

UNIVERSITY OF EAST SARAJEVO

EAST SARAJEVO

RULEBOOK

ON THE PROCEDURE FOR THE ELECTION OF ACADEMIC STAFF

OF THE UNIVERSITY OF EAST SARAJEVO

East Sarajevo, October 2023

Pursuant to Article 54, Paragraph 1, Item 4 of the Law on Higher Education (“Official Gazette of the Republic of Srpska”, No. 67/20) and Article 41, Paragraph 2, Item 17 of the Statute of the University of East Sarajevo, in connection with Article 91, Paragraph 9 of the Law on Higher Education, Article 6, Paragraph 1 of the Rulebook on the Conditions for the Selection of Teaching, Artistic-Teaching, Teaching and Associate Academic Titles (“Official Gazette of the Republic of Srpska”, No. 69/23) and Article 170, Paragraph 10 of the Statute of the University of East Sarajevo, the Senate of the University of East Sarajevo, at its LV session held on 03 October 2023, hereby adopted the following:

RULEBOOK

ON THE PROCEDURE FOR THE SELECTION OF ACADEMIC STAFF OF THE UNIVERSITY OF EAST SARAJEVO

I PROCEDURE FOR THE SELECTION OF ACADEMIC STAFF

1. Selection to Teaching and Associate Academic Titles

Article 1

This Rulebook on the Procedure for the Selection of Academic Staff of the University of East Sarajevo (hereinafter: the Rulebook) shall regulate the procedure for the selection to teaching, artistic-teaching and associate academic titles at the University of East Sarajevo (hereinafter: the University), as well as the procedure for the selection and the term of appointment of foreign language and skills instructors.

Article 2

(1) The University shall conduct the selection to the titles referred to in Article 1 of this Rulebook, in accordance with the Law on Higher Education (hereinafter: the Law), the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles adopted by the minister responsible for scientific and technological development, higher education and information society of the Republic of Srpska, the Statute of the University, and this Rulebook.

(2) The procedure for the selection to the titles referred to in Article 1 of this Rulebook, for all narrow scientific fields or narrow artistic fields, including the procedure for the selection of foreign language and skills instructors for the delivery of teaching in a non-core study

programme, shall be conducted at the faculty/academy of the University which proposed the announcement of the public competition to the competent bodies of the University.

(3) In cases where a faculty/academy has a need for a teacher or associate in a narrow scientific field or narrow artistic field for which it is not the core faculty/academy, the selection procedure shall be conducted by the scientific-teaching/artistic-scientific-teaching council (hereinafter: the Council) of the core faculty/academy.

(4) In the event of a need to establish an employment relationship with a new employee – teacher or associate, the faculty/academy shall be obliged to submit to the Senate of the University, together with the proposal for announcing the public competition for selection to the title, an assessment of the normative workload and the scope of working time for the position for which the public competition is announced, covering the entire election period.

Article 3

(1) Selection to academic titles shall be carried out on the basis of a public competition, in accordance with the conditions and criteria laid down by the Law and the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles adopted by the minister responsible for scientific and technological development, higher education and information society of the Republic of Srpska.

(2) The public competition for selection to academic titles shall be announced by the Senate of the University, upon the proposal of the council of the faculty/academy, in accordance with the annual plan for selection to academic titles, taking into account the need for the teaching process to be organised in a high-quality, rational and efficient manner.

(3) The public competition for the selection of teachers and associates shall be announced no later than six months prior to the expiry of the term for which the teacher or associate was selected.

(4) The public competition shall be announced for a narrow scientific field or a narrow artistic field, in accordance with the Rulebook on Scientific and Artistic Fields, based on the list of narrow fields adopted by the minister responsible for scientific and technological development, higher education and information society of the Republic of Srpska.

(5) In the procedure for selection to artistic-teaching and artistic-associate academic titles in teaching and artistic activities in the field of arts, in addition to the narrow artistic field,

the title of the subject group within the relevant narrow artistic field for which the selection is carried out shall be specified.

(6) The titles of subject groups referred to in Paragraph 5 of this Article, as well as the designation of the core faculty/academy for conducting the procedure for selection to academic titles, shall be determined by a decision of the Senate of the University, upon the proposal of the faculty/academy.

(7) The public competition for selection shall be published through public media and on the official website of the University.

(8) The public competition shall contain general and specific conditions which the candidate is required to meet: the narrow scientific or narrow artistic field for which the selection is carried out; the academic title; the deadline for submission of applications (15 days); the documents to be submitted by the candidate as proof of fulfilment of the conditions and the address to which the application and documentation are to be submitted, a statement as to whether shortlisted candidates shall be invited to an interview, and any other necessary information, such as the type of employment contract, percentage of working time, etc.

(9) The council of the faculty/academy shall be obliged to submit to the competent professional service of the Rectorate of the University all necessary elements for announcing the public competition for selection to academic titles.

(10) The procedure for selection to an academic title shall be conducted within a period of six months from the date of announcement of the public competition.

(11) By way of exception to Paragraph 10 of this Article, where the public competition cannot be completed within the six-month period from the date of its announcement due to objective reasons, the competition shall be completed no later than two months after the expiry of that period.

Article 4

(1) After the expiry of the deadline for submission of applications, the council of the faculty/academy shall appoint a commission for the preparation of the report on the applicants (hereinafter: the Commission), upon the proposal of the department whose needs gave rise to the announcement of the public competition.

(2) By way of exception to Paragraph 1 of this Article, in the case of selection of teachers and associates for a narrow scientific field or narrow artistic field for which the faculty/academy is not the core faculty/academy, the council of the relevant core faculty/academy shall appoint the Commission upon the proposal of the council of the non-core faculty/academy, as determined upon the proposal of its competent department.

(3) In the case referred to in Paragraph 2 of this Article, the council of the core faculty/academy shall be obliged, within 30 days from the date of receipt of the request of the non-core faculty/academy, to determine the proposed members of the Commission.

(4) If the department, in the cases referred to in Paragraphs 1 and 2 of this Article, fails to submit the proposal for the composition of the Commission for the preparation of the report on the applicants within the prescribed deadline, the Commission shall be appointed by the council of the faculty/academy without the proposal of the department, or by the council of the core faculty/academy, which shall independently determine the proposed composition of the Commission, without the proposal of the department.

(5) The council of the faculty/academy, when appointing the Commission in the case referred to in Paragraph 1 of this Article, or the council of the core faculty/academy, when proposing the composition of the Commission in the case referred to in Paragraph 2 of this Article, shall not be bound by the proposal of the department.

(6) The Commission shall consist of at least three teachers from the relevant scientific or artistic field, at least one of whom shall be from the narrow scientific field or narrow artistic field for which the selection of the teacher or associate is conducted.

(7) At least one member of the Commission shall be employed by another higher education institution.

(8) Members of the Commission shall hold the same or a higher academic title than the title for which the candidate is being selected.

(9) The decision of the council of the faculty/academy on the appointment of the Commission shall specify, for each member of the Commission, the first and last name, academic title, date of election, scientific/artistic field, narrow scientific/narrow artistic field, and the name of the core institution.

(10) In the event that a teacher appointed as a member of the Commission holds an academic title in a narrow scientific or narrow artistic field pursuant to regulations not applicable to the University, in addition to the scientific/artistic field and narrow scientific/narrow artistic field for which the selection is carried out, their equivalents shall also be stated in accordance with the Rulebook on Scientific and Artistic Fields, based on the list of narrow fields adopted by the minister responsible for scientific and technological development, higher education and information society of the Republic of Srpska.

(11) The decision on the appointment of the Commission shall designate the Chair of the Commission, who shall be responsible for coordinating the work of the Commission and for the preparation of the report on the applicants.

Article 5

(1) Upon receipt of the competition documentation, the Commission shall examine the applications and determine their timeliness, formal validity and completeness.

(2) Applications of candidates which the Commission determines to be untimely, formally invalid and/or incomplete shall not be considered further.

(3) For candidates in respect of whom the Commission determines that timely, formally valid and complete applications have been submitted, the Commission shall establish whether the conditions of the public competition have been fulfilled.

(4) The Chair of the Commission shall schedule interviews with candidates who have submitted timely, formally valid and complete applications and who fulfil the general and specific conditions of the public competition.

(5) As a rule, interviews with candidates referred to in Paragraph 4 of this Article shall be conducted by the Commission in its full composition, on the premises of the faculty/academy conducting the selection procedure.

(6) By way of exception to Paragraph 5 of this Article, where a member of the Commission is prevented from attending the interview, the interview may be conducted in the presence of the remaining members of the Commission.

(7) Members of the Commission who are employed by another higher education institution and are assigned to work at another member institution of the University may

participate in the interview via electronic platforms in real time, and such participation in the work of the Commission shall be deemed attendance.

Article 6

(1) The Commission shall prepare a report on the applicants and shall propose a candidate for selection to a teaching or associate academic title, in accordance with the conditions laid down in the public competition.

(2) When proposing a candidate, the Commission shall be obliged to comply with the minimum requirements for selection to the relevant academic title, in accordance with the Law and the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles adopted by the minister responsible for scientific and technological development, higher education and information society of the Republic of Srpska.

(3) A person who has been convicted by a final court judgment of a criminal offence against sexual integrity, of falsification of a public document issued by a higher education institution, or of accepting a bribe in the performance of duties at a higher education institution, as well as a person who has seriously violated the code of professional ethics in accordance with the law, shall not be eligible for selection to a teaching or associate academic title.

Article 7

(1) The report of the Commission shall contain:

- 1) biographical data on the applicants (who have submitted timely, formally valid and complete applications);
- 2) an overview and assessment of the previous scientific, professional or artistic work of the applicants and of their teaching activities;
- 3) data on published works and other conditions prescribed by the Law and/or the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles adopted by the minister responsible for scientific and technological development, higher education and information society of the Republic of Srpska;
- 4) a concluding opinion on the fulfilment of the conditions prescribed by the Law;
- 5) the proposal of the Commission for the selection of a candidate to a specific teaching or associate academic title;

- 6) data on impressions from the interview;
- 7) data on the members of the Commission and data on the announced public competition;
- 8) data on the conducted trial lecture (where there is an obligation to conduct one);
- 9) a separate opinion of a member of the Commission, where such opinion exists.

(2) The report shall be prepared using the form set out in Annex No. 1, which shall constitute an integral part of this Rulebook.

Article 8

(1) The report on the selection to an academic title shall be signed by all members of the Commission.

(2) If any member of the Commission does not agree with the proposal for selection, they shall be obliged to submit their separate opinion in written form, which shall constitute an integral part of the report.

(3) In the event that the majority of the members of the Commission have neither signed the report nor submitted their separate opinions, the council of the faculty/academy shall appoint a new Commission in accordance with Article 4 of this Rulebook, and the procedure before that Commission shall be repeated.

(4) Failure to comply with deadlines or failure to fulfil the obligation to participate and work in the Commission by a teacher of the University shall be deemed a breach of work discipline and shall give rise to disciplinary liability.

Article 9

(1) The deadline for submitting the report on the applicants to the council of the faculty/academy shall be 30 days from the date on which the competition materials are delivered to the Chair of the Commission.

(2) The Commission shall be obliged to submit the report in both written and electronic form, using the form referred to in Article 7, Paragraph 2 of this Rulebook.

(3) The report on the applicants shall be published on the official website of the University and shall be available for public inspection for a period of 10 days from the date of publication; within that period, any objections to the report may be submitted in written form to the council of the faculty/academy.

(4) If the Commission fails to submit the report on the applicants within the deadline referred to in Paragraph 1 of this Article, the council of the faculty/academy shall be obliged to appoint a new Commission in accordance with Article 4 of this Rulebook, and the procedure before that Commission shall be repeated.

Article 10

(1) A candidate for selection to a teaching or artistic-teaching academic title who has previously delivered teaching at higher education institutions, and who has submitted a timely, formally valid and complete application to the public competition and fulfils the remaining conditions thereof, shall be obliged, before the Commission referred to in Article 4 of this Rulebook, to deliver a trial lecture in the subject of the narrow scientific field for which the competition was announced, on a topic determined by the Commission.

(2) The candidate shall be notified of the date and time of the trial lecture and of the topic thereof no later than seven days prior to the scheduled date.

(3) The University shall be obliged to publicly announce the date and time of the trial lecture.

Article 11

(1) After the expiry of the public inspection period referred to in Article 9, Paragraph 3 of this Rulebook, the council of the faculty/academy, upon whose request the public competition was announced, shall consider the report of the Commission and any objections thereto, and shall determine a proposal of a decision on the selection of a candidate to a specific teaching, artistic-teaching or associate academic title, which, together with the complete selection documentation, shall be submitted to the Senate of the University or to the competent council of scientific fields of the University, as appropriate.

(2) The council of the faculty/academy may:

- adopt the report of the Commission and, accordingly, adopt a decision determining its proposal; or
- reject the report of the Commission.

(3) The council of the faculty/academy may adopt a decision rejecting the report of the Commission if it determines irregularities in the work of the Commission.

(4) In the case referred to in Paragraph 3 of this Article, the council of the faculty/academy shall appoint a new Commission in accordance with the procedure prescribed in Article 4 of this Rulebook, and the procedure before that Commission shall be repeated.

Article 12

(1) The selection documentation to be submitted to the competent council of scientific fields shall include:

1. the decision of the council of the faculty/academy determining the proposal of the candidate;
2. the report of the Commission on the applicants, together with any objections thereto, where applicable;
3. complete competition documentation for all applicants.

(2) The documentation referred to in Items 1 and 2 of Paragraph 1 of this Article shall be submitted by the faculty/academy in electronic form, and one original signed copy (for archiving purposes) shall be submitted in written form.

Article 13

The competent council of scientific fields shall submit to the Senate of the University its opinion on the proposal of the council of the faculty/academy referred to in Article 12, Paragraph 1, Item 1 of this Rulebook.

Article 14

(1) When considering the proposal of the council of the faculty/academy referred to in Article 12, Paragraph 1, Item 1 of this Rulebook, by which a proposal of a candidate for selection to an academic title has been determined, the competent council of scientific fields may render one of the following opinions:

- that the proposed candidate be selected to the proposed academic title;
- that the proposed candidate not be selected to the proposed academic title;
- that the selection documentation be returned to the faculty/academy and/or the Commission for the purpose of providing additional clarifications and/or remedying identified deficiencies and/or irregularities.

(2) When considering a proposal of the council of the faculty/academy in which, for specific reasons, no candidate has been proposed for selection to an academic title, the competent council of scientific fields may render one of the following opinions:

- a positive opinion on the proposal of the council of the faculty/academy;
- a negative opinion on the proposal of the council of the faculty/academy;
- an opinion that the selection documentation be returned to the faculty/academy and/or the Commission for the purpose of providing additional clarifications and/or remedying identified deficiencies and/or irregularities.

Article 15

(1) The competent council of scientific fields shall determine its opinion on the proposal of the council of the faculty/academy by a majority vote of the total number of its members.

(2) The opinion of the competent council of scientific fields shall be submitted to the Senate of the University.

Article 16

(1) The decision on selection to an academic title shall be adopted by the Senate of the University, upon the proposal of the council of the faculty/academy and following the prior consideration of the opinion of the competent council of scientific fields.

(2) The decision on selection to an academic title shall be adopted by a majority vote of the total number of members of the Senate of the University entitled to vote.

Article 17

(1) When considering a proposal for selection to an academic title, the Senate of the University may adopt:

- a decision selecting the proposed candidate to the proposed academic title;
- a decision not selecting the proposed candidate to the proposed academic title.

(2) If the Senate of the University assesses that additional clarifications or the remedying of deficiencies and/or irregularities are necessary for the adoption of a valid decision, it may adopt a conclusion deferring the adoption of the decision on the proposal of

the council of the faculty/academy and request additional clarifications and/or the remedying of identified deficiencies and/or irregularities.

(3) In the case referred to in Paragraph 2 of this Article, the council of the faculty/academy shall proceed without delay, and no later than within 30 days from the date of delivery of the conclusion of the Senate of the University.

(4) When considering a proposal of the council of the faculty/academy in which, for specific reasons, no candidate has been proposed for selection to an academic title, the Senate of the University, if it deems the reasons justified, may adopt:

- a decision determining that the selection to an academic title under the public competition has not been carried out; or
- proceed in accordance with Paragraph 2 of this Article.

(5) The Senate of the University may adopt a decision on the annulment of the public competition where objective reasons exist.

Article 18

(1) All candidates shall be notified in writing of the decision of the Senate of the University by which the selection of a candidate to an academic title has been carried out.

(2) The decision on selection to an academic title referred to in Paragraph 1 of this Article shall, upon becoming final, be delivered to the faculty/academy and to the selected candidate.

(3) The decisions of the Senate of the University referred to in Article 17, Paragraph 1, Item 2, Paragraph 4, Item 1, and Paragraph 5 of this Rulebook shall be delivered to the candidates and to the faculty/academy.

Article 19

(1) A dissatisfied candidate may submit a request for reconsideration of the decision on selection to an academic title to the Senate of the University within 15 days from the date of receipt of the notification of the decision of the Senate of the University.

(2) A dissatisfied candidate may submit a request for reconsideration of the decisions of the Senate of the University referred to in Article 17, Paragraph 1, Item 2, Paragraph 4, Item 1, and Paragraph 5 of this Rulebook, within 15 days from the date of receipt thereof.

(3) An untimely request and/or a request submitted by an unauthorised person for reconsideration of the decision on selection to an academic title, or of the decisions referred to in Article 17, Paragraph 1, Item 2, Paragraph 4, Item 1, and Paragraph 5 of this Rulebook, shall be dismissed by the Senate of the University by conclusion.

(4) A timely request submitted by an authorised person (a candidate in the procedure) for reconsideration of the decision on selection to an academic title, or of the decisions referred to in Article 17, Paragraph 1, Item 2, Paragraph 4, Item 1, and Paragraph 5 of this Rulebook, shall be considered by the Senate of the University.

(5) Upon a request for reconsideration of the decision on selection to an academic title, or of the decisions referred to in Article 17, Paragraph 1, Item 2, Paragraph 4, Item 1, and Paragraph 5 of this Rulebook, the Senate of the University shall decide no later than within 60 days from the date of receipt of the request.

Article 20

(1) When deciding on a request for reconsideration of the decision on selection of a candidate to an academic title, or of the decisions referred to in Article 17, Paragraph 1, Item 2, Paragraph 4, Item 1, and Paragraph 5 of this Rulebook, the Senate of the University may:

- 1) reject the request for reconsideration as unfounded and uphold the first-instance decision;
- 2) uphold the request for reconsideration as founded, annul the first-instance decision and return the case to the council of the faculty/academy for repeated proceedings;
- 3) uphold the request for reconsideration and amend the first-instance decision.

(2) The decision of the Senate of the University adopted upon a request for reconsideration shall be final, and no administrative dispute may be initiated against it.

(3) The decision of the Senate of the University referred to in Paragraph 2 of this Article shall be delivered to the applicant who submitted the request for reconsideration together with the first-instance decision, while the other candidates shall be notified of the final decision where the request for reconsideration has been upheld as founded.

2. Selection of Foreign Language and Skills Instructors

Article 21

(1) Foreign language and skills teaching within a non-core study programme, except where delivered by persons holding a teaching academic title, may be performed by a foreign language or skills instructor who meets the following requirements:

1. has completed a second cycle of studies in the relevant field with a minimum grade point average of 8.0 in both the first and second cycles of studies, or an equivalent qualification, or holds an academic degree of Master of Science in the relevant field with a minimum grade point average of 8.0 at both undergraduate and postgraduate studies, or an equivalent qualification; and
2. has published at least two professional or scientific papers.

(2) The selection of foreign language and skills instructors shall be conducted at the non-core faculty/academy, in accordance with this Rulebook and pursuant to the rules governing selection to teaching, artistic-teaching and associate academic titles at the non-core faculty/academy.

(3) A foreign language and skills instructor shall be selected for a period of five years, with the possibility of reappointment.

3. Procedure for Revocation of an Academic Title

Article 22

(1) If, after the selection to an academic title, it is established that the works and/or publications on the basis of which the selection to the academic title was carried out constitute plagiarism, or that the academic title was obtained on the basis of falsified documentation used to demonstrate fulfilment of the conditions for selection to an academic title, proceedings for the revocation of the academic title shall be initiated.

(2) The decision to initiate the proceedings referred to in Paragraph 1 of this Article shall be adopted by the Senate of the University ex officio or upon the proposal of the council of the faculty/academy.

(3) By the decision referred to in Paragraph 2 of this Article, the Senate of the University shall appoint a commission to conduct the procedure for establishing the proposal for revocation of the academic title.

(4) The Commission referred to in Paragraph 3 of this Article shall consist of five members who may not hold an academic title lower than that held by the person against whom the proceedings have been initiated, and who may not be related to that person.

Article 23

(1) The Commission referred to in Article 22, Paragraph 3 of this Rulebook shall be obliged, within 30 days from the date of delivery of the decision on its appointment, to conduct the procedure for establishing the proposal and to prepare a report with the corresponding proposal.

(2) The decision on the revocation of an academic title, based on the proposal of the Commission, shall be adopted by the Senate of the University.

(3) The decision of the Senate of the University shall be final.

4. Termination of Employment

Article 24

(1) Where a teacher or associate is not selected to the same or a higher academic title, their employment relationship shall terminate.

(2) A person referred to in Paragraph 1 of this Article shall not be entitled to severance pay in accordance with the regulations governing employment relationships.

(3) For a teacher or associate who is employed at a higher education institution and who has participated in a public competition for selection to an academic title, but whose procedure has not been completed within the time limit referred to in Article 3, Paragraph 10 of this Rulebook, the employment relationship at the higher education institution shall not terminate until the completion of the selection procedure.

(4) Teachers and associates whose election period has expired may participate in the teaching process as responsible teachers and associates for a maximum period of two months after the expiry of the election period.

Article 25

Following the finality of the decision by which selection to an academic title has not been carried out, the Rector shall issue a decision on the termination of the employment

relationship of the teacher or associate who has not been selected to the same or a higher academic title.

II TRANSITIONAL AND FINAL PROVISIONS

Article 26

(1) Teachers and associates who were elected to academic titles and who, at the time of entry into force of the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles (“Official Gazette of the Republic of Srpska”, No. 2/22), have completed more than one half of their election period, shall be entitled to selection under the conditions of the previously applicable Law on Higher Education (“Official Gazette of the Republic of Srpska”, Nos. 73/10, 104/11, 84/12, 108/13, 44/15, 90/16, 31/18, 26/19 and 40/20).

(2) In all other cases, selection to academic titles shall be governed by the conditions for selection to teaching, artistic-teaching, teaching and associate academic titles prescribed by the Law on Higher Education currently in force (“Official Gazette of the Republic of Srpska”, No. 67/20) and by the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles (“Official Gazette of the Republic of Srpska”, No. 69/23).

(3) The persons referred to in Paragraph 1 of this Article shall be obliged, in their application to the public competition for selection to an academic title, to indicate whether they exercise the right to selection under the conditions applicable at the time of entry into force of the Law on Higher Education (“Official Gazette of the Republic of Srpska”, No. 67/20) or under the previously applicable Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles (“Official Gazette of the Republic of Srpska”, No. 2/22), of which notice shall be given in the public competition itself.

Article 27

(1) Teachers and associates who were elected to academic titles under previous regulations shall retain those titles until the expiry of the period for which they were elected.

(2) Procedures for selection to teaching, artistic-teaching and associate academic titles, as well as procedures for the selection of foreign language and skills instructors, which were initiated under the Rulebook on the Procedure and Conditions for the Selection of Academic

Staff of the University of East Sarajevo (reference numbers: 01-C-129-VIII/12 of 18 April 2012; 01-C-45-XXXVI/14 of 19 February 2014; 01-C-92-XXXVII/14 of 27 March 2014; 01-C-78-I-XXXXVIII/15 of 26 March 2015; 01-C-560-I-XVIII/16 of 29 September 2016; 01-C-150-XXVII/17 of 23 March 2017; 01-C-461-I-XXXVIII/17 of 30 November 2017; 01-C-8-1-XLI/18 of 25 January 2018; and 01-C-53-I-XXVIII/22 of 24 February 2022) shall be completed in accordance with those rulebooks.

Article 28

On the date of entry into force of this Rulebook, the Rulebook on the Procedure and Conditions for the Selection of Academic Staff of the University of East Sarajevo (reference numbers: 01-C-129-VIII/12 of 18 April 2012; 01-C-45-XXXVI/14 of 19 February 2014; 01-C-92-XXXVII/14 of 27 March 2014; 01-C-78-I-XXXXVIII/15 of 26 March 2015; 01-C-560-I-XVIII/16 of 29 September 2016; 01-C-150-XXVII/17 of 23 March 2017; 01-C-461-I-XXXVIII/17 of 30 November 2017; 01-C-8-1-XLI/18 of 25 January 2018; and 01-C-53-I-XXVIII/22 of 24 February 2022) shall cease to be in force.

Article 29

This Rulebook shall enter into force on the eighth day following its publication on the official website of the University.

Ref. No.: 01-C-301-I-LV/23

Date: 03 October 2023

CHAIR OF THE SENATE

RECTOR

Prof. Dr Milan Kulić

Annex No. 1

TO THE SCIENTIFIC-TEACHING COUNCIL _____

/ARTISTIC-SCIENTIFIC-TEACHING COUNCIL _____

AND

TO THE SENATE OF THE UNIVERSITY OF EAST SARAJEVO

Pursuant to the Decision of the **Scientific-Teaching Council / Artistic-Scientific-Teaching Council** of _____ of the University of East Sarajevo, Ref. No. _____, dated _____, **we have been appointed as the Commission for the Preparation of the Report on Applicants for selection to the academic title _____ for the narrow scientific field / narrow artistic field _____, under the Public Competition published on _____ in the daily newspaper “ _____ ” and on the official website of the University of East Sarajevo.**

DATA ON THE COMMISSION

Composition of the Commission (first and last name, academic title, date of election, scientific/artistic field, narrow scientific field/narrow artistic field, and the name of the core institution at which the member of the Commission is employed, including any equivalent scientific/artistic field and narrow scientific field/narrow artistic field pursuant to the Rulebook on Scientific and Artistic Fields, Fields and Narrow Fields)
1. _____, Chair Scientific field / Artistic field _____ Narrow scientific field / Narrow artistic field _____ Date of election to the academic title _____ University _____ Faculty / Academy _____
2. _____, Member Scientific field / Artistic field _____ Narrow scientific field / Narrow artistic field _____ Date of election to the academic title _____ University _____ Faculty / Academy _____
3. _____, Member Scientific field / Artistic field _____ Narrow scientific field / Narrow artistic field _____ Date of election to the academic title _____ University _____ Faculty / Academy _____

For the aforementioned public competition, _____ candidate(s) applied:

1. _____

2¹. _____

Pursuant to the review of the competition documentation, and in compliance with the Law on Higher Education (“Official Gazette of the Republic of Srpska”, No. 67/20), the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles (“Official Gazette of the Republic of Srpska”, No. 69/23), the Statute of the University of East Sarajevo, and the Rulebook on the Procedure for the Selection of Academic Staff of the University of East Sarajevo, the Commission for the Preparation of the Report on Applicants for selection to the academic title _____ for the narrow scientific field / narrow artistic field _____ hereby submits to the Scientific-Teaching Council / Artistic-Scientific-Teaching Council _____ and to the Senate of the University of East Sarajevo the following:

REPORT

ON APPLICANTS FOR SELECTION TO THE ACADEMIC TITLE _____ FOR THE NARROW SCIENTIFIC FIELD / NARROW ARTISTIC FIELD

I. DATA ON THE PUBLIC COMPETITION
Reference number and date of the decision of the Senate of the University on announcing the public competition
Daily newspaper in which the public competition was published, including the date of publication
Number of candidates to be selected
Academic title and name of the narrow scientific field / narrow artistic field
Number of applicants
Number of applicants who submitted timely, valid and complete applications
Applicants who submitted timely, valid and complete applications (whose applications were taken into consideration)
Number of applicants who did not submit timely, valid and complete applications

¹ List all applicants (first name, one parent’s name, last name).

Applicants who did not submit timely, valid and complete applications (with an indication of the reason for non-consideration of the application)
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II. DATA ON CANDIDATES²

FIRST CANDIDATE

1. BASIC BIOGRAPHICAL DATA

Name (first name, one parent's name) and last name
--

Date and place of birth

Previous employment (name of employer and job title)
--

Membership in scientific and professional organisations or associations

2. PROFESSIONAL BIOGRAPHY, DEGREES AND TITLES
--

Undergraduate studies / first cycle of studies
--

Name of institution, year of enrolment and completion

Name of study programme

Degree obtained

Average grade during studies ³

Postgraduate studies / second cycle of studies / integrated studies
--

Name of institution, year of enrolment and completion

Name of study programme

Degree obtained

Average grade during studies ³

Title of Master's thesis / Master's paper / Final thesis
--

Narrow scientific field / narrow artistic field

Doctoral studies / third cycle of studies
--

Name of institution (with an indication as to whether it is accredited), year of enrolment and completion

² Data shall be entered only for candidates whose applications were submitted timely, validly and completely, i.e. for candidates whose applications were taken into consideration.

³ The average grade during undergraduate/first-cycle studies, second-cycle studies and integrated studies shall be stated only for candidates applying for the titles of Teaching Assistant, Senior Assistant, Lecturer, and for foreign language and skills instructors.

Name of study programme
Degree obtained
Title of doctoral dissertation
Narrow scientific field / narrow artistic field
Previous elections to teaching and associate academic titles (title, period and institution)
1.
2.
3.
...
3a. SCIENTIFIC / ARTISTIC ACTIVITY OF THE CANDIDATE⁴
<i>For candidates applying under the conditions prescribed by the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 67/20)⁵</i>
Results achieved prior to the last election / re-election
Results achieved after the last election / re-election⁶
Mandatory requirements⁷
Scientific papers published in a prominent peer-reviewed international scientific journal ⁸
1.
2.
3.
...
Scientific papers published in a scientific journal of international significance or at a scientific conference of international significance, with peer review ⁸
1.
2.
3.

⁴ For listing scientific papers, monographs and university textbooks, the Vancouver or APA referencing system shall be used.

⁵ The provisions of the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 67/20) shall apply to persons who are being selected at the University for the first time, to persons who were elected to academic titles and who, upon the entry into force of the previously applicable Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles ("Official Gazette of the Republic of Srpska", No. 2/22), have completed more than one half of the election period, as well as to persons exercising the right to selection under the previously applicable Law on Higher Education ("Official Gazette of the Republic of Srpska", Nos. 73/10, 104/11, 84/12, 108/13, 44/15, 90/16, 31/18, 26/19 and 40/20).

⁶ Data shall also be entered for candidates who are being selected for the first time to the title of Assistant Professor, foreign language and skills instructor, and to associate academic titles (if candidates applying for associate academic titles have submitted evidence of such results).

⁷ List the achieved results in accordance with the conditions for selection to the relevant academic title pursuant to the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 67/20) and the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles ("Official Gazette of the Republic of Srpska", No. 69/23).

⁸ In accordance with the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles ("Official Gazette of the Republic of Srpska", No. 69/23).

...
Scientific papers published in scientific journals or conference proceedings with peer review ⁸
1. 2. 3. ...
Published scientific monographs or university textbooks (with ISBN) ⁸
1. 2. ...
Citation of scientific papers ⁹
1. 2. 3. 4. 5.
Trial lecture ¹⁰
Positive evaluation by a higher education institution or a positive evaluation of teaching performance in student surveys during the entire previous election period
Mentorship and/or membership in committees for the defence of Master's or Master's theses or doctoral dissertations
1. 2. 3. ...
Representative references in the artistic field by categories (<i>only in procedures for selection to artistic-teaching titles</i>) ¹¹
1. 2. 3. ...
Mentorship of final theses at all levels of studies, or representative references in the artistic field for which the candidate is applying, where the study programme does not allow the teacher to be selected as a supervisor of a final thesis (<i>only in procedures for selection to artistic-teaching titles</i>) ¹¹
1.

⁹ Only for selection to the title of Full Professor, in accordance with Article 81, Paragraph 3 of the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 67/20) and Article 9, Paragraph 1, Item 3 and Article 37 of the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles ("Official Gazette of the Republic of Srpska", No. 69/23).

¹⁰ A candidate for selection to a teaching academic title who has not previously delivered teaching at higher education institutions shall be obliged, before the Commission for the Preparation of the Report on Applicants, to deliver a lecture in the teaching subject of the narrow scientific field / narrow artistic field for which the public competition was announced, on a topic determined by the Commission.

¹¹ List the achieved results in accordance with the conditions for selection to the relevant academic title pursuant to the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 67/20) and the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles ("Official Gazette of the Republic of Srpska", No. 69/23).

2. 3. ...
Established international cooperation with other universities and relevant institutions in the fields of higher education, culture and arts (only in procedures for selection to artistic-teaching titles) ¹¹
1. 2. 3. ...
Artistic achievements in collective presentations, publicly presented forms of artistic creativity (only in procedures for selection to artistic-associate titles, except for the title of Assistant)
Additional requirements ¹²
Professional contribution
1. 2. 3. ...
Contribution to the academic and wider community
1. 2. 3. ...
Cooperation with other higher education institutions, research institutions, or institutions of culture and arts in the country and abroad
1. 2. 3. ...
4a. OTHER RELEVANT ACHIEVED RESULTS
Other relevant results achieved prior to the last election / re-election
Other relevant results achieved after the last election / re-election ¹³
<i>List all other relevant activities not provided for under the mandatory and additional conditions for selection to an academic title.</i>

¹² List the achieved results in accordance with Article 80, Paragraph 2 and Article 81 of the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 67/20) and the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles ("Official Gazette of the Republic of Srpska", No. 69/23).

¹³ Data shall also be entered for candidates who are being selected for the first time to the title of Assistant Professor, foreign language and skills instructor, and to associate academic titles (if candidates applying for associate academic titles have submitted evidence of such results).

3b. SCIENTIFIC / ARTISTIC ACTIVITY OF THE CANDIDATE¹⁴

For candidates applying under the conditions prescribed by the Law on Higher Education ("Official Gazette of the Republic of Srpska", Nos. 73/10, 104/11, 84/12, 108/13, 44/15, 90/16, 31/18, 26/19 and 40/20)¹⁵

Results achieved prior to the last election / re-election**Scientific papers published in scientific journals and proceedings with peer review after the last election / re-election****Published books (scientific books, monographs or university textbooks) or patents¹⁶ after the last election / re-election****Mentorship and/or membership in committees for the defence of a Master's thesis or Master's paper or doctoral dissertation after the last election / re-election****International cooperation with other universities and relevant institutions in the field of higher education after the last election / re-election****Artistic achievements in collective presentations, publicly presented forms of artistic creativity / artistic works (only in procedures for selection to artistic-teaching and associate academic titles)****Awards for successful activity in the relevant field of art (only in procedures for selection to artistic-teaching titles)****Contribution to the development of teaching and artistic staff (only in procedures for selection to the artistic-teaching title of Full Professor)****Demonstrated teaching competencies / results of student surveys****4b. OTHER RELEVANT ACHIEVED RESULTS****Other relevant results achieved prior to the last election / re-election****Other relevant results achieved after the last election / re-election**

List other relevant results not included above.

¹⁴ For listing scientific papers, scientific books, monographs and university textbooks, the Vancouver or APA referencing system shall be used.

¹⁵ Persons who are being selected to an academic title and who, at the time of entry into force of the previously applicable Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles ("Official Gazette of the Republic of Srpska", No. 2/22), have completed more than one half of the election period shall be entitled to selection under the conditions of the previously applicable Law on Higher Education ("Official Gazette of the Republic of Srpska", Nos. 73/10, 104/11, 84/12, 108/13, 44/15, 90/16, 31/18, 26/19 and 40/20).

¹⁶ Patents shall be evaluated only for selection to the academic title of Associate Professor.

Second candidate and each subsequent candidate, if any (repeat everything as for the first candidate).

5. ASSESSMENT OF COMPLIANCE WITH CONDITIONS FOR SELECTION TO AN ACADEMIC TITLE		
<i>Exclusively state in the table whether the candidates taken into consideration meet or do not meet the conditions for selection to an academic title.</i>		
FIRST CANDIDATE		
Minimum conditions for selection to an academic title ¹⁷	Meets / Does not meet	Meets / Does not meet
<i>List cumulatively the prescribed minimum conditions for selection to an academic title</i>		
<i>Second candidate and each subsequent candidate, if any (repeat everything as for the first candidate)</i>		

5. RESULTS OF THE INTERVIEW WITH THE CANDIDATE(S)¹⁸

III. CONCLUDING OPINION WITH PROPOSAL OF THE CANDIDATE FOR SELECTION
<i>Proposal of the candidate for selection to an academic title (state the academic title, narrow scientific field / narrow artistic field with an explanation of the proposal). If more than one candidate meets the conditions for selection to an academic title under the public competition, the Commission shall provide a detailed explanation of the reasons for proposing a specific candidate.</i>

¹⁷ Depending on the academic title for which the candidate is applying, list the minimum prescribed conditions under Articles 81, 82, 83 and 90 of the Law on Higher Education (“Official Gazette of the Republic of Srpska”, No. 67/20) and the Rulebook on the Conditions for the Selection to Teaching, Artistic-Teaching, Teaching and Associate Academic Titles (“Official Gazette of the Republic of Srpska”, No. 69/23), or under Articles 77, 78, 87, 88 and 90 of the Law on Higher Education (“Official Gazette of the Republic of Srpska”, Nos. 73/10, 104/11, 84/12, 108/13, 44/15, 90/16, 31/18, 26/19 and 40/20).

¹⁸ The interview shall be conducted with candidates who meet the conditions for selection to an academic title.

MEMBERS OF THE COMMISSION:

1. _____, Chair
2. _____, Member
3. _____, Member

Place: _____

Date: _____

IV SEPARATE CONCLUDING OPINION
If any member of the Commission does not agree with the report, he or she shall submit a separate opinion in written form, which shall constitute an integral part of this Commission Report.

MEMBER OF THE COMMISSION:

1. _____

Place: _____

Date: _____