



# KOLEGJI DARDANIA

Rr. "Ibrahim Lutfiu" Nr. 93, 10000 Prishtinë

Tel: +383 (0) 38 247-587 / +383 (0) 44 636-359

Web: [www.kolegjidardania.com](http://www.kolegjidardania.com)



In accordance with the provisions of Law no. 04 /L-037 on Higher Education in the Republic of Kosovo ("Official Gazette of the Republic of Kosovo", No. 14 / September 2011), the Steering Board of the College, on 15.09.2021, adopted

## TERMS OF REFERENCES OF EMPLOYMENT PROCEDURES OF ACADEMIC AND NON-ACADEMIC STAFF

### 1. College staff

#### Academic and non-academic staff

#### Article 1

1. All workplaces shall be based on full-time and part-time contracts.
2. The Steering Board shall issue a special contract form for academic and non-academic staff in accordance with the legal provisions of the Statute and the provisions of this Regulation.

#### Article 2

The academic staff of the Dardania College are the persons engaged in:

1. Academic staff in regular employment;
2. Part-time staff / external collaborators.

The criteria for selection in the respective academic vocation are detailed in the statute of Dardania College, article 55 - 56.

The time distribution of their engagement is as follows:

The working week for employees in regular employment according to the law on employment is 36 hours per week (40 hours off).

The time distribution is as follows:

Teaching up to 10 hours per week;

Preparation for lectures with students 10 hours per week;  
Research 6 hours per week;  
Other activities 10 hours per week;  
duties and obligations of work are described in detail in the employment contract with employees;  
Distribution for external collaborators is reduced 50% of the time from the table above;  
The selection and employment is done through a public announcement according to the statute of the college and the evaluation forms according to the respective fields and the results of the oral interview.

### **Article 3**

1. To non-academic staff of the Dardania College are the persons engaged in:
  - 3.1 Administrative and professional leading officials;
  - 3.2 Administration; and
  - 3.3 Technical staff.
2. Special responsibilities and qualifications, for each position, are provided by the relevant articles of the Statute and regulation on the internal organization and systematization of job position within the administration of the Dardania College.

### **Article 4**

All academic and non-academic staff will be appointed by the Rector, according to a decision based on the Steering Board.

### **Article 5**

1. The conditions for the employment of academic and non-academic staff are: relevant qualifications and relevant work experience of the workplace, their contributions in the field of scientific research work and other conditions foreseen by the legislation in force;
2. In the case of a practical internship with a student, a person who is before the completion of master studies may be engaged, such commitment shall be permitted by the Steering Board.

### **Article 6**

The Steering Board shall adopt the Regulation on the Code of Ethics of the College staff.

### **Article 7**

Disciplinary responsibilities of the College employees and the measures to be taken are set out in the regulations issued by the Steering Board.

### **2. Rights and responsibilities of the staff**

### **Article 8**

1. Academic staff has the freedom of expression to question and test

the knowledge acquired and to express new ideas, dissenting thoughts without putting themselves at risk of loss of employment relations or any other privilege that may be with the College.

2. The right to free expression may be limited only by law, in accordance with the Constitution of the Republic of Kosovo.

3. Academic staff shall have the freedom to publish the results of their research as provided for in the provisions of this Statute regarding the use of intellectual property rights for the benefit of the College .

4. Personnel have the freedom of organization and collection within the legal provisions;

5. The right to protection from any kind of discrimination;

6. Personnel shall have the right to oppose a decision or action of a higher education institution and address it initially to the Ministry of Education, Science and Technology and then to file a suit in the competent court.

### **Article 9**

The academic staff of the College should respect:

- College Autonomy;
- The Spirit of Humanity;
- Freedom of scientific and research creativity;
- The decisions of the college are based on the relevant acts of the college;
- Principles of professional and scientific interrelationship and
- Code of Ethics.

### **Article 10**

Academic staff of the College during the educational process and scientific research is obliged to fulfil the following duties:

- Prepare and offer lessons, exercises and other forms of lecture,
- To prepare textbooks and other appropriate and comprehensible literature for studies within the course structure;
- To supervise the scientific seminars, diploma papers, master thesis, and other works of a scientific research character;
- Engage in regular supervision with students;
- Ensure the unobstructed retention of exams during the set of exams.

10.1 To ensure undisturbed performance of examinations during the prescribed term.

### **Article 11**

Personnel who are elected or appointed to the College's bodies and committees established within the College should regularly attend certain meetings and give their constructive and sincere engagement for the benefit of the College and society.

### **Article 12**

Personnel have the right to a peaceful assembly and the right to form a

syndicate or other professional union to represent their collective interests before the College authorities.

### **Article 13**

Academic and non-academic personnel have the right to object decisions made by the College's bodies or other academic and organizational units about their rights, obligations and responsibilities by adhering to the procedure referred to in this Regulation.

### **3. Administrative Office Article 14**

The College will provide efficient and useful administrative services to enable academic staff to meet the objectives and responsibilities in the field of academic training and scientific research, as provided for in this Regulation. The College establishes the Administrative Offices at the College level.

### **Article 15**

1. The administrative offices of the College are responsible for administrative and technical administrative matters, related to:

- Education and scientific research;
- Administration of recognition of studies;
- Personnel administration;
- Legal Aspects;
- College Development Plan;
- Accounting and Finance;
- Maintenance and Documentation of Property;
- Students files;
- Turnover of goods;
- Information Management System;
- Central Data Base and
- Other General Aspects of College Administration.

2. All these duties are coordinated by the Human Resources Coordinator and the Secretary of the College.

### **Human Resources Coordinator Article 16**

1. The duties and responsibilities of the Coordinator shall be determined by the Steering Board.

2. The Coordinator's responsibilities are:

- Vacancy announcement for admission of academic and non-academic staff;

- Establishment of the commission for admission of the competitors;
- Proposal of the Steering Board for the admission of candidates;
- Drafting employment contracts;
- Drafting decisions on labour rights based on applicable Laws;
- Evidence of employees;
- Commuting evidence of employees;
- Presentation of the need for hiring of employees, etc.

3. The Human Resources Coordinator with the proposal of the Rector and on the basis of the publication of the vacancy announcement shall be elected by the Steering Board. The potential candidate for Coordinator must have superior preparation and work experience.

Secretary of the College

#### **Article 17**

1. The Secretary is the highest legal and administrative officer of the College; he/ she is accountable to the Rector of the College and the Steering Board. It cares for efficient, legal, and economic management at all levels of the College.

2. He/ she is elected by the Steering Board with the majority of the votes of the members present, according to the Rector<sup>1</sup>'s proposal and on the basis of the public vacancy.

3. Applicants applying for the post of Secretary of the College must have a university degree and 3 years of work experience in similar affairs.

4. The duties and responsibilities of the Secretary of the College are:

1. He/ she is the highest official of the administration;
2. He/ she is responsible for the legal and administrative work of the College;
3. He/ she is responsible for keeping regular records for candidates submitting for admission; students enrolled in the College; graduates; property; giving opinions and preparing the College<sup>1</sup>'s general acts;
4. Performs other work foreseen by this Statute and the Law.
5. A candidate for secretary shall meet these criteria:
  - a) To have superior professional training (law, economic or social sciences),
  - b) Have sufficient knowledge of the teaching and scientific processes;
  - c) Have proper professional experience,
  - d) To know the official languages used in Kosovo.
  - e) Know the work with the computer.

#### **Article 18**

All staff and students of the College should cooperate with the Secretary of the College, providing the information required to be held.

**Article 19**

1. All data shall be stored in a standardized and electronic manner.
2. The Secretary of the College is responsible for granting access to a specific database.

**4. Entry into force Article 20**

This regulation enters into force on the day of its approval by the Steering Council and the preliminary regulation is abrogated.

**CHAIRMAN OF THE STEERING COUNCIL**

Prof. Dr. Haki Demolli

