

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 - Alma Mater Europaea Campus College
Rezonanca

Prishtina, 2023

Pursuant to Article 13, item 1.7.2. of the Statute of the College of Medical Sciences "Rezonanca," the Governing Council of the College, in the meeting held on January 31, 2023, approved the following:

REGULATION

On Personal Income at Alma Mater Europaea Campus College Rezonanca

Article 1.

Purpose and Scope

1. This Regulation defines the conditions, services, personal income, and work compensations for the academic staff with full time employment or engaged at Alma Mater Europaea Campus College Rezonanca. The Regulation includes allowances based on functions and compensations for the work of the members of the specified committees, which are appointed within the College.

Article 2.

Sources and Funding Methods

1. The funds for personal income are secured from the College's own funds, which come from:
 - tuition fees,
 - other payments from students,
 - commercial services,
 - other services,
 - donations, gifts, and other assistance,
 - contracts with national and international, public and private organizations.
2. These financial sources cover:
 - personal income and other compensations for academic and non-academic staff with full time employment, overtime,
 - secondary engagements (employment contract) for academic staff.
3. The amount of personal income is determined based on the coefficient and academic ranks.
4. The calculation of personal income and other payments is prepared by the financial service.
5. Payments are made according to the contracts concluded with the employees, based on the orders issued by the authorized person.

Article 3.

Definitions

1. For the purposes of this Regulation, the following terms and abbreviations have the meaning as follows:
 - 1.1 **Overtime** - The fund of working hours that exceeds the set norm for regular teachers and assistants at the College.
 - 1.2 **Norm** - The fund of regular hours set for teachers and assistants at the College.
 - 1.3 **Visiting Professor** - A professor from international higher education institutions invited to deliver lectures or a series of lectures at the College.

Article 4

Employment Relationship of Academic Staff According to the Norm

1. An employment contract full-time or part-time is concluded with the academic and non-academic staff in regular employment, in accordance with the legal provisions in the Republic of Kosovo.
2. According to the agreement, the College enters into a fee-based employment contract with external collaborators for lectures and exercises, based on the applicable regulations within the College.
3. With academic staff in secondary employment relationships, the contract may be concluded for a period not exceeding one academic year.
4. As part of the full-time employment relationship, in addition to the norm for lectures and exercises, the following engagements are also included: preparation of lectures and exercises, supervision of thesis and seminar papers in bachelor's and master's studies, participation in committees, preparation and conducting of exams and consultations, as well as other duties according to the applicable acts of the College.
5. Employment relationships and overtime engagements are carried out according to the decisions of the competent bodies of the College and respective contracts.
6. In case of delay in the re-election or promotion procedures, the academic staff will continue to receive payment according to the current contract for a period of up to one academic year or until the procedures are completed and a decision is made by the Senate.

Article 5.

Limitations in the Employment Relationship According to the Norm

1. In cases where an employment relationship is established according to the norm specified in the contract, which is lower than the norm set for the academic rank of the staff, the staff may be paid the amount specified in the contract, as long as the College has sufficient financial resources.
2. In specific cases, when the financial resources of the College are limited due to:
 - non-accreditation of programs,
 - a decrease in the number of enrolled students according to quotas,
 - or other specific reasons,The College may implement a payment system proportionate to the academic and scientific performance of the academic staff, based on the full norm defined by this Regulation.
3. For academic staff holding managerial positions at the College, the number of hours is 50% lower compared to the norm for regular staff according to the academic category.

Article 6.

Teaching Hours Norm for Academic Staff and the Overtime

1. For academic staff in regular employment at the College, the following are determined:
 - the weekly teaching hours norm,
 - the number of thesis papers for bachelor's and master's studies,
 - the salary based on the academic title.
2. The norm and the gross monthly salary for a full-time norm are as follows:

Table 1.

Title	Full weekly teaching hours norm	Gross monthly salary for a norm (euros)	Overtime hours fund per week
Full Professor	6-8 hours/week	1500	2
Associate Professor	7-8 hours/week	1350	2
Assistant Professor	7-8 hours/week	1200	2
Lecturer	11-15 hours/week	800	5
Assistant	13-16 hours/week	600	8
Clinical mentor	13-16 hours/week	150	8

3. Within the compensation for full norm, a payment of 100 euros is added to the assistant and lecturer, with the scientific degree "Doctor of Sciences" (PhD) above the basic salary defined in this regulation.
4. For the academic staff from point two in the absence of the full norm in bachelor studies, the teaching norm must also be completed with hours from master studies, according to the equivalence, 1 hour of master studies will be equal to one hour of lectures in bachelor studies, the completion of the norm is also done with hours of related subjects.
5. Academic staff who have two employment relationships, inside or outside the College (primary or secondary) cannot take hours above the norm.
6. For the academic staff in full employment relationship, the academic unit must provide teaching hours up to the full norm. In case the teacher cannot be provided the full norm according to point two of this article, the payment is made proportionally to the number of hours he/she holds.
7. Hours above the norm cannot be given to the academic staff who have the full norm, as long as they teachers are not provided with the norm, respectively assistants in full employment from the same field.
8. Në rast kur mësimdhënësit nuk i plotësohet norma për secilin semestër, ai normën e plotëson me orët e mbajtura mbi normë nga semestri tjetër. In case the teacher is not provided with the full norm for each semester, the norm is met with the hours held above the norm from the next semester.
9. If the teacher is not provided with the full norm of lecture classes it may be completed with exercise classes on a 1:1 ratio.
10. Assistants cannot be compensated for lecture hours. In exceptional cases, when there is no possibility of engaging adequate academic staff for a specific course, upon the request of the Faculty Council and the Dean of the Academic Unit, an assistant with the academic rank of Mr. or MSc, who is enrolled in a doctoral program, may be engaged to deliver lectures for the specified course.
11. Academic staff who do not have a regular employment relationship with the College, but are engaged under a secondary employment contract, may hold a maximum of 3 hours of lectures per week, while assistants may hold up to 7 hours of exercises per week.
12. The engagement of academic staff with overtime hours and on a fee basis at the College is done based on a decision of the College Senate, upon the proposal of the relevant Faculty Council, no later than September 30 of the following year.
13. The compensation for teachers for regular exams and exams with a committee is included in the total amount of their personal income salary.

Article 7.

Compensation for Managerial Positions and Other Positions at the College and Academic Units

1. Academic staff appointed or elected to one of the managerial positions specified in Table 2, in accordance with this regulation, are entitled to an additional payment on the base salary as follows:

No.	Position Title	Allowance (euros)/month
1.	Rector	500
2.	Vice-Rector	450
3.	Dean	350
4.	Vice - Dean	250
5.	Head of Department	100
6.	Head of Institution	100
7.	Functions in the College's units and committees	35 (Head) and 25 (member)

2. Academic staff cannot hold two positions as those numbered from 1 to 6.

ARTICLE 8.

Financial Sanctions for Failure to Fulfil Duties

1. Academic staff who, without A valid reason, are absent from the teaching process, exam sessions, and consultations will be sanctioned with a deduction from their salary as follows:

NO.	Academic Rank	Sanctioning
1.	Prof.	85.7 euro per 1 (one) hour
2.	Assoc.Prof.	77.1 euro per 1 (one) hour
3.	Prof.Ass.	68.6 euro per 1 (one) hour
4.	Lecturer	29.1 to 36.4 euro per 1 (one) hour
5.	Assistant	18.5 euro per 1 (one) hour
6.	Clinical Mentor	17.1 euro per 1 (one) hour

2. The Dean is obligated to report any missed classes or failure to hold exams within the announced deadline. If the Dean fails to report missed hours or failure to hold the exam within the announced deadline, he/she will be sanctioned with 50% of the value of the functional allowance.

3. The Vice-Rector for Academic Affairs, after consulting with the Rector, is obligated to proceed with the implementation of the sanctions specified in paragraphs 1, 2, and 3 of this article.

4. Academic and managerial staff of the College will be sanctioned with a 5% deduction from their base salary if they fail to attend, without valid reason, meetings of the Senate, the Deans' collegium, the faculty council, departments, or committees in which they have been appointed by the College's bodies or academic units.

5. Academic staff who fail to fulfil their duties related to the preparation of teaching materials and the preparation of informational materials for courses will be sanctioned as follows:

No.	Failure to fulfil duties	Sanctioning (€)
1.	Failure to prepare and publish the course syllabus	100 euro/per syllabus
2.	Failure to prepare and publish the learning objectives	50 euro/per course
3.	Failure to prepare and publish the skills catalogue	50 euro/per course
4.	Failure to publish lectures and other teaching materials	150 euro/per course
5.	Failure to prepare and publish lesson plans	100 euro/per course
6.	Failure to prepare and upload the question bank to Moodle	200 euro/course

6. Sanctions for failure to meet the scientific performance of academic staff.

No.	Failure to fulfil the duty	Sanctioning
1.	Failure to publish at least one scientific paper in the previous year (as the first author or corresponding author).	100 euro
2.	Lack of publication in a scientific journal indexed in Scopus or WoS (throughout the career).	150 euro

Article 9.

Compensation for overtime hours of academic staff.

1. The academic staff in regular employment at the College is entitled to compensation for each hour held beyond the standard, as follows:

No.	Academic call	Gross value
1.	Prof.	30 per 1 (një) hour
2.	Assoc.Prof.	27 euro per 1 (one) hour
3.	Prof.ass.	24 euro per 1 (one) hour
4.	Lecturer	16 - 20 euro per 1 (one) hour
5.	Assistant	12 euro per 1 (one) hour
6.	Clinical Mentor	3 euro per 1 (one) hour

2. The academic staff in regular employment who have reached the age of 65, after the start of the academic year, will have their employment contract extended until the end of the academic year.

3. Retired teachers at the College, upon continuing their engagement as external collaborators, will be compensated for each hour worked as stated in point 1 of this article and according to the limitations set by this regulation.

Article 10.

Bachelor's and master's thesis within the standard workload.

1. The number of bachelor's thesis within the standard workload for the academic year is determined according to the study programs, as specified below:

No.	Program	Mentor	Chairperson and member
1	Pharmacy	8	16
2	Laboratory Biochemistry	8	16
3	Diagnostic Radiology	8	16
4	Dental Assistant and Hygienist	8	16
5	Public and Environmental Health	8	16
6	Nursing	10	20
7	Midwifery	10	20

2. The number of master's thesis within the standard workload for the academic year is determined according to the study programs, as specified below:

No.	Program	Mentor	Chairperson and member
1	Dentistry	5	10

2	Pharmacy	5	10
3	Health Management	5	10

3. The teacher appointed as a mentor, regardless of other positions they may hold in committees related to the candidate's thesis, is compensated only in the capacity of the mentor.

4. Academic staff who, at the time of reaching retirement age, were employed at the College, upon continuing their engagement, are compensated for the number of topics in which they are a mentor, member, or chairperson of the committee. The number of topics and other limitations regarding the engagement of retired teachers are determined by the council of the academic unit.

5. The calculation of the maximum number of bachelor's and master's topics, according to points 1 and 2 of this article, within the academic year, takes into account the decision for the approval of the topic by the competent bodies, regardless of when the thesis defence takes place.

6. The academic unit ensures the proportional distribution of bachelor's and master's thesis within the standard workload.

Article 11.

Bachelor's and master's thesis within the overtime workload.

1. Compensation for bachelor's thesis within the overtime workload for the academic year is determined according to the study programs, as specified below:

No.	Program	Mentor	Chairperson and member
1	Pharmacy	4	8
2	Laboratory Biochemistry	4	8
3	Diagnostic Radiology	4	8
4	Dental Assistant and Hygienist	4	8
5	Public and Environmental Health	4	8
6	Nursing	5	10
7	Midwifery	5	10

2. Compensation for master's thesis within the overtime workload for the academic year is determined according to the study programs, as specified below:

No.	Program	Mentor	Chairperson and member
1	Dentistry	3	6
2	Pharmacy	3	6
3	Health Management	3	6

3. The academic unit ensures the proportional distribution of bachelor's and master's thesis within the overtime workload.

4. Compensation for bachelor's and master's thesis topics within the overtime workload is provided after the thesis defence, by calculating the total number of topics within both the standard and overtime workload.

5. For each thesis beyond the established standard, the teacher is compensated as follows:

No.	Position	Compensation in the gross value.
1	Bachelor's thesis mentor	30 euro

2	Chairperson of the committee for bachelor's theses.	25 euro
3	Member of the committee for bachelor's theses.	20 euro

4	Master's thesis mentor.	100 euro
5	Chairperson of the committee for master's theses.	60 euro
6	Member of the committee for bachelor's theses.	40 euro

Article 12.

Compensation for visiting professors.

1. Visiting professors from universities in the neighbouring countries of the Republic of Kosovo are compensated 50 euros gross per each hour.
2. Professors from countries outside the region are compensated 60 euros gross per hour.
3. Visiting professors are engaged upon the proposal of the academic unit council and final approval by the College Senate. The engagement of visiting professors may occur after prior planning by the academic unit, before the start of the academic year.
4. A visiting professor that is engaged cannot be compensated for more than fifteen (15) hours within a month, which may be held in a block system, but no more than six (6) hours within a working day.
5. A visiting professor from countries outside the region will have their travel ticket and accommodation expenses covered, but not more than one round-trip ticket and one accommodation room, according to the economic price.
6. In cases where the College has signed memoranda of understanding with other universities, which foresee the exchange of visiting professors for a limited number of lectures, the respective request from the academic unit can be made at any time and does not need to be approved by the Senate. Depending on the agreement, the expenses related to such visits are covered either by the sending university or by the hosting College.

Article 13.

Lecture and practical classes groups and the criteria for their formation.

1. The size of the groups for educational work, according to the teaching formats, is determined in accordance with the College's Study Regulation.

Article 14.

Compensation for academic staff during short-term leaves (sabbatical).

1. In case of taking short academic leave (sabbatical), the College will pay the academic staff member 50% of the net base salary and all contributions on this amount for the duration of the sabbatical leave, provided that this leave is not part of any project or funding from external sources.
2. The number of academic staff in academic departments who may benefit from this provision within an academic year is planned in accordance with budgetary limitations.
3. The academic staff of the College may apply for a long sabbatical leave for professional academic development, such as scientific research, specialization, third-cycle studies, or postdoctoral studies, which may last up to three years and up to four years for doctoral studies in the USA.
4. In case of a long sabbatical leave of up to three years, the academic staff member will not receive a monthly compensation or contribution payments. The College guarantees the reinstatement of the employment relationship after the completion of the long sabbatical leave, although the staff member may not have the same specific duties.
5. The number of academic staff members in academic units who benefit from this provision of this regulation is not limited but is considered based on the efficient functioning of the academic unit.
6. After taking short-term or long-term sabbatical leave, the academic staff member is required to work at the College for a period equal to the duration of the sabbatical leave.
7. If the academic staff member chooses to leave the College without completing this period, the College will require compensation for the expenses incurred by them.
8. Academic staff members may exercise their right to sabbatical leave for a one-year period once every

five years.

9. Academic staff members may exercise their right to sabbatical leave for a three-year period once every ten years.

Article 15.

Validity and supervision of the hours taught.

1. Each taught hour is justified with electronic student lists generated by the system for managing the taught hours, or with physical attendance lists in specific circumstances, collected by the vice Dean for teaching from program leaders. For compensation purposes, physical lists may be used as evidence of the hours taught only in specific circumstances, such as issues caused by power outages and potential problems with the system for managing taught hours, which are confirmed by the officials of the College's Computer Centre.
2. Reports verified by the vice Dean for teaching are submitted, verified, and signed by the Dean of the Academic Unit.
3. The completed reports are submitted to the vice Rector for teaching, who, depending on the status of the taught hours, proceeds with the implementation of the sanctions specified in paragraphs 1, 2, and 3 of Article 8 of this Regulation.
4. The verified reports are submitted for payment to the College's Finance Office no later than 5 days before the end of the month. If the verified reports for the previous month are not submitted for payment by the 5th of the following month, the compensation cannot be processed.
5. Reports for held hours older than one month are not compensated.
6. The held classes are considered valid and compensated regardless of the number of students present in the classes.
7. In the event that no student has participated in the class, despite the fact that the lecturer is present, the class is considered invalid and is not compensated. For compensation these hours must be replaced. In the event that no student participates even in the compensatory schedule of these hours, the hour will be considered valid and will be compensated, while all students will be sanctioned with the removal of 2 points from the total value of points accumulated for the respective course.
8. Standard hours that fall during official holidays defined by law and reflected in the academic calendar of the College must be replaced.
9. The normal hours that were not kept due to the state of health, participation in scientific meetings, or for acceptable objective and subjective reasons, allowed by the Dean of the Academic Unit, must be replaced.
10. In the event that, without a reason, the academic staff does not submit the report of the hours held by the final date for submission, the responsibility for non-realization of payments will fall on him.
11. Exceptionally, in cases where there are no budget funds for payment in the relevant month, the payment can be postponed for the following month.

Article 16.

Administrative Staff

1. For all positions of the administrative staff of the College, the salary is calculated according to the position and superior qualification, in accordance with the employment contract signed with the College.

Article 17.

Transitional and final provisions

1. Ndryshimi dhe plotësimi i kësaj Rregulloreje bëhet sipas procedurës së miratimit.
2. Të gjitha kufizimet e përcaktuara në këtë rregullore, sa u përket pagesave dhe çështjeve tjera, aplikohen pas hyrjes në fuqi të saj.
2. Kjo Rregullore hyn në fuqi ditën e miratimit nga Këshilli Drejtues i Kolegjit.

Nr.AD-450-2/23

Dt. 31.01.2023

PRESIDENTI

Akademik Prof. Dr. Ramadan Idrizaj, MD, PhD



ALMA MATER EUROPAEA
CAMPUS COLLEGE "REZONANCA"

A handwritten signature in blue ink, appearing to be "R. Idrizaj", written over the printed name of the president.