



UNIVERSITETI
I SHKENCAVE TË APLIKUARA
— FERIZAJ —

Chairman of the Senate
Prof. Dr. Agron Bajraktari, rector of UASF

Nr. prot.: 2521/21; Datë:10.09.2021

Based on the competencies outlined in article 155, paragraph 1 and 10 of the Provisional Statute of the University of Applied Sciences in Ferizaj (UASF), in accordance with the provisions of the Law on Higher Education No. 04/L-037, Labour Law No. 03/L-212, Administrative Instruction No.07/2017 on the regulation of the public sector application procedures and Administrative Instruction No. 01/2018 on the principles of recognition of international review platforms and journals, the Senate of UASF, in its meeting dated 10.09.2021, approved:

REGULATION

ON THE SELECTION PROCEDURES REGARDING THE APPOINTMENT OF ACADEMIC STAFF AT THE UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ

Article 1

Purpose

1. The purpose of this regulation is to regulate and determine the selection procedures and the process for the appointment of academic staff, in the calling of full professor, associate professor, assistant professor, teaching assistant and lecturer in all faculties of UASF.
2. Issues not expressly regulated in the Statute of UASF regarding the procedures for the appointment of the academic staff are regulated in the following provisions of this regulation.

Article 2

The academic Staff

Pursuant to the Article 156, paragraph 1 of the UASF Statute, UASF academic staff consists of: full professors, associate professors, assistant professors, teaching assistants and lecturers.

Article 3

Criteria for the academic degree appointment

1. The evaluation procedures for the academic degree appointment is based on the following criteria arising from the following activities:
 - (1) Educational activity - Annex I;
 - (2) Research, scientific and professional activity - Annex II;
 - (3) Service activity – Annex III;
 - (4) Interview and testing lectures – Annex IV.
2. For the appointment of candidates in the relevant titles the fulfilment of the minimum criteria defined in the UASF Statute are required, respectively in the relevant appendices of this Regulation.
3. Annexes I, II and III, and IV are an integral part of this Regulation.

Article 4

Appointment in the title of Full Professor

1. Pursuant to the article 157 of the UASF 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. An exception to paragraph 1.1 of this article are staff members of the Faculty of Arts, who, in the absence of a PhD degree, can also be appointed as a full time professor with a Master/Master of Arts degree.
 - 1.3. To demonstrate a high level of academic competence and scientific experience in the subject proven by:
 - 1.3.1. At least two (2) monographs, (the published doctorate is recognized as a monograph)
 - 1.3.2. At least one university text as first author;
 - 1.3.3. At least five scientific papers published in international scientific or artistic journals, as the first author, and indexed in one of the five

platforms identified with UA 01/18 of MEST, with an Impact Factor $IF > 0.1$ at the time of publication of the paper, from the last academic call, in the relevant field of study;

1.3.4. An exception from paragraph 1.3.3 of this article is the Faculty of Applied Arts; for theoretical subjects at least five scientific papers published in international scientific or artistic journals, as the first author, and indexed in one of the five platforms identified with UA 01 /18 of MEST, with Impact Factor $IF > 0.1$, at the time of publication of the paper, from the last academic call, from the relevant field of study. Whereas, for artistic subjects, at least five main personal international artistic activities carried out as the first or only author, from the last academic call. In the case of combined, theoretical and artistic subjects, at least five scientific papers from the relevant field of study or artistic activities according to the description above, where at least one of them is a scientific paper and at least one is a personal artistic activity.

1.3.5. Active participation in at least five (5) national and international conferences (proven in one of the following ways: with proceedings book, publication of abstracts or conference agenda as reference), from the last academic call, from the relevant field of study

1.3.6. An exception from paragraph 1.3.5 of this article is the Faculty of Applied Arts; participation in at least three (3) institutional gallery exhibitions, competitions, product fairs and international festivals, with individual or even group work as first authors is required;

1.3.7. Participation in two international projects;

1. 4. For the subjects of visual arts and music, there must be known artistic creations or works, have had public presentations and have contributed to the development of culture and art:

1. 5. High educational and pedagogical skills through practice;

1. 6. Academic leadership skills;

1.7. To have mentored at least 8 MSc students in their Master's thesis (with the exception of the Faculty of Applied Arts, which requires the mentoring of at least 3 students);

1.8. To have had the title Prof. Assoc. Dr. for at least 4 years

Article 5

Appointment in the title of Associate Professor

1. Pursuant to the article 158 of the UASF Statute, for the title of associate professor, the candidate must have the following qualification:

1.1. To have a PhD degree;

1.2. An exception to paragraph 1.1 of this article are staff members of the Faculty of Arts, who, in the absence of a PhD degree, can also be appointed as an associate professor with a MSc/Master of Arts degree.

1.3. To show a high level of academic competence and scientific experience (artistic for the Faculty of Applied Arts) on the subject which is evidenced by:

1.3.1. At least one (1) monograph, (the published doctorate is known as a monograph)

1.3.2. At least three scientific papers published in international scientific or artistic journals, as the first author, and indexed in one of the five platforms identified with UA 01/18 of MEST, with an Impact Factor $IF > 0.1$ at the time of publication of the paper, from the last academic call, in the relevant field of study;

1.3.3. An exception from paragraph 1.3.2 of this article is the Faculty of Applied Arts; for theoretical subjects at least three scientific papers published in international scientific or artistic journals, as the first author, and indexed in one of the five platforms identified with UA 01/18 of MEST, with Impact Factor $IF > 0.1$, at the time of publication of the paper, from the last academic call, from the relevant field of study. Whereas, for artistic subjects, at least three main personal international artistic activities carried out as the first or only author, from the last academic call. In the case of combined, theoretical and artistic subjects,

at least three scientific papers from the relevant field of study or artistic activities according to the description above, where at least one of them is a scientific paper and at least one is a personal artistic activity.

- 1.3.4. For staff members in the Faculty of Applied Arts, participation in at least two exhibitions in institutional galleries, competitions, product fairs and festivals of international character, with individual or even group work as first author;
- 1.3.5. Demonstrate teaching skills;
- 1.3.6. To prove possession of knowledge and mastery in the subject of the relevant field

2. To have had the title Prof. As. Dr. for at least 4 years.

Article 6

Appointment in the title of Assistant Professor

1. Pursuant to the article 159, of the UASF Statute, for the title of assistant professor, the candidate must have the following qualifications:
 - 1.1. To have the PhD degree;
 - 1.2. An exception to paragraph 1.1 of this article are staff members of the Faculty of Arts, who, in the absence of a PhD degree, can also be appointed as an associate professor with a MSc/Master of Arts degree.
 - 1.3. To show a high level of academic competence and scientific experience (artistic for the Faculty of Applied Arts) on the subject which is evidenced by:
 - 1.3.1. At least one scientific paper published in international scientific or artistic journals, as the first author, and indexed in one of the five platforms identified with UA 01/18 of MEST, with an Impact Factor $IF > 0.1$, at the time of publication of the paper, from the relevant field of study;
 - 1.3.2. An exception from paragraph 1.3.1 of this article is the Faculty of Applied Arts; for theoretical subjects at least two scientific papers published in international scientific or artistic journals, as the first

author, and indexed in one of the five platforms identified with UA 01 /18 of MEST, with Impact Factor $IF > 0.1$, at the time of publication of the paper, from the last academic call, from the relevant field of study. Whereas, for artistic subjects, at least two main personal international artistic activities carried out as the first or only author, from the last academic call. In the case of combined, theoretical and artistic subjects, one scientific paper and one personal artistic activity in the relevant field of study.

1.3.3. Participation in at least one international conference, as an oral presenter of the paper as the first author, from the relevant field of study;

1.4. Demonstrate teaching skills;

1.5. To prove possession of knowledge and mastery in the subject of the relevant field

1.6. To have created real artistic works or to have had public presentations, in the case of the Faculty of Applied Arts.

Article 7

Appointment in the title of Lecturer

1. Pursuant to the article 160 of the UASF Statute, for the title of lecturer, the candidate must meet the following criteria:
 - 1.1. To have completed at least the second level of studies (MA, MSc or Master's degree)
 - 1.2. The candidate who is appointed for the first time must have a Bachelor's GPA which is no lower than 7 and a Master's GPA no lower than 8, or a GPA of 7.5 for studies of the 5-year system of studies.
 - 1.3. An exception to paragraph 1.2 of this article are staff members in the Faculty of Applied arts who must have a GPA of 8 or higher both in their Bachelor and Master's studies.

- 1.4. To show a high level of academic competence and scientific experience on the subject which is evidenced by:
 - 1.4.1. At least one scientific paper published in international scientific or artistic journals, and indexed in one of the five platforms identified with UA 01/18 of MEST, with Impact Factor $IF > 0.1$, as the first author, from the relevant field of study;
 - 1.4.2. An exception from paragraph 1.3.1 of this article is the Faculty of Applied Arts; for theoretical subjects at least one scientific paper published in international scientific or artistic journals, as the first author, and indexed in one of the five platforms identified with UA 01 /18 of MEST, with Impact Factor $IF > 0.1$, at the time of publication of the paper, as a first author. Whereas, for artistic subjects, at least one personal international artistic activity carried out as the first or only author.
 - 1.4.3. Participation in at least one international conference, as an oral presenter of the paper as the first author, from the relevant field of study;
 - 1.4.4. An exception from paragraph 1.4.3 of this article are staff members in the Faculty of arts, who are required to have participated in at least one exhibition in an institutional gallery, competition, product fair and international festival, with individual or even group work as first author;
- 1.5. Demonstrate teaching skills;
- 1.6. Demonstrate working abilities through scientific/professional projects.

Article 8

Appointment in the title of Lecturer of Foreign Languages

1. In accordance with Article 161 of the Statute, for the title of lecturer of foreign languages, the candidate must meet the following criteria:
 - 1.1. To have successfully completed Master's studies in the chosen language;
 - 1.2. Have excellent skills in the chosen language;
 - 1.3. To have a Bachelor and Master's GPA no lower than 8;
 - 1.4. Demonstrate teaching skills;

1.5. Demonstrate working abilities through scientific/professional projects.

Article 9

Duration of appointment and appointment restrictions

1. All appointments for the titles as well as the duration of employment are done in accordance with the relevant provisions of the UASF Statute.
2. Procedures and conditions for revocation of titles, suspension or termination of employment of staff are determined by special regulations issued by the Governing Council
3. Foreign nationals and persons without citizenship in the Republic of Kosova establish employment relationships in agreement with the Labour Law, under the conditions and criteria outlined in a specific law on the employment of foreign nationals and in accordance with the international conventions.

Article 10

Application procedures

1. The selection procedure for appointment will be done in a transparent manner and with the announcement of a public vacancy for the relevant position.
2. The vacancy for appointment, reappointment and advancement is announced by the senate decision, after the faculty request and the approval of the Teaching/ Science Council.
3. The Teaching/ Science Council 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 later, with a decision of the Rector, the contract for the remaining period will be extended until the retirement.
5. Personnel selected for the positions referred to in paragraph 3 of this article, shall be issued a valid employment contract, according to which the work can be conducted until the end of the academic year, if he/ she retires during the academic year that has started.

6. Faculties must base their proposals on real needs, sufficient number of hours an employment position must have, in order to be selected in the call of teacher, assistant or lecturer.
7. Proposals for new full-time positions can be taken into account if the faculty provides evidence that there is a fund of hours for that position:
 - 7.1. For the teacher position, at least 50% of the foreseen hours for the full-time position should be lectures of compulsory subjects, whereas the remaining lectures can be elective;
 - 7.2. For the teaching assistant or lecturer position, at least 50% of the foreseen hours for the full-time position should be lectures of compulsory subjects, whereas the remaining hours lectures of elective subjects.
8. The Rector, on a well-reasoned basis, may decide to propose to the Senate the announcement of a vacancy for the completion of specific workplaces for the academic staff, even if that position is not foreseen by the Teaching/ Science Council proposal. The vacancy must contain relevant articles reference of the UASF Statute and this Regulation.
9. The vacancy is announced in one of the daily newspapers. The duration of the vacancy is fifteen (15) calendar days.
10. 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 Kosova (EARK).
11. Applicants must submit the required documents in hard copy and electronically.
12. The printed documentation must be submitted to the relevant faculty, whereas the electronic version on the official address of the UASF (info@ushaf.net).
13. The vacancy is announced in one of the daily newspapers. The duration of the vacancy is fifteen (15) calendar days.
14. 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 Kosova (EARK).
15. Applicants must submit the required documents in hard copy and electronically.
16. The printed documentation must be submitted to the relevant faculty, whereas the electronic version on the official address of the UASF (info@ushaf.net).

Article 11

Evaluation Committees

1. The Teaching/ Science Council is obliged to appoint an evaluation committee for each position announced in the vacancy.
2. The Vice-Rector for Learning, Science and Student Affairs, no later than 7 days from the end of the competition, calls a meeting of the Educational/Scientific Council, in which the decision is made to establish the Evaluation Commissions and the Complaints Commission composed of 5 (five) members for Evaluation Commission and 3 (three) members of the Complaints Commission.
3. The members of the appeals committee as well as of the evaluation committees can be the leadership structures of the University.
4. The evaluation committee is suggested by professors at the Teaching/ Science Council level
5. The evaluation committees are bodies of high professional, academic and ethical credibility.
6. The Evaluation Committee consists of:
 - 6.1. one (1) member, representative of the rectorate, who is delegated by the Rector
 - 6.2. one (1) member, representative of the dean's office of the relevant faculty, who is delegated by the Dean;
 - 6.3. three (3) members of the relevant field, for which the candidate applies, who are appointed by the Teaching/Scientific Council.
7. If there is no relevant academic staff in the UASF, then it is required that they be filled by the public universities of Kosovo.
8. The chairman of the committee is the member delegated by the Rector.
9. The evaluation of all members of the Evaluation Committee is equal (out of twenty (20) points of the total evaluation of one hundred (100) points with one fifth (1/5) or twenty percent (20%) of the points evaluation.
10. In case of justified reasons, a member of the committee can, within five (5) days after the establishment of the evaluation committee, declare in writing his/ her withdrawal from the committee. In this case, the Vice Rector for Teaching shall, within seven (7) days, convene a meeting of the Teaching/ Science Council of the UASF and, in case of approval of the resignation, requires from Teaching/ Science Council the completion, respectively the formation of another evaluation committee.

11. Faculty administration should provide the evaluation committee with all necessary documentation.
12. The chairperson of the evaluation committee is obliged to call the other members of the committee to:
 - 12.1 Review applications of candidates;
 12. 2 Interview candidates who fulfil vacancy criteria and evaluate the testing lecture;
 12. 3 Draft the evaluation report for candidates.
13. The interview and the testing lecture are applicable only in cases of admission to employment for the first time. For the candidates in re-election and advancement, instead of the interview and testing lecture, the recent performance of the teacher at the UASF will be taken into account.
14. Candidates will be evaluated in these fields:
 - 16.1 Publications in scientific journals based on the assessment under Annex II of this regulation.
 - 16.2 Experience in academic teaching.
 - 16.3 Interview.
 - 16.4 Testing lecture.
 - 16.5 Other relevant activities including:
 - other scientific publications in local and international journals which are not indexed according to paragraph A2 of Annex II.
 - mentoring of bachelor thesis.
 - mentoring of master thesis.
 - mentoring of PhD thesis.
 - participation in scientific conferences
 - participation in professional trainings
 - professional (non-academic) work experience
 - publication of university textbooks
 - member of professional organizations
 - member of editorial committees in scientific journals, and reviewer in university publications.
15. 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.
16. The members of the Evaluation Committee can be replaced by the body that has delegated it according to paragraph 6 of this article if it is established by the Educational/Scientific Council that the Committee has not respected the deadlines set forth in this Regulation, in relation to the evaluation report.

17. Having changed the composition of the Evaluation Committee, the Teaching/ Science Council gives the new committee another ten (10) additional days to draft and submit the report for the candidates presented in the vacancy.
18. The Evaluation Committee, during its work, is obliged to comply with the provisions of the Law on Higher Education, the Statute of UASF, this Regulation, the vacancy conditions as well as other applicable legal and sub-legal acts.
19. 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/ artistic, professional and academic activity, are better than other candidates. The Committee must justify the recommendation made in the sense of this paragraph.
20. In the report of the Evaluation Committee should clearly be stated the appointment, reappointment or advancement of the candidates in the vacancy required number and be distinguished from the proposal for the candidates who have not been selected.
21. The Evaluation Committee is obliged to write a report also for the candidates who meet the minimum requirements but who are not proposed to be appointed. For the candidates who do not meet the minimum requirements, it is sufficient to state the conditions that have not been met.
22. 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 Teaching/ Science Council.
23. If one of the members 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 Teaching/ Science 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 Teaching/ Science Council discusses both proposals and submits in the Rectorate the proposal approved by the Teaching/ Science Council, including information on dissenting opinions. The Teaching/Science Council reserves the right to reject both proposals, but cannot approve both proposals for the same position.
24. In the report of the Teaching/ Science Council should be clearly stated the proposal for the appointment, reappointment or advancement of the candidates in the number required in the vacancy.
25. The members of the Evaluation Committee 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.

Article 12

Procedure after submission of the report by the Evaluation Committee

1. The Teaching/Science 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 Teaching/Science Council, having finished the meeting and ascertaining the status of the evaluation reports, within three (3) days, shall forward the evaluation reports in the electronic version to the administration of the University.
3. The University is obliged that for appointments, reappointments and advancements of the academic staff, within seven (7) days after receiving the evaluation reports from the Teaching/Science Council, to compile the bulletins and publish them on the University's website.
4. The bulletins must remain published on the University's website for a period of fifteen (15) days from the date of publication.
5. If the University's administration finds that any of the submitted report by the Teaching/Science Council is improper with documentation asks the Vice Rector for Teaching, to oblige the Teaching/Science Council to complete the documentation before it is published in the Bulletin.
6. During the publication phase of the reports of the evaluation committees in the Bulletin, dissatisfied candidates have the right to complain to the Teaching/Science Council of the UASF.
7. Possible grievances of the candidates must be submitted to the administration of the UASF.
8. The Teaching/ Science Council is obliged, after the expiration of the Bulletin deadline, in a period of 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 Teaching/Science 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 Teaching/Science 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 administration of the University.

11. If the administration of the University finds that there is any omission in the material submitted by the Teaching/Science Council, it is obliged to inform the Vice Rector for Teaching and to require from him to complete the files.

Article 13

Review of the proposal of the Teaching/Science Council in the Senate

1. Within thirty (30) days after receiving the proposals of the Teaching/Science Council, the Administration of the University prepares the reviews with relevant proposals for the Senate, regarding the proposals of the Teaching/ Science Council.
2. The Senate's decision on the proposals of the Teaching/Science Council is made twenty (20) days after the compilation of the reports by the Administration of the University.
3. If the Senate decides to reject the proposal of the Teaching/Science Council, the relevant file, within three (3) days, is returned to the Teaching/Science Council for reconsideration.
4. The Teaching/Science 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 Administration of the University.
5. If the Teaching/Science Council, even after reconsideration makes the same proposal, the Senate, within a period not exceeding twenty (20) days after receiving the proposal, 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 Teaching/Science Council, regarding the appointment and advancement of the members of the academic staff is done in accordance with the Regulation of the Senate work.
2. 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 Commission for Complaints and Appeals, which serves as the first and last instance of the appeal at the UASF.

3. The vacancy for the appointment, reappointment or advancement of the academic staff must be concluded by the relevant decisions of the UASF Senate for all announced positions, in a period not exceeding 175 days from the date of publication.
4. In special cases, before the proposal is taken to the Senate, at the request of the Rector, the period of the entire procedure may be extended to a maximum of 30 days.
5. 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 required by the Faculty.

Article 15

Final Provisions

1. With the entry into force of this Regulation, Regulation No. 2641/19, 01.08.2019 on the selection procedures on the appointment, reappointment and advancement of the academic staff at the UASF, is repealed.
2. This Regulation shall enter into force on the day of its approval.

Chair of the Senate of the UASF,
Prof. Dr. Agron BAJRAKTARI, Rector

[Signed]

Annex I

FORM FOR EDUCATIONAL (TEACHING) AND PROFESSIONAL ACTIVITY

Table I.1 Teaching activities

Institution	Lectured Subject/s	Period		Level of studies (Bachelor/Master)
		From	To	

Table I.2 Mentoring

Name of the candidate	Institution	Diploma / Level of studies (Bachelor/Master/ Doctoral) ¹	Date of completion

Table I.3 Participation in congresses, conferences, symposiums, seminars and workshops

No	Conference/Congress/...	Place	Year	Presentation/Participation

¹The diploma thesis of the 5 or 6 years of studies, related to the appointment, reappointment and advancement, is considered equivalent with the Master thesis.

Table I.4 Participation in professional trainings

No	Type of training	Place	Year	Organizer

Table I.5 Professional experience (non-academic)

Institution	Position	Period		Other notes
		From	To	

Table I.6 Publication of monographs, books, book chapters, dispensations, etc.

No	Authors (order as in the paper)	Title of the publication	Type of publication	Publishing house	Year

Table I.7 Membership in professional organizations/institutions

No	Organization/Institution	Type of membership	Year of membership	Publishing house	Year

Table I.8 Participation in editorial commissions of university publications, in scientific journals, in conferences, etc.

No	Book/Publication	Author/responsible editor	Year

Table I.9 Reviewer in university publications

No	Book	Author	Publishing house	Year

Annex II

FORM FOR RESEARCH, SCIENTIFIC AND PROFESSIONAL ACTIVITY

A. The first author, the corresponding author and the papers published in international journals in the spirit of Article 142,143,144, 145 and 147 of the UASF Statute.

In accordance with the UASF Statute, the paper published in the International Scientific Journal can be used for the purposes of appointment, reappointment and promotion by the first author of the paper and by the corresponding author.

A.1. The following definitions apply to the correspondent author of the paper published in the international scientific journal:

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

A.2. Based on the Statute of UASF and other legal acts in force, such as papers published in international scientific journals during the evaluation of candidates submitted to the competition, the papers published in the field of candidate are valid, in journals which are indexed in the relevant academic bases and categorized as follows:

A.2.1. Papers published in journals which are indexed in the following academic bases are equivalent to 1:

1. WebofScience (<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. DirectoryofOpen Access Journals (<http://www.doaj.org>)

A.2.2. Papers published in journals which are indexed in the following academic bases are equivalent to 0.85:

1. WorldWideScience (<http://www.worldwidescience.org>)
2. Microsoft AcademicSearch (<http://academic.research.microsoft.com>)
3. BASE (BielefeldAcademicSearchEngine) (<https://www.base-search.net>)

A.2.3. Papers published in journals which are indexed in the following academic bases are equivalent to 0.70:

1. Journal of Multidisciplinary Engineering Science and Technology (<http://www.jmest.org/>)
2. International Multidisciplinary Research Journal, European Academic Research (<http://euacademic.org/Default.aspx>)
3. Acta Universitatis Danubius. Economica, (<http://journals.univ-danubius.ro/index.php/oeconomica/index>)
4. Journal of Hospitality and Tourism Management (<https://www.journals.elsevier.com/journal-of-hospitality-and-tourism-management/>)
5. Mediterranean Journal of Social Science (<https://www.mcser.org/journal/index.php/mjss/issue/current>)
6. European Scientific Journal (<http://www.eujournal.org>)
7. International Journal of Interior Architecture + Spatial Design (<http://www.ijjournal.org/>)
8. International Journal of Management Cases (<http://www.ijmc.org/IJMC/Blank.html>)

A.2.4. Papers published in journals which are indexed in the following academic bases are equivalent to 0.55:

1. International Wood Products Journal (<https://www.iom3.org/wood-technology-society/international-wood-products-journal-0>)
2. European Journal of Social Sciences Studies (<https://oapub.org/soc/index.php/EJSSS/index>)
3. International Journal of Current Engineering and Technology (<https://inpressco.com/category/ijcet/>)
4. Tourism and Hospitality Management (<https://thm.fthm.hr>)

A.3. Papers published in journals 3, 4 and 5 of sub-paragraph A.2.1 as well as in journals as in sub-paragraph A.2.2, A.2.3 and A.2.4 shall not be taken into account when evaluating candidates if at the time of publication the respective journals are included in the lists of dubious journals and publishers².

A.4. Works published in international scientific journals include works published in journals published outside Kosovo and outside Kosovo's neighbouring countries.

² Dubious journals are considered journals that do not apply the real peer review process, do not have a real ISSN, do not have a website or have such a dubious one, the legal or natural publishing person does not have an address or contact number, declares address or fictitious contact number, presents false international indexing, declares false impact factor, publisher is dubious in terms of the way of management of magazines he publishes.

A. Publications in international scientific journals, that fulfil requirements as in paragraphs A1 to A4

Table II.1 Publications in international scientific journals

No	Authors (order as in the paper)	Title of the paper	Journal	Volume, No., pages, year	Identification link ³	Equivalence according to paragraphs A2.1 to A2.4

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, for the Assistant Professor call, at least 1 paper from this category.

³The 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, respectively, in the link of the work in the relevant journal of subsection A.2.4

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

Table II.2 Publications in academic or scientific international journals

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

Table II.3 Publications in the national academic or scientific journals.

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

C. Other research-scientific activities

Table II.4 Other scientific and professional contributions

No	Authors (order as in scientific contribution)	Type of scientific contribution	Year, Place

D. Contribution in the basic and applicable research projects

Table II.5 Proven participation in basic and applicable research programs or projects

No	Program/ scientific project	Period	Institution/ Place	Position in the program, project/ Contribution

E. Patent at international or national level

Table II.6 Official patent at international and national level

No	Authors (order as in official patent)	Patent title	Institution/ Place, Year of formalization	Pages

Annex III

FORM FOR SERVICE ACTIVITY

This annex includes the activity in service of the University, Faculty and Community through specific service, namely participation in academic, administrative, or professional committees/ commissions.

Table III.1 University related service

Service namely committee/ commission/ team position	Duration	A brief description of the service

Table III.2 Faculty related service

Service namely committee/ commission/ team position	Duration	A brief description of the service

Table III.3 Community related service

Service namely committee/ commission/ team position	Duration	A brief description of the service

Annex IV

FORM FOR THE INTERVIEW AND TESTING LECTURE

This annex includes the assessment of the interview and testing lecture of candidates for teachers selected for the first time.

Table IV.1 Interview

No.	Type of evaluation
1	Fluent communication
2	Academic experience
3	Relevance with subjects for which has applied
4	Research capacities and aspirations
5	Group work skills with colleagues in programs, research, projects....
6	Communication and cooperation skills with students
7	Information on UASF
8	Ethics/Self-criticism
9	Motivation/Initiatives
10	Flexibility

Table IV.2 Testing lecture

No.	Type of evaluation
1	The objective of the testing lecture has been clearly presented
2	Title and content of the lecture match with each other
3	Testing lecture has a clear meaning and logic
4	Oral presentation is clear and understandable
5	The lecture offers the possibility of interaction with the audience
6	The presentation is clear and accordingly illustrated
7	The presenter uses properly the presentation equipment
8	The presentation ended good and according to the given time
9	Visual appearance of the presenter (Clothes, hair, etc.)
10	Body language