



# British College of Technology

The Academic Council of the British College of Technology, based on the Law on Higher Education in the Republic of Kosovo No. 04/L-037, in its meeting held on....., approves:

## **STAFF RECRUITMENT REGULATION**

### **Article 1**

#### **The purpose**

1. This regulation aims to define the internal organization and systematization of the administration's work at the College.
2. This regulation ensures that all recruitment processes are based on fairness and merit, with clear criteria for evaluation, ensuring equal opportunity and non-discrimination in the hiring of staff."

### **Article 2**

#### **Scope**

1. This regulation applies to all organizational structures within the College.
2. The duties and responsibilities of the College are determined by the Law on Higher Education, the College's Statute, and other applicable legislation.
3. According to this regulation, the organization of work enables the application of current legislation, sub-legal acts, other internal acts of the College, and other activities that fall under the competence of the College.

### **Article 3**

#### **Organizational structure**

1. The structure of the organ structure of the College is as follows:
  - 1.1. Governing Council;
  - 1.2. Academic Council;
  - 1.3. College Dean;
  - 1.4. Vice-Dean for learning and science;
  - 1.5. Vice-Dean for collaboration international and safety the quality;

- 1.6. General Secretary;
- 1.7. Administrative Officers;
- 1.8. Office for Quality Assurance;
- 1.9. Office for Financial Affairs;
- 1.10. Office for International Cooperation;
- 1.11. Office for Student Services and Diplomas;
- 1.12. Academic Staff;
- 1.13. Committees such as:
- 1.14. Committee for Quality Assurance;
- 1.15. Study Committee.
  2. The College Library with its officer;
  3. The Dean of the College may appoint:
    - 3.1 Head of Program;
    - 3.2 Coordinator for various aspects.
  4. College branches will follow the organizational structure as foreseen with statutory changes made by the Governing Council. The regulation and functioning of the Governing Council and the Academic Council are defined in the Statute and are not covered by this regulation.
  5. The recruitment and selection process for administrative and academic staff members is conducted in a transparent manner, with clear criteria for evaluation and decision-making. Stakeholders, including academic staff and administrative personnel, are involved in relevant stages of the recruitment process.
  6. All staff are provided with equal opportunities for career development and advancement, with clear and transparent criteria for promotion, free from bias or discrimination.

#### **Article 4**

##### **Dean of College**

1. The Dean is the primary managerial authority of the College and is responsible for leading and organizing the academic and administrative activities within it.
2. The Dean is accountable for the effective and orderly operation of the College, ensuring that all academic activities are conducted according to policies set by the Governing Council. The Dean has the necessary authority to perform his/her duties.
3. The Dean's duties, responsibilities, privileges, and compensation are specified in the Statute, internal acts, the employment contract, and the appointment decision.

## **Article 5**

### **Election and Mandate of the Dean**

1. Dean of College is elected by the Governing Council through a competitive process from within or outside the academic staff.
2. The Governing Council announces the call for applications for the Dean position, which is published on the institutional website and is open for 15 working days.
3. After the closing of the competition, the Governing Council establishes a temporary professional committee to verify the candidacies and administer the procedure.
4. Commission consists of three (3) members from the academic staff represented in the Academic Council.
5. The Commission submits a list of up to three (3) candidates to the Governing Council.
6. Candidates for Dean present their vision for the College before the Governing Council.
7. The Dean has a distinctive robe and chain.
8. The Dean's mandate is five (5) years with the right to unlimited re-election.
9. The candidate for the Dean position, must have these professional preparation and skills:
  - 9.1. Must have proven experience in academic teaching and scientific research;
  - 9.2. Must have knowledge of the English language;
  - 9.3. Experience in managerial positions and teaching;
  - 9.4. Ability for strategic planning and drafting developmental policies for the institution;
  - 9.5. Must be able to handle pressure and manage complex situations in a short time;
  - 9.6. Must have high moral integrity;
  - 9.7. Ability to promote a culture of collaboration and innovation within the College;
  - 9.8. Knowledge of using information technology and academic platforms for managing data and the teaching process;
  - 9.9. Ability to delegate tasks and monitor results effectively.
10. The Dean's mandate can end prematurely in case of:
  - 10.1. Resignation;
  - 10.2. Dismissal;
  - 10.3. Retirement;
  - 10.4. Health reasons;
  - 10.5. Criminal conviction;
  - 10.6. Death.
11. The dismissal of the Dean is done by the Governing Council with an absolute majority of votes for the violation or non-fulfillment of duties based on the initiative of 1/3 of the members of the Governing Council or 1/3 of the members of the Academic Council.

## **Article 6**

### **Duties and Responsibilities of the Dean**

1. The College Dean has competencies that include but are not limited to:

- 1.1. Acting on behalf of the College and representing it before the public and other bodies;
- 1.2. Planning, organizing, leading, and supervising processes and the institution's development;
- 1.3. Chairing the Academic Council of the College;
- 1.4. Presenting proposals, recommendations, and opinions of the Academic Council to the Governing Council;
- 1.5. Ensuring the effective implementation of the internal quality assurance system in the College;
- 1.6. Leading and developing all educational and scientific-artistic activities;
- 1.7. Ensuring the efficient, economical, and beneficial use of the funds allocated to the College;
- 1.8. Proposing strategies to the Governing Council for scholarships and assisting in the implementation of the Council's decisions;
- 1.9. Proposing candidates for Deputy Dean to the Governing Council;
- 1.10. Appointing leading staff to certain positions and announcing winners of competitive processes;
- 1.11. Awarding prizes and recognitions for academic achievements and contributions;
- 1.12. Initiating the issuance, completion, and amendment of regulations and the institution's statute;
- 1.13. Holding regular meetings with managerial staff to coordinate activities;
- 1.14. Signing diplomas for graduates of all levels, as well as contracts and agreements with third parties;
- 1.15. Forming ad-hoc committees for specific matters that require review;
- 1.16. Regularly evaluating staff under supervision and supporting their development through trainings;
- 1.17. Delegating tasks, leveling, promoting, or suspending staff in accordance with legal acts and internal regulations;
- 1.18. Performing all other duties as defined in the Statute and other applicable regulations.

2. The Dean ensures that all staff recruitment and promotion processes are conducted in a fair, merit-based manner, following the institutional policies on equal opportunities and non-discrimination.

3. The Dean ensures that all staff have access to regular professional development and training opportunities, both internally and externally, to support their continuous improvement and performance.

## **Article 7**

- 1.1 The Office of the Dean consists of:
- 1.2 Vice-deans
- 1.3 General Secretary

## **Article 8**

### **Vice-Dean for Teaching and Science**

1. The duties and responsibilities of the Vice-Dean are:
  - 1.1. In collaboration with the Dean of the College, drafts the annual Work Plan;
  - 1.2. Implements policies for ensuring the quality of academic services;
  - 1.3. Supervises the work of lecturers and provides recommendations for solving various issues;
  - 1.4. Advises the Dean in the field of teaching and science;
  - 1.5. Evaluates, develops, and implements existing academic programs and prepares reports and recommendations for improving the quality of programs and teaching;
  - 1.6. Assists students in their organizations;
  - 1.7. Takes care of and coordinates the practical work of students with partner institutions;
  - 1.8. In coordination with the Dean of the College, drafts and approves policies for the implementation of technology in support of academic processes;
  - 1.9. Analyzes statistics and prepares a report on student success rates during exam periods;
  - 1.10. Ensures the recording and tracking of the academic staff's scientific work.
  - 1.11. With the Dean's authorization, represents the faculty in various activities, both inside and outside;
  - 1.12. Is a voting member of the Studies Commission;
  - 1.13. Assists the Dean in drafting teaching plans and programs for the subjects covered by the College and monitors their implementation;
  - 1.14. Provides suggestions to the Dean on the selection of academic staff for relevant subjects;
  - 1.15. Guides personnel on the preparation of work schedules;
  - 1.16. Reviews student complaints and proposes to the Dean the establishment of an academic exam commission for the subjects covered by the College;
  - 1.17. Assists the Dean in preparing periodic analyses of the work done at the College;
  - 1.18. Replaces the Dean when he/she is working outside the College;
  - 1.19. Fulfills other obligations as required by the Dean.
  
2. The candidate for the Vice-Dean position must have these professional preparation and skills:
  - 2.1. Proven experience in teaching or industry;
  - 2.2. At least a Master's degree;
  - 2.3. English language proficiency;
  - 2.4. Demonstrated management skills;
  - 2.5. High moral integrity and professional ethics;
  - 2.6. Good communication and interaction skills with different stakeholders (students, staff, external partners);
  - 2.7. Ability to work in a dynamic environment and withstand work pressure;

- 2.8. Good organizational skills;
- 2.9. Demonstrates flexibility and creativity in addressing academic and managerial challenges;
- 2.10. Ability to promote interdisciplinary collaboration and foster a culture of innovation within the College.

## **Article 9**

### **Vice-Dean for International Cooperation and Quality Assurance**

1. The duties and responsibilities of the Vice-Dean for International Cooperation and Quality Assurance are:
  - 1.1. Coordinates and manages all matters related to the institution's external cooperation in accordance with the institution's Strategic Plan;
  - 1.2. Drafts the work plan of the office for external relations, outlining the fields of action, mechanisms, and structures for carrying out specific activities;
  - 1.3. Coordinates with relevant vice-deans regarding issues and activities related to external relations;
  - 1.4. Explores opportunities for agreements and other forms of cooperation with higher education institutions and other organizations domestically and abroad and ensures their implementation;
  - 1.5. Researches, identifies, and reviews opportunities for the participation of academic staff, administrative staff, and students in international activities to enhance the teaching and research process;
  - 1.6. Negotiates, prepares, and signs domestic and international cooperation agreements with authorization from the Dean;
  - 1.7. Coordinates the signing of external cooperation agreements for other sectors of the institution;
  - 1.8. Is part of every institutional delegation for signing cooperation agreements;
  - 1.9. In collaboration with dean, ensures international mobility by promoting, securing, and supporting all activities related to the mobility of students and academic staff;
  - 1.10. Serves as a coordinator for informing and involving the university in international projects and organizations;
  - 1.11. Provides a database of relevant information about the institution, both electronically and in various publications, to serve students from partner institutions to become familiar with the study opportunities at the institution;
  - 1.12. Engages external collaborators, visiting professors, and establishes contacts with external partners who bring their expertise to the teaching process and organizational structure, by involving external experts;
  - 1.13. Works to ensure the institution's recognition of studies and degrees in universities abroad;
  - 1.14. Takes actions to ensure the recognition of the institution's studies and diplomas in universities abroad.

- 1.15. Is responsible for organizing the institution's Summer School in collaboration with Vice-Deans;
- 1.16. Conducts regular evaluations of staff under his/her supervision and supports their development through training to carry out their duties;
- 1.17. Publishes the work plan in EduPage;
- 1.18. Oversees the institution's external cooperation database.
- 1.19. Fulfills other obligations as required by the Dean.
  2. The candidate for the Vice-Dean position must have these professional preparation and skills:
    - 2.1. Proven experience in teaching or industry;
    - 2.2. At least a Master's degree;
    - 2.3. English language proficiency;
    - 2.4. Demonstrated management skills;
    - 2.5. High moral integrity and professional ethics;
    - 2.6. Good communication and interaction skills with different stakeholders (students, staff, external partners);
    - 2.7. Ability to work in a dynamic environment and withstand work pressure;
    - 2.8. Good organizational skills;
    - 2.9. Demonstrates flexibility and creativity in addressing academic and managerial challenges;
    - 2.10. Ability to promote interdisciplinary collaboration and foster a culture of innovation within the College.

## **Article 10**

### **General Secretary**

1. The duties and responsibilities of the General Secretary of the College are:
  - 1.1. Is responsible for the legal and administrative work of the institution;
  - 1.2. With the Dean's authorization, prepares and signs employment contracts with administrative and academic personnel;
  - 1.3. Ensures the implementation and compliance with applicable laws, regulations, policies, guidelines, and handbooks issued by the institution;
  - 1.4. Participates in drafting contracts with third parties;
  - 1.5. Is responsible for initiating and preparing the institution's legal acts and interpreting them according to the requests of the College staff;
  - 1.6. Is responsible for maintaining regular records of employment applicants, contracted personnel, and other College documentation;
  - 1.7. Ensures the completion of academic personnel files and other documentation in accordance with legal requirements;
  - 1.8. Responds to all legal requests;
  - 1.9. Prepares and issues certifications and verifications for students and staff upon request;
  - 1.10. Ensures the implementation of academic personnel advancement procedures;

- 1.11. Drafts decisions and other legal acts issued by the Dean;
- 1.12. Leads the personnel office's work;
- 1.13. Manages the archives and ensures the legality of document archiving procedures;
- 1.14. Ensures compliance with legislation related to human resources management and development;
- 1.15. Maintains personal records of staff leaves and, in collaboration with the Dean, determines leave periods;
- 1.16. Fulfills other obligations as required by the Dean.

2. The candidate for the General Secretary position must have these professional preparation and skills:

- 1.1. University degree in law, public administration, management, or related fields;
- 1.2. Proven experience in administrative and legal management (preference for experience in the Higher Education sector);
- 1.3. Knowledge of laws and regulations related to Higher Education and public administration in the country;
- 1.4. Good skills in drafting legal acts and contracts;
- 1.5. Ability to manage human resources and develop personnel policies in line with institutional rules;
- 1.6. Knowledge of information technology and document management systems;
- 1.7. Excellent communication and negotiation skills with internal and external parties;
- 1.8. English language proficiency;
- 1.9. Good organizational skills and the ability to handle work pressure and manage unforeseen situations;
- 1.10. Ability to work in teams and collaborate with academic and administrative staff;
- 1.11. Demonstrates flexibility and willingness to fulfill other duties as required by the Dean.

## **Article 11**

### **Quality Assurance Office**

- 1. The duties and responsibilities of the Head of the Quality Assurance Office are:
  - 1.1 Leads and coordinates the process of Quality Assurance;
  - 1.2 Plans and administers internal and external evaluation processes, ensuring adherence to deadlines set by the Quality Assurance Council;
  - 1.3 Manages surveys for performance evaluation in various fields and analyzes data to improve processes;
  - 1.4 Prepares reports and analyses regarding the quality of study programs, based on data collected from various evaluations;
  - 1.5 Maintains and updates the database for evaluation results;
  - 1.6 Analyses student performance results in exams and provides periodic recommendations for improvement;
  - 1.7 Coordinates and manages the accreditation process during external evaluation periods by the Kosovo Accreditation Agency (KAA);



- 1.8 Prepares documentation for accreditation processes and organizes visits by external experts for evaluation;
  - 1.9 Monitors and supports teachers in the effective implementation of study programs;
  - 1.10 Regularly evaluates the staff and supports their development through dedicated training programs;
  - 1.11 Performs additional tasks as defined by internal guidelines or by the Quality Assurance Council.
2. The candidate for the Quality Assurance officer position must have these professional preparation and skills:
    - 2.1 University degree;
    - 2.2 Proficiency in English;
    - 2.3 Proven experience in the field of quality assurance or similar managerial projects (experience in the Higher Education sector and accreditation processes is an advantage);
    - 2.4 Knowledge of the institution and program accreditation process;
    - 2.5 Ability to develop and manage surveys and other tools for performance evaluation;
    - 2.6 Experience in supporting the professional development of staff through training and mentoring;
    - 2.7 Organizational skills for managing various projects and ensuring the timely completion of tasks.

## **Article 12**

### **Administrative Officers**

1. The duties and responsibilities of the Administrative Officers are:
  - 2.1. Provides administrative support for faculties, students, and academic staff;
  - 2.2. Advises and orients students regarding learning processes and applicable regulations;
  - 2.3. Assists in organizing lecture and exam spaces, ensuring their suitability;
  - 2.4. Publishes and updates lecture and exam schedules on the website and the electronic service system;
  - 2.5. Records and maintains data on student attendance in lectures and exams;
  - 2.6. Prepares regular reports for relevant faculties regarding the attendance of students and teachers in academic activities;
  - 2.7. Maintains regular contact with students and informs them about conditions they need to meet for exam registration;
  - 2.8. Identifies and registers the status of students as active or passive and contacts them as per the supervisor's instructions;
  - 2.9. Registers exams and generates student lists for each scheduled exam;
  - 2.10. Registers new students and ensures that all necessary data is completed;
  - 2.11. Prepares certificates and verifications for completed exams based on student requests;
  - 2.12. Assists in the process of issuing diplomas for graduates;

- 2.13. Records final exam reports generated by commissions;
- 2.14. Sends notifications via email and EduPage platforms in collaboration with Vice Deans;
- 2.15. Monitors the timely submission of final evaluation reports by academic staff;
- 2.16. Registers grades for students who have returned or transferred from other institutions;
- 2.17. Receives requests for reviewing payment plans from students and forwards them to the Finance Office;
- 2.18. Performs additional duties as instructed by the supervisor or as needed by the institution.
- 3. The promotion process is transparent and merit-based, with clear criteria for advancement. All staff members are informed about the criteria for promotion and the process is conducted fairly and equitably.
- 4. The candidate for the administrative officer position must have these professional preparation and skills:
  - 4.1 University degree;
  - 4.2 Experience in the relevant field;
  - 4.3 Experience in using electronic systems;
  - 4.4 Good organizational skills and attention to detail;
  - 4.5 Ability to work independently and in teams;
  - 4.6 Communication skills;
  - 4.7 Demonstrates moral integrity and professional ethics in performing daily duties.

### **Article 13**

#### **Finance Officer**

- 1. The duties and responsibilities of the Finance Officer are:
  - 1.1 Supervises and organizes the work in the finance and supply directorate;
  - 1.2 Ensures the realization of the institution's revenues;
  - 1.3 Prepares reports for the management staff on a periodic basis and upon management request;
  - 1.4 Monitors and manages expenses within the allocated budget;
  - 1.5 Collaborates closely with the vice-dean for development and finance in the preparation of the annual plan and the institution's budget;
  - 1.6 Implements payments for approved student projects and initiatives;
  - 1.7 Oversees the financial aspects of student services;
  - 1.8 Organizes and maintains financial files and data;
  - 1.9 Proposes the review and completion of financial regulations and procedures;
  - 1.10 Prepares and executes the institution's payments;
  - 1.11 Controls income, cash flow, and expenses;
  - 1.12 Tracks the institution's financial situation at all times;
  - 1.13 Prepares and submits payroll lists for further processing;
  - 1.14 Reviews and approves student requests for financial relief based on special requirements;

- 1.15 Collaborates and maintains contact with banks and other financial institutions;
- 1.16 Submits the payroll list to the accountant for reporting to the Tax Administration of Kosovo (TKA);
- 1.17 Organizes the deposit of cash in the bank;
- 1.18 Reviews complaints regarding various payment transactions for personnel;
- 1.19 Verifies the accuracy of invoices and payments;
- 1.20 Manages daily administrative and financial activities;
- 1.21 Processes invoice payments on time;
- 1.22 Oversees the preparation of monthly, quarterly, and annual statements for TKA.
- 2. The candidate for the finance officer position must have these professional preparation and skills:
  - 2.1 University degree in economics and finance;
  - 2.2 Professional work experience;
  - 2.3 Advanced knowledge of the English language;
  - 2.4 Managerial work experience;
  - 2.5 Computer skills;
  - 2.6 Excellent communication skills in Albanian and English;
  - 2.7 High moral integrity.

#### **Article 14**

##### **International Cooperation officer**

- 1. The duties and responsibilities of the International Cooperation officer are:
  - 1.1. Coordinates and administers all processes and procedures related to the institution's international cooperation;
  - 1.2. Supports the Vice-Dean for External Cooperation in drafting the Strategy for cooperation with foreign institutions;
  - 1.3. Prepares project proposals that can be funded by external partners and international organizations;
  - 1.4. Manages and coordinates, in collaboration with the Vice-Deans, mobility programs for students and academic staff, as well as other exchange programs;
  - 1.5. Drafts and implements policies, regulations, and instruments for organizing student internships;
  - 1.6. Coordinates and supervises the realization of internships in collaboration with faculties and external partners;
  - 1.7. Promotes the internationalization of the institution by fostering the exchange of experiences and best practices with European and global universities;
  - 1.8. Collaborates with relevant sectors for the development of franchises and joint programs, including dual degrees with international universities;
  - 1.9. Works with management to create and implement study programs in foreign languages, facilitating academic mobility for staff and students.
- 2. The candidate for the international cooperation officer position must have these professional preparation and skills:

- 2.1 University degree;
- 2.2 Professional work experience;
- 2.3 Proficiency in the English language;
- 2.4 Good knowledge of project drafting and management of international relations;
- 2.5 Computer skills;
- 2.6 Excellent communication skills in Albanian and English;
- 2.7 High moral integrity.

## **Article 15**

### **Student Services and Diplomas officer**

1. The duties and responsibilities of the Officer for Student Affairs are:
  - 1.1 Organizes and coordinates work with the Dean of the College;
  - 1.2 Makes the necessary technical preparations and registers students for their first year of studies;
  - 1.3 After the registration process ends, prepares the final report;
  - 1.4 Issues certificates regarding student registration and status;
  - 1.5 Prepares diplomas, verifies, and maintains the main student records;
  - 1.6 Reports to the General Secretary operationally, while reporting professionally on work-related matters to the Vice-Dean for Teaching and Science
2. The candidate for the student services and diploma officer position must have these professional preparation and skills
  - 2.1 University degree;
  - 2.2 Proficiency in the English language;
  - 2.3 Computer skills;
  - 2.4 Ability to work and communicate with external authorities, both domestic and international;
  - 2.5 Ability to work independently and meet deadlines in document preparation;
  - 2.6 Flexibility and ability to manage unexpected situations related to student processes;
  - 2.7 Demonstrates high moral integrity and professional ethics.

## **Article 16**

### **Library officer**

1. The duties and responsibilities of the Library Officer are:
  - 1.1 Leads and represents the library;
  - 1.2 Manages the arrangement and maintenance of books in the library;
  - 1.3 Organizes the supply of the library;
  - 1.4 Participates in drafting and reviewing regulations related to the book sector and ensures their implementation;
  - 1.5 Researches electronic resources and proposes membership in those resources;
  - 1.6 Signs contracts for the provision of electronic resources;
  - 1.7 Maintains and updates the library's website;

- 1.8 Plans and manages the library's budget;
  - 1.9 Manages the library's archives;
  - 1.10 Manages the library's electronic system;
  - 1.11 Controls and manages the storage and circulation of books.
2. The candidate for the library officer position must have these professional preparation and skills:
    - 2.1 University degree;
    - 2.2 Preferred work experience;
    - 2.3 Advanced knowledge of the English language;
    - 2.4 Computer skills;
    - 2.5 Good knowledge of electronic resources;
    - 2.6 Good communication skills.

### **Article 17**

#### **The open call procedure**

1. The all-work position specified with the Statute and this regulation will go through a transparent process implemented by an open call published in web of BCT.
2. In the open call each specific position will be provide by clear and further criteria.

### **Article 18**

#### **Entry into force**

This regulation enters into force upon the Accreditation of the College and approval by the Academic Council.

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Dean of BCT



