	EPOKA UNIVERSITY				
	REGULATION “ON STAFF RECRUITMENT”				
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ARTICLE 1

Purpose and Scope

The purpose of this regulation is to set the conditions that must be fulfilled in the recruitment of academic, assisting academic and administrative staff members.

ARTICLE 2

Definitions

University	: Epoka University
Rector	: Rector of Epoka University
Rector's Office	: Rector's Office of Epoka University
Statute	: Statute of Epoka University
Administrative Board	: Administrative Board of Epoka University
Rectorate	: Rectorate of Epoka University
Academic Senate	: Academic Senate of Epoka University
Units	: Epoka University units shown on the organizational chart

ARTICLE 3

Academic staff of the University

3.1. Based on the Law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania" and the Statute of EPOKA University, the academic staff of the University consists of the following categories:

- a) Professor;
- b) Lecturer;
- c) Assistant Lecturer.


3.1.1. The "Professor" category includes lecturers of courses or modules and team leaders of scientific research activity. The academic staff belonging to this category holds the "Professor" or "Associate Professor" academic titles and signs an employment contract for an indefinite period of time.

3.1.2. The "Lecturer" category includes members of academic staff who perform teaching and scientific research activity, hold the scientific degree of "PhD" or "Doctor" and have at least three years of teaching experience prior to or after obtaining the abovementioned degree. The academic staff belonging to this category signs an employment contract for an indefinite period of time.

3.1.3. The “Assistant Lecturer” category includes academic staff members involved in teaching and scientific-research activities. The Assistant Lecturer holds at least a “Master of Science” or equivalent degree and fulfills all the criteria defined in the University Statute. The Assistant Lecturer is employed on a contract with a duration of one year which can be renewed.

3.2. The contract between the academic staff and the University is signed based on the application of the provisions of the Labor Code of the Republic of Albania and the Statute of the University.

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3.3. The academic staff has the following rights:

- to participate in the activities of the University in accordance with the Statute and the Basic Regulation of the University;
- to be engaged in teaching and research activities and publications;
- to determine freely the methods and content of the learning process within the study programs;
- use of other rights provided for in Law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania", in the Statute and the Basic Regulation of the University.

3.4. In addition to the obligations specified in the employment contract, the academic staff is required:

- to comply with the provisions of the Statute and other regulations of the University;
- to comply with the rules of ethics and discipline at the University.

3.5. Working relations with the academic staff in the University are terminated in the following cases:

- With his own desire;
- At the end of the term of the employment contract;
- In case of disciplinary sanction imposed in compliance with the provisions of the respective Regulation of EPOKA University;
- In case of violation of the employment contract;
- In other cases provided by the Albanian legislation and employment contracts.

ARTICLE 4

Employment contract and working conditions

4.1. Working conditions, annual leave, remuneration and the rights and obligations of the staff arising from the employment contract are determined in the employment contract signed between the parties. This contract is drawn up in accordance with Albanian legislation on labor and with Law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania".

4.2. Parties of the employment contract can be:

- “The Rector” concerning academic and assisting academic staff;
- “The Administrator” concerning administrative staff;

4.3. The conditions of the employment contract are determined by both parties during the negotiation of the contract, in accordance with the recruitment and employment strategies of the Human Resources Office (HRO) of the University.

ARTICLE 5

Criteria related to language proficiency


All academic, assisting academic and administrative staff members shall submit proof of English proficiency according to the employment criteria determined by the Administrative Board concerning the respective job position. In those cases when Albanian proficiency is one of the employment criteria, candidates shall also submit proof of Albanian proficiency.

ARTICLE 6

Announcement and application concerning academic staff members

6.1. Based on human resources needs which are requested by all departments and units and are approved by the decision of the Administrative Board, the respective base unit submits to HRO the request for the initiation of the recruitment process. The HRO announces the type (full or part-time) and job description of the vacant position, as well as all other criteria and

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conditions needed to be fulfilled by the candidate to apply for a vacant position which requires the scientific title of Master of Science or equivalent degree, Doctor, Associate Professor and Professor. The duration of the announcement for the vacant position is at least 15 days. At the same time, application procedures and deadlines are clearly notified in the vacancy announcement.

6.2. Candidates shall submit online to the HRO the attached “EPOKA University Academic Staff Application Form” (**Annex 1**) and a file containing Curriculum Vitae, photocopies of obtained diplomas and certificates as well as of their scientific work according to the classification index set out in Article 11, paragraph 5 of this regulation.

6.3. Applications are assessed by the Scientific Committee of the respective base unit. The Scientific Committee assesses the appropriateness of applications to the vacant position. If the committee deems as appropriate, it may hold preliminary interviews with candidates through electronic means. Candidates who meet the criteria are invited to hold an open lecture in front of the committee. The open lecture shall be transparent and open to the participation of each academic staff member of the respective Faculty who are duly notified through an announcement on the conduct of the open lecture.

The open lecture shall be held in the classroom and if possible, in front of students and academic staff members.

Academic staff members who participate in the open lecture shall assess the performance of the candidate by using the attached “EPOKA University Open Lecture Assessment Form” (**Annex 2**).

6.4. The Scientific Committee shall decide on the specific weight to be assigned to the assessment of the academic performance of the candidate according to the classification index set out in Article 11, paragraph 5 of this regulation and to the score received by the candidate at the open lecture. Based on the score of the open lecture, if the candidate is successful, the Scientific Committee shall assess by itself or by assigning three jury members, the academic competency of the candidate by using the attached “EPOKA University Academic Staff Recruitment Form” (**Annex 3**), where it clearly defines who is the winning candidate according to the committee. The committee transmits its evaluation to the Rectorate through the Dean.

6.5. Based on the proposal of the Rectorate, the Administrative Board approves the recruitment or appointment of the winning candidate to the vacant job position.

ARTICLE 7

Assisting academic staff members

7.1. Assisting academic staff members are employed with the approval of the Administrative Board based on the proposal by the Rectorate on the basis of the needs of the Departments and units, and in accordance with the evaluation criteria established by the Scientific Committee in the respective unit.


7.2. Candidates for Research Assistant and Project Assistant positions are subject to the interview carried out by Scientific Committee at the departmental level.

ARTICLE 8

Announcement and application concerning assisting academic staff members

8.1. Based on human resources needs approved by the decision of the Administrative Board, the respective base unit submits to the HRO the request for the initiation of the recruitment process. The HRO announces in the EPOKA website and if needed in related job portals, magazines and newspapers the type (full or part-time) and job description of the vacant position, as well as all other criteria and conditions needed to be fulfilled by the candidate to apply for a vacant position which requires the scientific title of Master of Science or

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equivalent degree. The duration of the announcement for the vacant position is at least 15 days. At the same time, application procedures and deadlines are clearly notified in the vacancy announcement.

8.2. Candidates shall submit to the Admission Office the application form accompanied by the respective file.

8.3. Applications are assessed by the Scientific Committee of the Department offering the PhD study program where the candidate has applied to be enrolled. The committee assesses the appropriateness of applications to the vacant position. Candidates who meet the criteria are invited for an interview in front of the committee. The Scientific Committee fills out the respective evaluation form for each candidate where it clearly defines who is the winning candidate according to the committee. The committee transmits its evaluation to the Rectorate through the Dean. Based on the proposal of the Rectorate, the Administrative Board of the University approves the recruitment or appointment of the winning candidate to the vacant job position.

ARTICLE 9

Administrative staff members

Administrative staff members are employed with the approval of the Administrative Board based on the proposal by the Rectorate.

ARTICLE 10

Announcement and application concerning administrative staff members

10.1. Based on human resources needs approved by the decision of the Administrative Board, the respective unit submits to the HRO the request for the initiation of the recruitment process. The HRO announces in the EPOKA website and if needed in related job portals, magazines and newspapers the type (full or part-time) and job description of the vacant position, as well as all other criteria and conditions needed to be fulfilled by the candidate to apply for a vacant position concerning administrative staff members. The duration of the announcement for the vacant position is at least 15 days. At the same time, application procedures and deadlines are clearly notified in the vacancy announcement.

10.2. The candidates shall submit online to the HRO the attached “EPOKA University Administrative Staff Application Form” (**Annex 4**), accompanied by the respective file.

10.3. Applications are assessed by the committee consisting of at least three members proposed by HRO and established by the Administrator. The HRO and the line manager of the unit where the vacant job position has been announced is always a member of the committee. The committee assesses the appropriateness of applications to the vacant position. Candidates who meet the criteria are invited for an interview in front of the committee. If the committee deems as appropriate, a written exam is also conducted. The committee fills out the attached “EPOKA University Administrative Staff Recruitment Form” (**Annex 5**) for each candidate where it clearly defines who is the winning candidate according to the committee. The committee transmits its evaluation to the Rectorate through the Administrator. Based on the proposal of the Rectorate, the Administrative Board of the University approves the recruitment or appointment of the winning candidate to the vacant job position.


ARTICLE 11

Criteria for applying for job vacancies and recruitment of the academic staff

The criteria for applying for job vacancies and the recruitment of the academic staff is as follows:

11.1. All academic works of the candidates are considered.

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11.2. An author who has a publication along with several other authors, is awarded 50% of points that are given to the publication, regardless of the number of authors in the publication.

11.3. At least 50% of the points necessary for recruitment shall be composed of the points earned by the categories mentioned in points 5.1.-5.4. of this article.


11.4. For the recruitment of the academic staff, the fulfillment of the following conditions is obligatory:

- Points required for Professors are 200 and they must have a work experience of five years after receiving the title of Associate Professor.
- Points required for Associate Professors are 100 and they must have a work experience of five years after receiving the PhD or “Doctor” scientific degree.
- Points required for Lecturers are 50.
- Points required for Assistant Lecturers are 40.

11.5. Criteria for the assessment of academic activities of the candidates are as follows:

11.5.1	Articles	Points
a)	Articles published in journals indexed at SCI (Science Citation Index), SSCI (Social Science Citation Index) and AHCI (Arts and Humanities Citation Index).	40
b)	Articles published in journals indexed at Scopus or AVERY.	30
c)	Articles published in international peer reviewed journals	15
d)	Publications in other scientific and professional journals	5
11.5.2	Presentations	
a)	Presentations held at international scientific meetings which are published	15
b)	Articles submitted to international conferences, whose abstract has been published	10
c)	Articles submitted to national scientific meetings which are published	7
d)	Articles submitted to national conferences, whose abstract has been published	5
e)	Poster presentations at international conferences	5
f)	Poster presentations at national conferences	3
11.5.3	Books	
a)	Writing a book (according to scientific level)	10-50
b)	Writing a part of a book	15
11.5.4	Translations	
a)	Translation of a book	15
b)	Translation of a part of a book	5
11.5.5	Editing and arbitration	
a)	Editing of scientific or professional peer reviewed journal	20
b)	Being a member of the editorial board of a peer reviewed scientific journal or the editor of such a journal	10
11.5.6	References	
a)	References to articles that appear in journals, point 3.1 (in addition to his articles)	5
b)	For other references	2
11.5.7	Teaching activities	
a)	For each course taught at graduate level during the last five years	6
b)	For each course taught at undergraduate level during the last five years	3

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11.5.8	Thesis supervision	
a)	For each completed doctoral dissertation	15
b)	For each completed Master's thesis	5
c)	For each ongoing doctoral dissertation	8
d)	For each ongoing Master's thesis	3
11.5.9	Completed research projects	
a)	Direction of a project supported by an international institution	10
b)	Participation in a project supported by an international institution	5
c)	Direction of a project supported by a national institution	8
d)	Participation in a project supported by a national institution	4
11.5.10	Awards	
a)	International awards in science	30
b)	International awards in research	20
c)	National award in science	15
d)	National award in research	10
11.5.11	Administrative task (for each year)	
a)	Rector	10
b)	Vice-Rector and Dean	8
c)	Vice-Dean, Department Head and Center Director	6
d)	Rectorate and Decanate member	5
e)	Leader in the areas of research	2

Note: If a paper is not in the list above, it will be evaluated according to the points of a similar paper.

ARTICLE 12

Entry into force

This regulation enters into force after the approval by the Academic Senate following the preliminary approval by the Administrative Board in compliance with the provisions of Article 16, point 1/d of the Statute.

ARTICLE 13

Enforcement

The enforcement of this regulation is ensured by the Rector of the University.

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