faculty council, even after reconsideration, makes the same proposal, the senate, within a period not exceeding twenty (20) days after the submission of the documents, makes a final decision.

#### **Article 14**

##### **The decision, grievance period and vacancy duration**

1. The voting procedure in the Senate on the proposals of the Faculty Council regarding the appointment and advancement of members of the academic staff is done in accordance with the Regulation of the Senate work.
2. The academic staff member, who has a positive rating from previous instances but who does not gain the necessary votes from senate members for advancement, remains on the same call.
3. The decision of the Senate, not later than fifteen (15) days after notification has been received on the decision, may be appealed to the Senate Appeals and Appeals Committee, which serves as the first and last instance of the appeal at the UP.
4. The vacancy for the appointment, reappointment or advancement of academic staff must be concluded by the relevant decisions of the UP Senate for all places announced, not exceeding 175 days from the date of publication.
5. In special cases, before the proposal is taken to the Senate, at the request of the Rector, the term of the entire procedure may be extended to a maximum of 30 days.
6. If the vacancy is not fully or partly conducted within the deadline outlined in paragraph 4 of this article, then the unrealized relevant places may be re-announced in the next vacancy as requested by the faculty.
7. The contract of employment for the first-time academic staff at the University of Prishtina, according to the decision of the Senate, will be signed only if there is no appeal within the legal deadline, i.e. in case of an appeal, until the labor inspectorate gives a final decision.

#### **Article 15**

##### **Transitional Provisions**

1. Papers published after June 1, 2020, will only be considered if they are published in internationally indexed journals on the platforms:
  - 1.1. Web of Science: Core Collection (<http://mjl.clarivate.com/>)
  - 1.2. Scopus (Elsevier) (<https://www.scopus.com>).

2. For appointments and advancements of the academic staff from 1 January 2023, only papers published in (internationally indexed) international journals in the sense of Articles 175, 176 and 177 of the UP Statute, which are specified in Annex II, paragraph A.2.1, subsections 1 and 2, respectively:
  - 2.1. Web of Science: Core Collection (<http://mjl.clarivate.com/>)
  - 2.2. Scopus (Elsevier) (<https://www.scopus.com>).
3. From 1 January 2023, the following paragraphs of Appendix II of the Regulation shall become invalid:
  - 3.1. Paragraph A.2.1, subsections 3, 4 and 5;
  - 3.2. Paragraph A.2.2. subsections 1, 2 and 3;
  - 3.3. Paragraph A.2.3, with all subsections (1-16);
  - 3.4. Paragraph A.2.4, with all subsections (1-10);
  - 3.5. Paragraph A.3 and
  - 3.6. Paragraph A.4
4. This article shall not apply to reappointments of academic degrees obtained prior to the entry into force of this Regulation.

**Article 16**  
**Final Provisions**

1. With the entry into force of this regulation, regulation no. 1/342, date 11.5.2018 is repealed for further technical corrections of the regulation no. 465, date 02.03.2018 on selection procedures on the appointment, reappointment, and advancement of Academic Staff at the University of Prishtina "Hasan Prishtina", and also regulation no. 465, date 02.03.2018, on the selection procedures regarding the appointment, reappointment and advancement of the academic staff at the University of Prishtina "Hasan Prishtina".
2. This Regulation shall enter into force on the day of its approval.

Chairman of the Senate of the University of Prishtina



Prof. Dr. Marjan Dema

Rector of the UP

## APPENDIX I

### FORM FOR EDUCATIONAL ACTIVITY (TEACHING)

**Table I.1. Teaching activities with a focus on relevant experience**

<b>Name and course level under the period it is reviewed</b>	<b>Year and Semester of teaching</b>	<b>Approximate students number</b>	<b>The number of hours per semester</b>	<b>The form of teaching (e.g. lectures, teamwork teaching, tutoring, supervision of practical work, online, lab work)</b>

**Table I.2. Teaching quality <sup>17</sup>**

<b>Activity</b>	<b>Activity Evaluation</b>
The evaluation of teaching by students, etc. (Positive/Negative)	

**Table I.3. Mentoring**

<b>Name of the candidate</b>	<b>Diploma, level of study <sup>18</sup></b>	<b>Date of registration/ paper permission</b>	<b>In process</b>	<b>End date</b>

<sup>17</sup> It starts to apply from the moment of providing the merit system of student evaluation.

<sup>18</sup> The diploma thesis of 5 or 6 year studies regarding the appointment, reappointment and advancement of the academic staff is considered equivalent to a master's thesis.

**Table I.4. Rewards and Training in Teaching**

<b>Reward/ Training</b>	<b>Date/ Period</b>	<b>A brief Description</b>

*Note: For activities related to Table 1.4 candidates in regular employment relationships at UP must provide evidence that they have successfully attended at least 2 teaching trainings (except for the first vacancy announced after the approval of this regulation, evidence of application can also be accepted).*

## APPENDIX II

### FORM FOR RESEARCH, SCIENTIFIC AND PROFESSIONAL ACTIVITY

#### A. First author, correspondent author, and papers published in international journals in accordance with articles 275, 276 and the Statute of UP

In accordance with the UP Statute, the paper published in an international scientific journal can be used for the purpose of appointment, reappointment, and advancement by the first author and the corresponding author.

A.1. For the corresponding author of the paper published in the international scientific journal, the following definitions apply:

- a) The corresponding author is considered the author who is identified as such in the published paper;
- b) If more than one correspondent author is specified in the published paper, the first author identified as such shall be considered as the corresponding author;
- c) If there are only two authors in the published work and the corresponding author is not specified, the second author is considered as the corresponding author.

A.2. Conforming to the UP statute and other applicable legal acts, such as papers published in international scientific journals during the evaluation of the candidates submitted in the vacancy, are considered published papers in the field of the candidate, in journals which are indexed on relevant academic bases and categorized as follows:

A.2.1. Papers published in journals indexed in the following academic bases are rated 1:

1. Web of Science: Core Collection (<http://mjl.clarivate.com/>)
2. Scopus (Elsevier) (<https://www.scopus.com>)
3. EBSCOhost (<https://www.ebscohost.com/academic>)
4. WorldCat (<http://www.worldcat.org>)
5. Directory of Open Access Journals (<http://www.doaj.org>)

A.2.2. Papers published in journals indexed in the following academic bases are rated 0.85:

1. World Wide Science (<http://www.worldwidescience.org>)
2. Microsoft Academic Search (<http://academic.research.microsoft.com>)
3. BASE (Bielefeld Academic Search Engine) (<https://www.base-search.net>)

A.2.3. Papers published in journals indexed in the following academic bases are rated 0.70:

1. Scimago Journal & Country Rank (<http://www.scimagojr.com>)

2. PubMed (<http://www.ncbi.nlm.nih.gov/pubmed>)
3. ERII PLUS (<https://dbh.nsd.uib.no/publiseringskanaler/erihplus>)
4. HeinOnline (<https://home.heinonline.org/>)
5. CrossRef (<http://www.crossref.org>)
6. Central and Eastern European Online Library (<https://www.ceeol.com>)
7. Hrvatska znanstvena bibliografija (<https://bib.irb.hr/>)
8. ULAKBIM - National Academic Network and Information Center  
(<http://cahim.ulakbim.gov.tr/tr-dizin/tr-dizinde-dizinlenen-dergi-listesi>)
9. CAB Direct (<https://www.cabdirect.org/cabdirect/>)
10. zbMATH (<https://zbmath.org>)
11. IEEE Xplore Digital Library (<https://www.ieee.org/index.html>)
12. DBLP-Computer Science Bibliography (<http://dblp.uni-trier.de/>)
13. ProQuest (<http://www.proquest.com/libraries/academic/databases>)
14. Open Academic Journals Index (<http://oaji.net/>)
15. JSTOR (<https://www.jstor.org/>)
16. ERIC- Education Research Information Center

A.2.4. Papers published in the following journals are rated 0.55:

1. South-East European Journal of Ophthalmology (<http://www.seeos.eu/>)
2. Studime (<http://www.ashak.org/?cid=1>.)
3. Studime Albanologjike ([https://www.fhf.edu.al/?S=albanology studies](https://www.fhf.edu.al/?S=albanology%20studies))
4. The Journal of International Turkish Language & Literature Research  
([Http://dedekorkutdergisi.com/OncekiSayilar.aspx](http://dedekorkutdergisi.com/OncekiSayilar.aspx))
5. Cahiers d'histoire culturelle ([https://www.entrevues.org/revues/cahiers-dhistoire-culturelle /](https://www.entrevues.org/revues/cahiers-dhistoire-culturelle/))
6. Medien & Zeit ([http://medienundzeit.at /](http://medienundzeit.at/))
7. Kuwait Journal of Science (<https://journalskuwait.org/>)

8. South-East European Journal of Earth Observation and Geomatics

(<https://ejournals.lib.auth.gr/seejeog/index>)

9. International Journal of Contemporary Architecture- The New ARCHt., "1-1 -)" - new-arch.net/)

10. Gjurmime Albanologjike

(<http://www.instituti.albanologjik.com/index.aspx?SID=19&LID=2&AID=117&Ctype=1&ACatID=15>)

11. Music Theory Spectrum (Oxford Academy) UK <https://academic.oup.com/mts/pages/About>

12. Grove Music Online Dictionary (Oxford Music Online) UK

<http://www.oxfordmusiconline.com/>

13. The Musicologist (International Journal of Music Studies) TURKEY

<http://musicologistjournal.com>

14. Acta Musicologica (International Musicological Society) SWISS [https://www.acta-](https://www.acta-musicologica.net)

[musicologica.net](https://www.acta-musicologica.net)

15. The World of Music (Journal of Musicology of Georg August University- Gottingen) GERMANY

16. <http://www.journal-the-world-of-music.com>

A.3. Papers published in journals 3, 4 and 5 of the subsection A.2.1, as well as in journals such as subsections A.2.2, A.2.3 and A.2.4 shall not be taken into account when evaluating candidates if the respective journals are included in the lists of suspicious<sup>19</sup> journals and publishers, respectively in Beall's original list of suspicious magazines and publishers:

1. (<https://web.archive.org/web/20170111172309/https://scholarlyoa.com/individualjournals/>).

2. <https://web.archive.org/web/20170111172306/https://scholarlyoa.com/publishers/>)

A.4. Articles published in international scientific journals apply to articles published in journals outside Kosovo and outside Kosovo's neighboring countries, except in the case of candidates coming from the field of Albanology, for which papers in Kosovo and Albania journals also apply having an international editorial office.

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<sup>19</sup> Suspicious journals are journals that do not apply the true peer review process, do not have a true ISSN, do not have a website or have a suspicious one, the legal or natural publisher has no address or contact number, declares fictitious address or contact number, false international indexing paragraphs, declares false impact factor, their publisher suspicious in terms of management manner and pallet of journals he publishes



**Table II.1. Publications in international journals that meet the conditions set in paragraphs A1 to A4**

No.	Authors (order as in the papers presented)	Title of the paper	Journal	Volume, no. pages, year	Identifying link <sup>20</sup>

*Note: For the candidate applying in the call of Full Professor, there are required at least 5 papers, for the Associate Professor call, at least 3 papers, and for the Professor Assistant call at least 1 paper from this category.*

**B. Publications in academic, scientific, international or national journals not included in Table II.1 (as the first author or co-author)**

No.	Authors (order as in the paper)	Title of the paper	Journal	Volume, no., pages, year

**Table II.3. Publications in local academic or scientific journals**

No.	Authors (order as in the paper)	Title of the paper	Journal	Volume, no., pages, year

<sup>20</sup> The Evaluation Committee is obliged to indicate the link through which it is proven the indexation of the paper, namely the journal on the designated academic basis, or the link of the work in the relevant journal of subsection A.2.4

**C. Publications of monographs, books, book chapters, dispensations, translations in the field of the candidate (as the first author or co-author)**

**Table II.4. Publications of monographs, books, book chapters, dispensations, translations, etc. in foreign languages**

No.	Authors (order as in the paper)	Title of the publication	Type of the publication	Publishing house, place, year

**Table II.5. Publications of monographs, books, book chapters, dispensations, translations, etc. in Albanian**

No.	Authors (order as in the paper)	Title of the publication	Type of the publication	Publishing house, place, year

**D. Publications from congresses, conferences, symposiums, seminars, workshops (as the first author or co-author)**

**Table II.6. Publications from congresses, conferences, symposiums, seminars, workshops at international level (abroad)**

No.	Authors (order as in the paper)	Title of paper	Conference, symposium	Volume, no., pages, year


**Table II.7. Publications from local congresses, conferences, symposiums, seminars, workshops**

No.	Authors (order as in the paper)	Title of paper	Conference, symposium	Volume, no., pages, year

**E. Other research activity**

**Table II.8. Lectures - oral presentations at conferences, symposiums, scientific workshops and at universities (as guest lecturers) in the field of the candidate**

No.	Authors (order as in the paper)	Title of presentation	Lecture type (Conference, Symposium, Workshop, University)	Year, Place

**Table II.9. Editor/reviewer of academic or scientific journals**

No.	Contribution (editor/reviewer)	Original author of the paper	Title of the paper reviewed	Journal that has been edited, or for which the review has been written	Year, Place

**Table II.10. Other scientific and professional contributions**

<b>No.</b>	<b>Authors (order as in the scientific contribution)</b>	<b>Type of scientific contribution</b>	<b>Year, Place</b>

**F. Contribution to basic and applicable research projects**

**Table II.11. Proven participation in basic and applicable research programs or projects**

<b>No.</b>	<b>Scientific program/ project</b>	<b>Period</b>	<b>Institution/place</b>	<b>Program, Project position/ contribution</b>

**G. Patent at international or national level**

**Table II. 12. Official patent at international and national level**

<b>No.</b>	<b>Authors (order as in official patent)</b>	<b>Patent title</b>	<b>Institution/place and year of formalization</b>	<b>Pages</b>

## APPENDIX III

### FORM FOR SERVICE ACTIVITY

This appendix includes service at the university, faculty, and community through specific service, namely participation in academic, administrative, or professional committees/commissions.

**Table III.1. University-related service**

<b>Service/ namely committee, commission, team position</b>	<b>Duration</b>	<b>A brief description of the service</b>

**Table III.2. Faculty related service**

<b>Service/ namely committee, commission, team position</b>	<b>Duration</b>	<b>A brief description of the service</b>

**Table III.3. Community-related service**

<b>Service/ namely committee, commission, team position</b>	<b>Duration</b>	<b>A brief description of the service</b>