



UBT College

REGULATION FOR ESTABLISHING PROCEDURES FOR THE RECRUITMENT OF ACADEMIC STAFF

PRISHTINË, 2024

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Based on the relevant provisions of Law No. 04/L-037 on Higher Education in the Republic of Kosovo, and the provisions of Articles 26 and 27 of the Statute of UBT College, with the recommendation of the Academic Council, the President of UBT College, at the meeting held in Prishtina on __.__.2024, approves the following:

REGULATION FOR ESTABLISHING PROCEDURES FOR THE RECRUITMENT OF ACADEMIC AND ADMINISTRATIVE STAFF

Article 1

Purpose

This regulation aims to establish the procedures and competences of decision-making bodies in the recruitment of academic and administrative staff at UBT College.

Article 2

Scope

This regulation will be implemented by all academic and administrative units in the recruitment and selection procedures of academic and administrative staff at UBT College.

Article 3

Definitions

1. The expressions used in this regulation shall have the following meanings:
 - 1.1 **Job advertisement** – An announcement published for available job positions for academic/administrative staff at UBT;
 - 1.2 **Recruitment procedure** – Refers to the implementation of the procedure for recruiting and selecting academic and administrative staff based on the applicable legal procedures and internal acts of UBT College;
 - 1.3 **Applicant's file** – The relevant documentation according to the competition submitted by candidates interested in the announced position;
 - 1.4 **Human Resources (HR)** – The Human Resources Department which develops the recruitment procedures for academic and administrative staff at UBT College;

1.5 **Recruitment Evaluation Committee** – The committee established for evaluating the applicants according to the announced job advertisement

1.6 **Expression of interest** – Candidates interested in employment at UBT who submit relevant documents for their qualifications and experience.

Article 4

Request for Academic/Administrative Staff

1. All academic and administrative units of UBT College plan for their staffing needs.
2. The same requests for academic/administrative staff are submitted with a letter specifying the needs (qualification level, experience, etc.) to the Human Resources Department.
3. The Human Resources Department evaluates all requests and prepares the competition, and sends it to the Rector for approval.

Article 5

Handling of Requests by Human Resources

1. The Human Resources Department evaluates all requests and prepares the job advertisement, then sends it to the Rector for approval.
2. After the job advertisement is approved by the Rector, it is announced in the media and on the UBT College website.

Article 6

Handling of Applications Received by Human Resources

1. All applications received according to the announced job advertisement are processed by Human Resources, which prepares a list of applicants' names.
2. This list is sent to the unit that submitted the request for staff, informing them which applicants meet the criteria specified in the competition.
3. The unit that requested staff proposes two members for the Recruitment Evaluation Committee.

Article 7

Evaluation committee

1. For the purpose of processing applications and evaluating candidates, the Rector forms the Evaluation Committee.
2. The Committee consists of three members: one from the Human Resources Department and two members from the unit that requested the staff. The two members from the unit

requesting the position must have at least the same qualification as the position advertised in the competition.

3. Depending on the position announced in the job advertisement, the Evaluation Committee may conduct a written test/oral interview.
4. Based on the results achieved by the candidates, the Evaluation Committee prepares a shortlist for the announced positions and submits it as a recommendation to the Rector for approval.

Article 8

Decision

1. Based on the recommendation of the Evaluation Committee, the Rector of UBT College makes the final decision on establishing the employment relationship.
2. The employee is placed in the job according to the advertised position.

Article 9

1. UBT College accepts job applications from various fields throughout the year.
2. At the time of opening the competition, all applicants who applied for a job without a job advertisement are informed about the competition and invited to apply for the announced competition.
3. In exceptional cases, UBT may invite an applicant for negotiation if there is an urgent need.
4. The urgent need must be justified by the unit requesting the position. This may occur in cases where an employee dies or terminates the employment relationship without any notice.
5. In exceptional cases, this procedure may be carried out with shorter deadlines than those provided.

Article 10

Amendment and completion of this regulation

1. This regulation can be amended with the same procedure by which it is approved.
2. In cases where the provisions of this regulation conflict with the legal and by-laws which regulate this field, this regulation has no legal effect.

Article 11

Amendment and Supplementation of this Regulation

This regulation may be amended using the same procedure as its approval. In cases where the provisions of this regulation conflict with legal and sub-legal acts regulating this field, this regulation shall have no legal effect.

Prishtinë,

September 2024

Rector

Prof. Dr. Edmond Hajrizi

