

At its correspondence session, held on 14.09.2020, the Senate of ESLG adopted the following criteria on the basis of Article 82 of the Statute of ESLG:

**STANDARDS FOR ELECTION INTO TITLES OF HIGHER EDUCATION
TEACHERS, SCIENTIFIC WORKERS, HIGHER EDUCATION
ASSOCIATES AND RESEARCH ASSOCIATES AT ESLG**

I. CONTENT AND PURPOSE

Article 1

(purpose)

According to this act ESLG (hereinafter: ESLG) determines criteria and procedures for election into titles of higher education teachers, scientific associates, higher education and research associates in higher education institutions.

II. TITLES

Article 2

(titles)

Educational, scientific-research and professional work at ESLG are carried out by higher education teachers, scientific employees and higher education associates.

TITLES OF HIGHER EDUCATION TEACHERS ARE:

- Professor, **equivalent to Associate Professor as foreseen by Kosovo Law on Higher Education;**
- an assistant professor ,
- a lecturer,

implementing higher education programmes, including:

- a senior lecturer,
- a lecturer.

TITLES OF SCIENTIFIC WORKERS:

- a scientific councillor,
- a senior scientific worker,
- a scientific associate.

TITLES OF HIGHER EDUCATION ASSOCIATES ARE:

- an assistant,
- a librarian,
- professional councillor,
- a senior professional associate,
- a teacher of skills.

TITLES OF RESEARCH ASSOCIATES:

- a PhD assistant,
- an MA assistant,
- an assistant.

Article 3

(grammatical form of titles)

Titles used in these criteria, written in male form, are considered neutral for male and female.

Article 4

(the relationship between teaching and research titles)

The Senate of ESLG approves the election of academic staff into following academic and research titles:

ACADEMIC TITLE	RELATIONSHIP OF ACADEMIC TITLES WITH SCIENTIFIC, RESEARCH AND PROFESSIONAL TITLES
Professor	a senior scientific associate
an assistant professor	a scientific associate
a senior lecturer	an assistant
a lecturer	an assistant
A PhD assistant	A PhD assistant
An MA assistant	An MA assistant
A BA assistant	assistant

a. Duration of the title

Article 5
(duration of the title)

Higher education teachers and scientific workers except for full professors and scientific councillors are elected into a title for a period of **five years** (hereinafter: election period).

They can be re-elected into the same title and for the same election period if they meet conditions for re-election.

Assistants and research associates are elected into a title for a period of **three years**. They can be re-elected into the same title for the same election period if they meet conditions for re-election.

b. Correlation between pedagogical and research titles

Article 6

(correlation between pedagogical and research titles)

A scientific worker can be elected into a title of a higher education teacher if fulfilling the conditions of pedagogical qualifications for being elected a suitable title.

A senior scientific associate can be elected into a title of a Professor, a scientific associate can be elected into a title of an assistant professor. In such case the pedagogical (academic) title is valid until the scientific title.

Article 7

(demonstration of scientific and professional qualification)

Higher education teachers' titles demonstrate scientific and professional qualifications required for the election of is of scientific workers in relation to individual titles discussed in the previous article.

III. HABILITATION

Article 8

(the fields of electing into a title)

Candidates may be elected into academic titles in an area defined by ESLG (**Attachment A**) and in accordance with ISCED and Erasmus Code of Study Fields.

A candidate may be elected into a title in one or more study fields.

The Senate of ESLG may add or change the list of study fields on the basis of the proposal by the respective Faculty Councils of ESLG and prior consent of the ESLG Habilitation Committee.

IV. CRITERIA FOR TITLES AWARDED

Article 9

(cumulative fulfilment of the criteria for titles awarded)

A candidate elected into a title should fulfil the criteria cumulatively, implying fundamental, general and special criteria.

a. Fundamental criteria for being elected into a title

Article 10

(fundamental criteria)

Fundamental criteria for being elected into a title have to be fulfilled by every candidate. The criteria are:

- suitable education or a suitable scientific or professional title in the scope of habilitation,
- competences for professional work,
- pedagogical competences,
- positive assessment of the majority of reporters about candidate's competences,
- fluency in at least one world language.

Article 11

(exhibition of competences)

A candidate exhibits competences for professional work with recorded publications of scientific and professional works, recorded research and professional achievements, recorded collaboration with scientific and professional projects, awarded patents and other recorded achievements, which are valid as proof of originality and quality.

Article 12
(exhibiting pedagogical competences)

Pedagogical competences are exhibited by a trial lecture.

With every title (re-)election, a candidate is to present an opinion of the student council based on student survey results or other ways of testing candidate's pedagogical work.

Article 13
(exhibiting fluency in a world language)

Fluency in a world language is exhibited with a certificate of an institution authorized to issue certificates or with an international certificate of language knowledge.

A candidate who obtained a doctoral degree implemented in one of the world languages (English, French or German) and wrote a doctoral dissertation in that language at a foreign university is not required to present documents certifying fluent language knowledge.

Language knowledge is exhibited only when the title is awarded.

b. General criteria for being elected into a title

Article 14
(general criteria for being elected into a title)

General criteria are formal criteria, which are to be fulfilled along the fundamental criteria in order to being elected into a title.

The title of:

1. An associate professor (Prof. by Colleges), an assistant professor, senior scientific associate and scientific associate can be awarded if having obtained a PhD;

2. a senior lecturer can be awarded if having obtained a Master's degree;
3. a lecturer of a foreign language at a non-linguistic department can be awarded if having five years of required work experience and having obtained a Master's degree;
4. a lecturer for subjects based on special professional knowledge can be awarded if having five years of successful professional work experience and a Master's degree;
5. a lecturer can be awarded if having obtained a Master's degree and three-year-long pedagogical work experience;
6. an assistant can be awarded if having obtained a Master's degree and achieved mark 8 in average during the studies;
7. an MA assistant can be awarded if having obtained a Master in Science and exhibits successful research work and indicates candidate's competences for individual research work;
8. a PhD assistant can be awarded if having obtained a PhD and published works in their field of expertise (published recorded scientific research works, a presentation in international professional meetings);
9. a professional councillor can be awarded if having obtained a Master's degree and suitable 15-year-long professional work experience in the area of expertise;
10. a senior associate can be awarded if having obtained a Master's degree and suitable 10-year-long work experience in the area of expertise;
11. an associate can be awarded if having obtained a Master's degree and suitable two-year-long experience in the area of expertise;
12. a skills teacher can be awarded if having obtained a Master's degree and suitable five-year-long experience in the area of expertise;
13. a librarian can be awarded if having passed a library exam, a Master's degree, suitable 3-year-long experience and exhibited competences for individual professional work.

b 1. Elements of qualification for being elected into a title

Article 15

(content elements)

Content elements to test the qualification for being elected into a title are:

- success in solving scientific, research-developing or professional problems in the field of study;
- activity in international academic premises;
- working experience etc.

Article 16

(qualifications for being elected into a title)

Qualification for being elected into a title in the area of expertise is exhibited with:

- suitable bibliography;
- certificates of successful collaboration in international area;
- provable quotes in scientific literature and
- positive assessment from the majority of rapporteurs.

Article 17

(publication of works)

Candidate's works are published and presented in a way recognized by the profession in order to be asserted in familiar and international public in the area of expertise.

Candidate's works, which are internationally important, can be compensated with works important for national identity and culture in the field of being awarded, where performances in international area are not suitable for the quality criteria.

Article 18
(international recognition)

A candidate's work is internationally recognised with the following:

- verifiable citations in the scientific literature;
- invited lectures at international scientific meetings;
- member of the editorial boards of international journals;
- membership in foreign academies;
- lecturing in international undergraduate and postgraduate programmes and
- pedagogical collaboration in international undergraduate and postgraduate programmes at foreign universities.

Article 19
(type of publication)

For publication with an international audience is considered the text published in one of the widely used foreign language in one of the journals indexed in Web of Science, Scopus, EBSCO, World Cat, and DOAJ as requested by Administrative Directive 01/2018 of Ministry of Education, Science and Technology of Kosovo.

Article 20
(attribution)

The first or leading attribution is evident from the order of the authors; if that is not evident, authors shall immediately write a statement about the leading author.

b 2. Elements of pedagogical qualification

Article 21
(estimating pedagogical qualification)

Elements to estimate candidate's pedagogical qualification for being elected into a title are:

- comprehension and system lectures, tutorials, seminars, consultations and examinations;

- successful mentoring of theses in specializations, master's degrees, doctoral degrees and postgraduate education, mentoring students on student exchanges and with students' research;
- relation with students;
- students' opinion on pedagogical work;
- encouragement in scientific, pedagogical and professional work;
- preparation, professional, pedagogical and methodical or didactical value of pedagogical accessories, student material and books;
- development of laboratories and other specialized units which allow for quality implementation of pedagogical process;
- certified pedagogical qualification in general programmes of pedagogical qualification or individual programmes of higher education institutions.

c. Special criteria for being elected into a title

Article 22

(special criteria for being elected into a title)

Special minimal standards are quality and quantity criteria that have to be fulfilled beside the fundamental and general criteria.

An associate professor and senior scientific associate / Prof. by actual Kosovo Law for Colleges

Article 23

(an associate professor and senior scientific associate)

A title of an associate professor and senior scientific associate may be appointed if a candidate fulfils the following criteria beside the fundamental and general criteria:

Qualitative criteria:

- ability to do individual scientific and research in the field of candidate's habilitation. A candidate contributes new knowledge and work which resound internationally;
- successful activity in professional area of expertise;
- at least a three-year-long research or pedagogical activity at quality foreign university or research institution after having finished doctoral degree. Being a mentor to students who achieve international recognition in international competitions or events carries the same value as being active at foreign universities;
- being a co-mentor to at least one finished doctoral programme, where mentorship counts also if doctoral dissertation was denied; or contributing to experts' education. Such contribution is:
 - successfully finished mentoring of at least one student work awarded with a university prize or with a national professional or international prize;
 - mentoring of two finished Master's degrees as part of leading a research project; mentorship counts also if a thesis is denied;
 - leading a research project;
 - approval of the habilitation committee.

Quantitative criteria:

- achievement of at least 60 points in the assessment of published works using quantity indicators determined in the attachment Points Book (at least 15 points in educational activity and at least 40 points in scientific activity). At least 30 points are gained with the date of submission of the application for the title to be awarded (at least 7.5 points in educational activity and at least 20 points in scientific activity).
- publication of at least 7 articles (at least 4 articles are published from the title having been awarded) and being its first or leading author (proving equality of his contribution to the article). At least 4 articles have to be published in journals, indexed in [Web of Science](#) or [Scopus](#) or [EBSCO](#) or [World Cat](#) or [DOAJ](#).
- Three other articles must be published in journals approved by the Senate of College ESLG.

- proves at least 5 pure quotes in the last 10 years.

A candidate can replace at least 3 articles from the previous paragraph with the scientific monograph, a course book and a scientific or professional achievement (technology transfer, a gained patent with a test etc.). However, these 3 articles do not replace necessary articles published in journals indexed in [Web of Science or Scopus](#), [EBSCO or World Cat or DOAJ](#). Authorship of a scientific monograph can replace 2 articles while authorship of a part of scientific monograph replaces 1 article. One of the articles replaced with the monograph or a part of the monograph can be replaced with a reviewed university course book.

An assistant professor and scientific associate

Article 24

(an assistant professor and a scientific associate)

A title of an assistant professor and a scientific associate can be awarded if a candidate fulfils the following criteria beside the fundamental and general criteria:

Qualitative criteria:

- being successful in solving scientific, research-developing, artistic or professional problems;
- being active in international area;
- having an approval of the habilitation committee.

Quantitative criteria:

- achievement of at least 20 points in the assessment of published works using quantity indicators determined in the attachment Points Book;
- publication of at least 3 articles and being its first or leading author (proving equality of his contribution to the article). At least 1 article has to be published in journals, indexed in [Web of Science or Scopus or EBSCO or World Cat or DOAJ](#). Two other articles must be published in journals approved by the Senate of College ESLG.

A candidate can replace at least 2 articles from the previous paragraph with the scientific monograph or a part of the scientific monograph. However, these 2 articles do not replace necessary articles published in journals indexed in [Web of Science](#), [SCOPUS](#), [Web of Science](#), [Scopus](#), [EBSCO](#), [World Cat](#), and [DOAJ](#). Authorship of a scientific monograph replaces 2 articles while authorship of a part of scientific monograph replaces 1 article.

Senior lecturer

Article 25
(senior lecturer)

A title of a senior lecturer can be awarded if a candidate:

- has exhibited works and publications proving their professional prominence in their area of expertise;
- has suitable bibliography including works acknowledged by the profession as an appropriate way of presentation for which a title is awarded or suitable pedagogical works;
- exhibits pedagogical qualification.

According to quantitative criteria, a candidate fulfils the criteria from the previous paragraph if he collects 16 points with quantity indicators determined in the attachment Points Book.

A lecturer

Article 26
(a lecturer)

A title of a lecturer can be awarded if a candidate has asserted himself or herself in the area of expertise in which they wish to earn a title and got positive assessment from the majority of rapporteurs.

A foreign language teacher

Article 27

(a foreign language teacher)

A title of a foreign language teacher can be earned if a candidate:

- has gained a three-year-long teaching practices. In case of live languages a candidate needs at least three months of an on-going professional or pedagogical activity in suitable linguistic surroundings;
- has suitable bibliography including works acknowledged by the profession as an appropriate way of presentation for which a title is awarded or suitable pedagogical works;
- has shown ability for professional and pedagogical work;
- exhibits pedagogical qualification.

According to quantitative criteria, a candidate fulfils the criteria from the previous paragraph if he collects 5 points with quantity indicators determined in the attachment Points Book.

An assistant

Article 28

(an assistant)

A title of an assistant can be awarded if a candidate:

- has finished his studies with an average mark 8 (>79.99%), where marks of all exams, tutorials and other marked student obligations count;
- has achieved an 8 (>79.99%) for his final thesis if that is the condition;
- has shown ability for professional, scientific, research or artistic work.

V. CRITERIA FOR RE-ELECTION TO A TITLE

a. Re-election to the title of a higher education teacher and scientific associate

Article 29

(re-election to the title of a higher education teacher and scientific associate)

A title of a higher education teacher and scientific associate can be awarded again if a candidate meets at least one half of the conditions, required for the first election, and positive assessment from the majority of rapporteurs.

Article 30

(election to the lower title)

Provided a candidate does not fulfil the criteria, he can request for being elected into the lower title if the candidate has already been awarded that title. He has to fulfil the criteria required for being re-elected.

b. Re-election into the title of an assistant

Article 31

(re-election into the title of an assistant)

If an assistant has proved achievements in educational and research or artistic work and has certificates about pedagogical ability, he can be elected into the same title three times. In order to earn further titles a doctoral degree is requested.

VI. PRELIMINARY ELECTION INTO A TITLE AND PAST ORDER

Article 32

(preliminary election)

The candidate can be elected into a title before the expiration of the valid title.

The application is preliminary if it is submitted nine (9) months before the expiration of the valid title. Preliminary election is based on candidate's excellent achievements in first or leading authorship.

In order to be elected into a title preliminary a candidate has to fulfil all quality and quantity criteria determined in this legal act.

A candidate who has not been elected in the election procedure cannot request for the election into the title for a period of one year since the denial.

Article 33
(election past the order)

The provision of the previous article about the preliminary election into a title is also used for the election into the title which deviates the order of the election.

In order to be elected into a title past the order a candidate needs to fulfil the quality and quantity criteria determined with this legal act.

Article 34
(candidate's special achievements)

The special achievement of a candidate, which justifies the preliminary election into a title or an election past the order, shall be considered the receipt of an important, generally renowned national and international award, important resounding works in the home country and abroad or a decisive article about the development of an important new field of research or artistic activity are valid.

VII. PROCEDURE FOR THE ELECTION INTO A TITLE

Article 35
(use of rules in the procedure)

Regulations valid on the day of submitting the application are used in the procedure of evaluation of fulfilling the criteria to be elected into a title.

In the same procedure there are also other regulations as provided for by the statute of ESLG and provisions foreseen by the General Administrative Procedure Law.

Article 36

(the beginning of the procedure for being elected into a title)

The procedure of being elected into the title of a higher education teacher or associate or scientific worker or research associate starts with candidate's request to be elected into a title.

A candidate submits the request to a ESLG Faculty Administration, which covers the area of expertise, in which a candidate wishes to be habilitated.

A candidate submits the application for the election in any field that is common in the Faculties. Faculties which carry out the habilitation arrange the appointment of rapporteurs for candidate's professional qualification.

The application for the first election into a title is submitted for:

- the first election into a title at the ESLG,
- the election following the suspension of the title at the ESLG implying the suspension of its validity if it has been more than a year since the expiration date.

The application for re-election into a title is submitted at university without suspension of the title or if the suspension is less than a year.

Article 37

(the procedure for further election or re-election)

The procedure for further election or re-election starts at least 6 months before the expiration of the title. Habilitation committee of the ESLG, where the candidate is employed or has suitable contract for collaboration, informs the candidate in writing.

If the procedure has not ended until the expiration of the existing valid title, the existing title remains until the procedure is finished.

Article 38

(certificates in the procedure for the election into a title)

Application for the election into a title consists of:

- application with the candidate's personal details (name, surname, permanent address, address for serving, email address, etc.);
- CV, showing the candidate's professional, scientific and educational work;
- signed list of bibliography performance for the election into a title at the ESLG for the period since the last election with the printout of bibliographic units or evidences of bibliographic units from the present title to the requested title with electronic links of publications, where possible;
- evidence of other conceived or implemented works or works in print, not documented electronically;
- evidence of pedagogical qualification;
- evidence of the current election into title in case it is not the first election into title;
- evidence of higher education, university, Master's, specialized or doctoral thesis;
- certificate of foreign language proficiency.

It is advice that candidate create the list of her / his academic/scientific achievements based on the assessment criteria, presented in Annex 1.

The candidates shall enclose the following to the application:

- candidate's personal information (name, last name, permanent accommodation address for service, e-mail etc.);
- a request with habilitation field in which the candidate wishes to be habilitated and the title into which he wishes to be elected;
- CV including candidate's professional, scientific and educational work;
- a bibliography of published works;
- certificates about other conceived and implemented works or works in print;
- certificates of pedagogical qualification;
- certificates of the election into a title if the candidate already was elected into one;
- certificates of higher education, university, Master's, specialized or doctoral thesis;

- a certificate of linguistic proficiency.

Article 39

(published works)

Candidate's works which were published until the submission of the application for re-election into a title or election into a higher rank are also considered in the procedure of the election into a title. Provided that the work is still in the publication procedure, the candidate submits editor's certificate of the soon-to-be published work.

The candidate cannot submit the same bibliography provided that he submits more applications simultaneously.

Article 40

(evaluation of the application)

If the habilitation committee of the ESLG establishes that the submitted application or documentations is incomplete or unsuitably composed, they inform the candidate to address the deficiencies.

In case the candidate does not forward the requested information and does not request to extend the period within 30 days since being first informed, the Senate of the ESLG discards the application.

Article 41

(appointment of rapporteurs)

The Senate of the ESLG leading the procedure for the election into a title considers the submitted application and appoints at least three rapporteurs for evaluation of candidate's professional qualification since their submission of the application to be elected into a title.

A rapporteur can be a higher education teacher or scientific worker who owns the same title as the candidate is elected to.

Each rapporteur submits the evaluation from the first paragraph to the Habilitation committee of the ESLG leading the procedure. Rapporteur's assessment can be examined only by members of the bodies in charge of giving opinion in the procedure.

In case the candidate already has carried out pedagogical work at ESLG, the Habilitation committee of the ESLG gains survey results about students' satisfaction with his pedagogical work in the last and current academic year. Another option is for it to be informed by the member's Student Council to give an opinion on his pedagogical work.

Article 42 (public probationary lecture)

Rapporteurs providing professional evaluation about candidate's professional qualification, who applies for being elected into the title of a higher education teacher, consensually determine the topic and the date of public probationary lecture if required by the standards.

Rapporteurs and a student determined by the Student Council of the Faculty evaluate prosperity of the lecture and keep records of the probationary lecture. They assess the lecture as successful or unsuccessful according the Assessment wight ponts and criteria listed in Axnex 1.

If any of the rapporteurs cannot participate in the lecture, the Senate of the ESLG determines a substitute member.

Article 43 (informing the candidate of negative opinion)

The habilitation committee of the ESLG informs the candidate of rapporteurs' negative assessment, negative opinion of the Student Council or bad assessment according to the survey on students' satisfaction with the pedagogical work. Hereby, the rapporteurs' names or other information are not visible.

The notice is forwarded to candidate's E-mail, which was named in the application form.

The candidate can provide his arguments about the negative assessment or poor survey results within three working days after being informed.

Article 44

(the first election into a title or election into a higher rank)

In case of the first election into a title or election into a higher rank the habilitation committee of the ESLG forwards complete material, rapporteurs' assessment and candidate's probable arguments, Student Council's opinion or students' survey results to the Senate for approval.

If the candidate has not declared arguments in written form on time, the ESLG habilitation committee forwards to the Senate along the mentioned documentation also a statement that the candidate has not declared arguments in written form about poor assessment and/or Student Council's negative opinion or poor survey results.

Article 45

(incomplete application)

If the habilitation committee establishes that the application for the election into a title is incomplete, it postpones decision-making and summons the candidate to submit the missing documentation and certificates in time they set. **The period is not shorter than one month and longer than three months.**

If the candidate does not submit the missing certificates or documentation, the habilitation committee of the ESLG informs the Senate. The Senate discards such application.

Article 46

(deadline for the decision on the application)

The ESLG habilitation committee decides on the application for the election into a title in two months according to the material or facts known at the time of rapporteurs' appointment to draw up a professional assessment of candidate's qualification. Their decision is forwarded to the Senate.

The ESLG habilitation committee originates from rapporteurs' assessment of candidate's qualification when deciding on candidate's election into a title.

After the ESLG habilitation committee decides on the agreement to elect into a title, the application cannot be withdrawn.

Article 47

(decision on unfulfilled criteria for the election into title)

The ESLG habilitation committee issues a decision on unfulfilled criteria for the election into title in two cases:

- if it establishes that two or more rapporteurs' opinions on establishment of professional qualification are negative:
- if it establishes on the basis of a comprehensive assessment of the submitted material that it is not possible to adopt a rapporteurs' opinion.

In both case the ESLG habilitation committee has to substantiate its decision and inform the habilitation committee of the ESLG where the procedure for election into title is pending.

The habilitation committee of the ESLG forwards the decision on unfulfilled criteria for the procedure continuation to the candidate and informs him to request for re-election into a title within 14 days after being informed. Then the procedure continues.

If the ESLG habilitation committee passes a decision on unfulfilled criteria for the procedure continuation and if the candidate does not request for re-election into a title, the Senate declares termination of the procedure within 30 days.

Article 48

(re-election into a title)

Re-election into a title is determined by the Senate of the ESLG leading the procedure. It determines according the material or facts known at the time of rapporteurs' appointment to draw up a professional assessment of candidate's qualification.

Article 49

(consent to the election into title)

In case the habilitation committee establishes that the candidate meets the conditions to be elected into the requested title, they inform the Senate of the ESLG that they agree with the election into title. The Senate decides on the election of the candidate into a title within 30 days after receiving the ESLG habilitation committee's agreement. In case of a procedure for the election into the title of full professor and scientific councillor, the ESLG habilitation committee's agreement is forwarded to the Senate of the ESLG who decides about the election into title within 30 days of the receipt of the consent.

Article 50

(a possibility of re-election if not elected)

A candidate who is not elected in the election cannot request to be elected into the title for one year since the rejection of the application.

Article 51
(an assessment)

An election into a title is an autonomous academic judgment of candidate's work, professional and pedagogical qualifications. According to these criteria fulfilling criteria is only a condition to process the application and creates no right to the election.

The competent authority selects among more possible decisions in the procedure of the election into a title based on its discretion rights. It selects the one which is the most suitable and professional one according to a specific case and is explained or supported with facts and proof established in the procedure.

Article 52
(scientific unfairness or severe violation of ethical principles)

The competent authority for the election into a title denies candidate's application due to scientific unfairness or severe violation of ethical principles of scientific or artistic work. In this case the candidate cannot request for the election into a title at the ESLG.

a. Complaint in the procedure of election into a title
a1. A right to a complaint

Article 53
(deadline to complain)

A candidate can complain to the Senate of ESLG within 15 days since he received the provision with a denied application.

a2. Grounds for appeal

Article 54
(grounds for appeal)

Provided that the appeal is declined, a candidate can complain for the following grounds:

- violation of the procedure for the election into a title;
- establishment of incorrect or incomplete facts important for the decision and if these existed at the time of rapporteurs' appointment and preparation of professional assessment, and
- incorrect use of material signature at the time of issue, which could affect personal decisions or if it was not used.

Evident incorrectness is considered when the Senate of the ESLG establishes the situation or uses legal acts arbitrarily without a reasonable support.

Article 55 (submission of complaint)

A complaint is submitted to the ESLG Administration leading the procedure for election into a title. The Administration is to forward the complaint to the Senate of ESLG within 7 working days.

Late submission, illicit complaint or a complaint submitted by unauthorised person is denied by the Senate of ESLG.

The Senate of ESLG appoints a new rapporteur among its own members in the first meeting after submitted the complaint, who is not appointed before to a rapporteur for candidate's qualification. Secondly, the rapporteur cannot be appointed if he/she is a member of the Senate of the ESLG and comes from the same Faculty as the candidate.

The rapporteur draws up a report and a proposition of the decision within 30 days. He submits them to the Senate of the ESLG. The report and the proposition of the decision are confidential and accessible only to members of the Senate of the ESLG.

Article 56
(informing the candidate)

The appellant has the right to be informed with all the material as the ground for the decision of the Senate of the ESLG except for the report and the proposition of the decision. The appellant can give his own proposition, proof, aspects of facts and circumstances important for the decision-making until one week before the meeting of the Senate of the ESLG. New facts and proof are considered only if the appellant could not state them in the procedure of decision-making through no fault of his own.

a3. Deciding on the complaint

Article 57
(decision)

The Senate of the ESLG decides upon the complaint in a private meeting with consultation and voting.

The consultation begins with rapporteur's report that is introduced to the Senate of the ESLG for taking a suitable decision.

Article 58
(decision)

The Senate of ESLG can:

- discard the complaint;
- deny the complaint;
- grant the complaint by repealing the provision and returns the matter to the Administration into the phase of the procedure where the violation happened.

The Senate of the ESLG decided with the majority of present members' votes. The member of the Senate of the ESLG who served as rapporteur shall refrain from voting. Provided that the member of the Senate of the ESLG collaborates in the procedure in the first phase, he has to be discharged from the discussion and voting.

The decision of the Senate of the ESLG is final.

VIII. RECOGNITION OF THE TITLE ELECTED AT ANOTHER UNIVERSITY

Article 59

(determination of equivalence of foreign titles)

ESLG can recognise higher education teachers or associates or scientific workers and research associates who were elected into the title at another university or at an independent higher education institution equivalent to the title elected at the ESLG, if the Habilitation Committee proposed based on ESLG Quality Criteria and Senate of ESLG approved it.

The Senate passes an agreement according to the ESLG habilitation committee about candidate's title being equivalent to the title elected at the ESLG.

Recognition of the equivalent title is valid until the expiration of the title at the institution where the title was elected.

IX. WITHDRAWING THE TITLE

Article 60

(procedure for title withdrawal)

The procedure for title withdrawal starts because the criteria for the election to a title are not fulfilled or because of scientific unfairness.

The procedure for the title withdrawal if the candidate does not fulfil the criteria is started by the Faculty Council if there is suspicion that the candidate gave false personal data that strongly influenced the decision to be elected into the title.

The procedure for the title withdrawal due to scientific unfairness is started by the Faculty Council because of severe ethical principles of scientific or artistic work.

The candidate whose title was withdrawn at the ESLG cannot request for the election at the ESLG again.

Withdrawal of the title is determined by the Senate of the ESLG, which gains the ESLG habilitation committee's opinion.

X. TRANSITIONAL AND FINAL PROVISIONS

Article 61

(completion of ongoing procedures)

Procedures for election into the title started before the application of these minimum standards shall be terminated under the conditions and criteria of the institution at which they were initiated.

Article 62

(Re-election of the same or a higher rank according to the previous criteria)

A candidate who was elected under the previous criteria for awarding titles to teaching and research faculty and faculty assistants may, when it expires this title again apply for election to the same or higher rank, according to the standards in force at the last election in the current title.

Article 63

These standards were adopted by the ESLG Senate on 14.09.2020 and shall enter in force on the day following the adoption.

The standards shall be published online.

In Prishtina, 15.09.2020

Associate Prof. Dr. Visar Hoxha
Rector of ESLG

