Bartësi Privat i Arsimit të Lartë

Private Bearer of Higher Education

ALMA MATER EUROPAEA

CAMPUS COLLEGE REZONANCA





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REGULATION

**On Personal Income at the College of Medical Sciences “Rezonanca”**

Prishtina, 2019

Pursuant to Article 13, point 1.7.2. of the Statute of the College "Rezonanca", the Steering Committee of the College, in its meeting held on 27.09.2019, approved this

**REGULATION**

**On Personal Income at the College of Medical Sciences “Rezonanca”**

1. **GENERAL PROVISIONS**

**Article 1.**

* 1. This Regulation determines the conditions, services and the amount of personal income in "Rezonanca" College.
	2. The funds for personal income are used from the own fund of the College of Medical Sciences ‘Rezonanca’, tuition fees, and other student fees, commercial service payments, donations and contracts with public, private, local, and international bodies.
	3. From these financial sources, personal income and other remuneration are paid to full-time academic and non-academic staff, as well as the extra-rate work and hourly rates to full-time academic staff.
	4. The amount of personal income is determined based on the coefficient and academic ranks.
1. **SPECIAL PROVISIONS**

**Article 2.**

2.1. The calculation of personal income and other payments is prepared by the financial service.

2.2. The authorized person, shall order payments under the contracts concluded with the employees when engaged.

**Article 3.**

3.1. A full-time and part-time employment contract is concluded with the academic and non-academic staff of the College, in accordance with the legal provisions of the Republic of Kosovo.

3.2. The College may conclude a secondary employment contract with academic staff for a maximum of one academic year.

1. **Academic Staff**

**Article 4.**

4.1. For the academic staff employed at the College, the rate of weekly hours, and the amount of payment are determined according to the academic titles as follows:

|  |  |  |
| --- | --- | --- |
| Title | hours/week | Salary (euro) |
| Full Professor | 5-6 hours/week | 1500 |
| Associate Professor | 5-6 hours/week | 1350 |
| Assistant Professor | 5-6 hours/week | 1200 |
| Lecturer  | 5-6 hours/week | 1000 |
| Assistant  | 10-12 hours/week | 600 |
| Junior Assistant | 10-12 hours/week | 500 |
| Clinical Mentor | 10-12 hours/week | 150 |

4.2. Payment according to management positions is made as follows:

|  |  |
| --- | --- |
| Position (function)  | Allowance (euro) |
| Rector | 500 |
| Vice-Rector | 450 |
| Dean | 350 |
| Vice-Dean | 250 |
| Head of the Department  | 100 |
| Functions in the College units and commissions  | 50 (Chairman) and 40 (member) |

**Article 5.**

5.1. The academic staff of the College in full-time employment relationship may have up to 5-6 hours per week.

5.2. For the academic staff, from point one, in the absence of the full rate in bachelor studies, the teaching norm must be completed with hours of master studies, and 1 hour of lectures in master studies will be equal to one hour of lectures in bachelor studies, completion of the rate may be also done with hours of approximate subjects.

5.3. Academic staff with two employment relationships, inside or outside the College (primary or secondary) may not take extra-rate hours.

5.4. The academic unit is obligated to provide full-time teaching hours for the academic staff. In case the professor is offered classes to fulfill the rate and he/she does not accept; the payment shall be made proportionally to the number of hours held.

5.5. Full-time academic staff may not be given extra-rate hours unless full-time professors or full-time teaching assistants of the same field have their rate fulfilled.

5.6. Professors in full-time employment, who do not reach the full rate of hours in one of the two semesters of the academic year may complete it with extra-rate hours from the other semester.

5.7. If the professor cannot fulfill the full rate of teaching hours, he can supplement it with hours of practice classes in a 1 to 1 ratio.

5.8. Assistants may not be compensated for lecture hours. In exceptional cases, at the request of the Faculty Council and the dean of the academic unit when it is found that there is no possibility of engaging adequate staff, the assistant with a magister or master's degree that has been enrolled in doctoral studies, may be engaged in lecturing.

5.9. Academic staff who do not have a full-time employment relationship at the University but who are engaged from outside the College, can hold up to 6 teaching hours per week, while the assistant up to 10 practice hours per week.

5.10. The engagement of the academic staff with extra-rate work and hourly rates at the University is done based on the decision of the University senate on the proposal of the academic unit not later than September 30th of the following year.

Article 6

6.1. The size of the groups for teaching/learning work, according to the teaching forms, is done in accordance with the Regulation of studies of the College.

Article 7

7.1. Remuneration of teaching staff for regular exams and exams with commission is included in the amount of personal income payment.

7.2. Remuneration of teaching staff for mentoring, evaluation and defense of bachelor's and master's degrees is included in the amount of personal income payment.

7.3. Remuneration for leading the candidate is not made up to the maximum number of students allowed for mentoring and evaluation for one academic year. The maximum number of students for mentoring during an academic year is 5-6.

7.4. Remuneration for leading candidates for diploma theses and defense of diploma theses extra to the rate provided by the Regulation of studies (more than 6 theses as a mentor and more than 6 theses as a member of the commission for evaluation of diploma theses) is in the amount of 100 euros for thesis, 80 euros as Chairman of the Commission and 50 euros as a member of the Commission.

Article 8

8.1. In the event of sabbatical leave, the College will pay the academic staff member 50% of the net base salary and all contributions to this amount for the duration of the sabbatical leave, if this leave is not part of any project or funding from external funds.

8.2. The number of academic staff per academic departments that can benefit from this provision within an academic year is planned in accordance with budgetary constraints.

8.3. The academic staff of the College may apply for long sabbatical leave for academic professional development, such as scientific research, specialization, third cycle studies, or postdoctoral studies that may last up to three years and up to four years for doctoral studies in the USA.

8.4. In cases of long sabbatical academic leave of up to three years, the academic staff member will not accept monthly compensation or payment of contributions. The College guarantees the restoration of employment after the end of the long sabbatical leave, although it may not have the same specific tasks.

8.5. The number of members of the academic staff in the academic units that benefit from this provision of this regulation is not limited but the efficient functioning of the academic unit is taken into consideration.

8.6. After utilizing short or long sabbatical leave, the academic staff member is required to work at the College for a period as long as the sabbatical leave has lasted.

8.7. If a member of the academic staff chooses to leave the College without completing this period the College will reimburse the expenses from him / her.

8.8. Academic staff members may exercise their right to sabbatical leave for a period of one year once within five years.

8.9. Academic staff members may exercise their right to sabbatical leave for a period of three years once within ten years.

**Administrative Staff**

**Article 9.**

9.1. For all jobs for the administrative staff of the College the calculation of the salary is done according to the position and superior qualification, in accordance with the Employment Contract that it concluded with the College.

**Transitional and final provisions**

**Article 10.**

10.1. Amendment and supplementation of this Regulation is done according to the approval procedure.

10.2. This regulation enters into force on the day of approval by the Senate.

No.AD-/19 RECTOR

Dt.27.09.2019 Prof. dr. Ibrahim Behluli, MD, PhD

**REGULATION FOR ACADEMIC LEAVE (SABBATICAL)**

Article 1. Each member of the academic staff with a scientific teaching title employed for more than one year with an employment contract or with the title of professional associate that is employed for more than three years with an employment contract has the right to apply for short leave or long sabbatical. Article 2. Short sabbatical leave can be used by academic staff for academic professional development such as research, specialization, third cycle studies, or postdoctoral studies and can last up to one year. Article 3 In case of using the sabbatical short leave, the University will pay the academic staff member 50% of the net basic salary and all contributions in this amount as long as the short sabbatical leave lasts, as long as this leave is not a part of any project or funding from external funds. The number of academic staff in academic departments that can benefit from this provision within an academic year is planned in accordance with budgetary constraints. Article 4 The University academic staff can apply for long sabbatical leave for academic professional development, such as research, specialization, third cycle studies, or postdoctoral studies that can last up to three years and up to four years for doctoral studies in the USA. Article 5. In cases of long sabbatical leave of up to three years, the academic staff member will not accept monthly compensation or payment of contributions. The University guarantees the restoration of employment after the end of the long sabbatical leave, although it may not have the same specific tasks. The number of members of the academic staff in the academic units that benefit from this provision of this regulation is not limited but the efficient functioning of the academic unit is taken into consideration. Article 6. After utilizing short or long sabbatical leave, the academic staff member is obliged to work at the University for a period as long as the sabbatical leave has lasted. If a member of the academic staff chooses to leave the University without completing this period the University will reimburse the expenses from him. Article 7. Academic staff members may exercise their right to sabbatical leave for a period of one year once within five years. Academic staff members may exercise their right to sabbatical leave for a period of three years once within ten years. Exceptions in paragraphs one and two of this article, are the cases when members of the academic staff who will pursue professional academic development such as scientific research, specialization, third cycle of studies, or postdoctoral studies in one of the top 100 universities ranked in Jiao Tong University or US News and Report or Times Higher Education Supplement - World University Ranking. Article 8. The preliminary selection of requests submitted by the academic staff at the faculty will be made by the Dean / Director in accordance with the plans and needs of the respective academic unit. Based on the proposal of the Dean / Director of the respective academic unit, the final decision will be made by the Rector's Council. For the operation of this Regulation, the University will compile a special procedure with concrete steps for sabbatical leave. Final Provision Article 9. This regulation enters into force on 01.09.2011