



Republika e Kosovës
Republika Kosova/Republic of Kosovo
Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, subparagraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing the Law No. 08/L-197 on Public Officials, at the meeting held on 30 July 2026, hereby approves:

REGULATION No. 01/2026
ON ADMISSION PROCEDURES FOR EMPLOYEES AT THE ACADEMY OF JUSTICE

Article 1
Purpose

The purpose of this Regulation is to determine the criteria, rules and procedures for the recruitment and admission of candidates to the Academy of Justice, the establishment of commissions, the assessment and appointment of candidates as civil servants with special status.

Article 2
Scope

1. The provisions of this Regulation shall be implemented by the Academy during the development of recruitment and admission procedures for all categories of civil servants with special status.
2. Notwithstanding paragraph 1 of this Article, the provisions of this Regulation shall not apply to the Executive Director of the Academy, as this position is regulated by specific acts.

Article 3

Definitions

1. The expressions, terms and abbreviations used in this Regulation shall have the following meaning:

- 1.1. LPO – means Law No. 08/L-197 on Public Officials;
- 1.2. Academy – means the Academy of Justice;
- 1.3. Steering Council – means the Steering Council of the Academy of Justice;
- 1.4. Civil servant – means a civil servant with special status in the Academy of Justice;
- 1.5. Responsible Officer – means the Senior Human Resources Officer;
- 1.6. Entities responsible for the recruitment process – mean the members of the Admission Commission and the Senior Human Resources Officer;
- 1.7. HRMIS – means the Human Resources Management Information System;
- 1.8. IOBCSK – means the Independent Oversight Board for the Civil Service of Kosovo.

2. Expressions, terms and abbreviations used in one gender shall also imply the other gender.

CHAPTER I

GENERAL PRINCIPLES

Article 4

Principles

The admission to duty of a civil servant at the Academy shall be based on the principles of merit, equal opportunities, professionalism and integrity, non-discrimination, as well as fair and equal representation of genders and communities, as guaranteed by the Constitution of the Republic of Kosovo, international agreements and instruments on human rights and freedoms, as well as the applicable legislation in the Republic of Kosovo.

Article 5

General criteria for admission

1. The general criteria that a person must fulfil in the recruitment procedure in order to be admitted as a civil servant at the Academy in any category or level are:

- 1.1. be a citizen of the Republic of Kosovo;
- 1.2. have full legal capacity, in accordance with the legislation in force;
- 1.3. be proficient in at least one of the official languages, in accordance with the relevant Law on Languages;
- 1.4. be capable of performing the respective duty;
- 1.5 not have been convicted of intentionally committing a criminal offence;

- 1.6. not have an effective disciplinary measure imposed for a serious violation;
- 1.7. have the education, professional work experience and/or skills required for the respective position, category, class or group; and
- 1.8. successfully pass the admission procedures defined in this Regulation.

2. Exceptionally, additional specific criteria may be required for specific civil servant positions.

3. Regardless of the provisions of paragraph 1, sub-paragraphs 1.1 and 1.3 of this Article, foreigners, members of the diaspora and citizens from countries with which the Republic of Kosovo has agreements, who possess the necessary qualifications for the position, may be admitted as civil servants at the Academy.

Article 6

Admission in the Academy of Justice

1. Admission as a civil servant at the Academy for the middle and lower management category, specialist category, professional category, as well as the technical and support staff category, shall be carried out through an open and public recruitment procedure, in accordance with the principles defined in this Regulation.
2. Recruitment for the professional category, specialist category and technical and support staff category shall be organised for positions or groups of positions of general administration and special administration, according to the needs of the Academy and in accordance with the planning of the responsible officer.
3. Recruitment for the lower and middle management category shall be conducted through an open and public competition organised for each vacant position.

Article 7

Recruitment procedure

1. The announcement of the recruitment procedure shall be made by the responsible officer of the Academy through HRMIS, as well as through other appropriate means of information.
2. The submission of applications by candidates shall be made within thirty (30) days from the date of announcement of the recruitment procedure.
3. The competition shall be conducted in two phases:
 - 3.1. Preliminary verification, through which it is verified whether candidates fulfil the general and specific criteria according to the competition announcement;

3.2. Professional assessment, which includes the assessment of candidates' knowledge and professional qualities.

4. The preliminary verification shall be carried out by the responsible officer, whereas the professional assessment shall be carried out by the Admission Commission.
5. The preliminary verification shall include the assessment of candidates' documentation in accordance with the criteria of the announced competition for the respective positions.
6. The professional assessment shall include written testing, ensuring the anonymity of candidates, as well as assessment through an interview.
7. In the preliminary verification procedure for all categories of civil servants according to this Article, candidates shall not be assessed with points.
8. In the recruitment procedure for all categories of civil servants according to this Article, representatives from civil society and trade unions may participate as observers. Observers shall have the obligation to protect personal data in accordance with the legislation in force. The participation of observers shall be ensured on the basis of a prior notification addressed to the responsible officer.

Article 8

Announcement of the recruitment procedure

1. The announcement of the recruitment procedure shall contain at least the following information:
 - 1.1. the position to be filled;
 - 1.2. the general job description;
 - 1.3. the general criteria for admission to duty, according to Article 5 of this Regulation;
 - 1.4. additional specific criteria, if any;
 - 1.5. the knowledge, skills and qualities required in the recruitment procedure;
 - 1.6. the method for submitting applications;
 - 1.7. the deadline for the receipt of applications, specified by an exact date;
 - 1.8. the documents that must be submitted as part of the application and the manner of their submission;
 - 1.9. the method of evaluating candidates;
 - 1.10. the method of notifying and communicating with candidates;
 - 1.11. the method for submitting applications;

2. All recruitment announcements shall also include the following statements:
 - 2.1. “Non-majority communities and their members, persons with disabilities and the underrepresented gender shall enjoy the right to fair and proportional representation within the civil servants of the Academy of Justice, in accordance with the relevant provisions of the Law on Public Officials”;
 - 2.2. “Applications submitted after the prescribed deadline shall not be accepted and incomplete applications shall be rejected”.
3. Through the application, the candidate declares and assumes responsibility for the accuracy of all submitted documents, as required by the announcement of the recruitment procedure.
4. False declaration according to this Article shall constitute grounds for exclusion from the recruitment procedure.
5. Applications shall be accepted at the admission office or through regular mail and through HRMIS, and after being registered shall be submitted to the Responsible Officer.

Article 9

Candidates’ applications

1. The application for recruitment at the Academy shall contain the following data:
 - 1.1. the candidate’s personal information;
 - 1.2. the level of education, as well as the degrees obtained, the educational institutions attended, and the dates of graduation;
 - 1.3. a detailed description of work experience, including the following information:
 - 1.3.1. the name of the employer;
 - 1.3.2. the job title, grade and/or equivalent;
 - 1.3.3. the duration of the employment relationship;
 - 1.3.4. a description of the main job duties;
 - 1.3.5. the number and category of staff under the candidate's supervision, where applicable;
 - 1.3.6. the address and contact details of the previous employer;
 - 1.3.7. the reasons for the termination of the previous employment relationship(s).
 - 1.4. language proficiency;
 - 1.5. information on completed or provided specialized training, professional qualifications and specializations, special skills, and publications, where required by the competition;
 - 1.6. computer skills.
2. Together with the application for participation in the recruitment procedure, candidates shall attach the following documentation:
 - 2.1. a copy of the diploma required according to the competition, containing the relevant information issued by the educational institutions, and, in case of a diploma obtained abroad,

the certificate of its nostrification or the act proving that the diploma is in the process of nostrification, provided that the proof of nostrification shall be submitted no later than at the moment of signing the act of appointment to the position;

2.2. copies of proof of employment (certificate/contract) issued by the relevant employment institution regarding work experience, which determine the position and duration of engagement, shall be supported by at least one of the following proofs: statements of payments into the pension savings fund or statements of payment of tax obligations in accordance with tax legislation on personal income. Work experience gained in another state shall be proven through evidence issued and notarized by the competent authority of that state, translated into one of the official languages of the Republic of Kosovo by a licensed translator;

2.3. copies of documents proving compliance with the application requirements set out in the recruitment announcement and declared in the application.

3. Notwithstanding paragraph 2 of this Article, proof that the candidate has not been convicted of a criminal offence committed intentionally, and proof that the candidate is not subject to an effective disciplinary measure for a serious violation in a public institution, shall be obtained during the verification phase prior to appointment.

4. Candidates shall complete the application in accordance with the applicable Law on the Use Languages.

5. The responsible officer shall provide technical support during the recruitment procedure upon the candidate's request.

Article 10

Conflict of Interest

1. Conflict of interest shall constitute any circumstance which, for the entities responsible for the recruitment process and employees of the Academy, would be considered as a private interest that affects, may affect, or appears to affect the impartial and objective performance of their duties, as defined by the Law on Prevention of Conflict of Interest in Discharge of a Public Function.

2. The entities responsible for the recruitment process shall make efforts to prevent and/or avoid any situation of conflict of interest during the exercise of their duties. The occurrence of any conflict of interest shall be equally harmful to public respect for the work performed by the Academy as the actual conflict of interest itself.

3. In case that, during the recruitment process, any entity responsible for the recruitment process believes that there may be a conflict of interest, it shall immediately notify in writing the chairperson of the respective commission regarding this matter, who, after verifying the possible conflict of interest, shall decide on its exclusion and replacement.

4. In case that the conflict of interest related to the recruitment process is presented by the chairperson of the respective commission, the same shall notify the Executive Director in writing, who, after verifying the possible conflict of interest, shall decide on his/her exclusion and replacement.

5. Upon the occurrence of a possible conflict of interest, the entities responsible for the recruitment process shall be obliged to immediately suspend any further action until a decision is taken regarding their exclusion and replacement, as provided under paragraphs 3 and 4 of this Article.

6. In case that the entities responsible for the recruitment process, according to this Article, are found to be in a situation of conflict of interest with any candidate and have kept such fact hidden, the responsible entity shall be subject to disciplinary liability.

Article 11

Preliminary Verification

1. Preliminary verification is the process of verifying whether candidates for admission to the Academy meet the general and specific criteria set out in the competition announcement.

2. Preliminary verification shall be carried out by the responsible officer no later than fifteen (15) days after the expiry of the deadline for submission of applications, based on the documents submitted as part of the application, with the possibility of extending the deadline for an additional fifteen (15) days, as provided by the provisions of the Law on General Administrative Procedure, due to objective reasons through a reasoned decision which shall be notified to applicants.

3. The Responsible officer, after verification, shall publish in HRMIS and on the official website of the Academy the list of candidates who meet the general and specific criteria.

4. The responsible officer shall notify candidates who do not meet the recruitment requirements, including all unmet criteria and/or missing evidence, no later than three (3) calendar days from the date of publication of the results.

Article 12

Professional assessment

The professional assessment phase includes written testing, ensuring the anonymity of candidates, as well as assessment through an interview, which shall be conducted by the Admission Commission with the support of the responsible officer.

Article 13
Notification and method of conducting the written test

1. Only a candidate who, during the preliminary verification, is assessed as meeting the general and specific criteria according to the public competition announcement shall be subject to the written test.
2. The Admission Commission, through the Responsible Officer, shall publish on the official website of the Academy the list of candidates who have passed the preliminary verification and shall notify them of the date, time, and place of the written test at least five (5) days before the test is held.
3. The written test shall be administered and supervised by the Admission Commission, supported by the Responsible Officer and support staff, as required.
4. The duration of the written test shall not exceed ninety (90) minutes.
5. Depending on the available facilities and the number of candidates, the written test may be conducted in more than one room.
6. The Admission Commission, in its full composition, is obliged to prepare the written test on the day the test is held or shall select it from the question banks available in the HRMIS.
7. During the preparation and setting of the test, the Admission Commission shall ensure that the electronic equipment used does not have access to any network or the internet. Upon completion of the drafting of the written test, the Commission shall review the questions and tasks and determine its final version.
8. The Admission Commission shall ensure that the written test is prepared with identical content, starts and ends at the same time for all candidates, and shall retain, for the needs of the Commission, the written test together with the answer key to be used during assessment.
9. After preparation of the final version of the test, it shall be printed in sufficient copies for testing under the supervision of the Commission and under security measures guaranteeing full confidentiality.
10. During the preparation of the written test and during its administration, members of the Commission, support officers and observers shall not have access to telephones, the internet or other means of electronic communication, except with the permission of the Chairperson of the Commission.
11. A candidate who has been duly invited and does not respond to the invitation shall be considered withdrawn from the competition procedures.

12. During the written test, the Admission Commission shall ensure the anonymity of candidates according to the guide containing the rules of the written test for candidates, which shall constitute an integral part of this Regulation.

13. The candidate shall place the completed test in an A-4 format envelope and shall seal it.

13.1. the guide containing the rules of the written test for candidates (located on the candidate's desk) shall be completed by writing the name, surname and signature, and shall be placed in an A-6 format envelope, which shall be sealed;

13.2. all these actions shall be carried out in the presence of a member of the Commission or a person authorized by the Admission Commission;

13.3. the two (2) envelopes shall be attached (sealed) together and, after the completion of the entire testing process, the Commission shall place identical codes on the attached envelopes. After the codes are placed, the envelopes shall be separated from one another, placed in separate packages, and transferred into the custody of the chairperson of the Admission Commission.

Article 14

Written test

1. The written test shall contain a total of twenty-five (25) multiple-choice questions with one correct answer, of which: ten (10) questions from general institutional knowledge and fifteen (15) questions with knowledge related to the job position, and one (1) written essay, with a maximum of one hundred (100) words, taking into consideration the fields of knowledge and skills defined for the announced position.

2. Each correct answer shall be evaluated with two (2) points, while the essay may be evaluated with a maximum of twenty (20) points.

3. The maximum possible evaluation for the written test shall be up to seventy (70) points.

4. Only candidates who obtain at least fifty (50) points in the written test shall pass the written test.

Article 15

Evaluation of the written test

1. The evaluation of the written test is conducted by the Admission Commission no later than fifteen (15) days from the day of holding the written test, except in cases where there is a large number of tests to be evaluated, and this must be justified in writing by the Chairperson of the Commission.

2. On the day when the evaluation begins, the Commission opens the package where the A-4 format envelopes are placed and evaluates the written test based on the code marked on the A-4 format envelope containing the test, without knowing the candidate's data.
3. The Commission shall disqualify each test which may contain an intentionally made identifying mark.
4. Multiple-choice questions, for all categories, are evaluated based on the correctness of the answer and by obtaining the number of points for each question, depending on the category of the position for which the test was held.
5. The essay is evaluated individually by all members of the Admission Commission, and the sum of the points of each member of the Commission determines the average of the final evaluation for the essay by the Commission.
6. The minimum or maximum evaluation of the essay must be justified in writing by the evaluator.
7. The sum of the points evaluated from paragraph 4 and 5 of this Article constitutes the final evaluation of the written test for a candidate.
8. The evaluation forms which are identified by code are completed and signed by the Admission Commission and are attached to the A-4 format envelopes containing the same code.

Article 16

Identification of candidates and publication of results

1. The Commission, after the evaluation and scoring of all tests and after signing all evaluation forms, shall ensure that all forms with the A-4 format envelopes from the evaluated test contain the identical code and the points obtained.
2. The Commission, in the presence of support staff and observers, shall open the package where the A-6 format envelopes with codes are placed and begins the matching of identical codes from the A-4 format envelope with the A-6 envelope, also identifying the candidate and recording the name and surname of the candidate in the evaluation forms with the same code.
3. The Commission shall disqualify each test which, after the matching of codes, does not contain the candidate's data in the A-6 format envelope.
4. The Commission shall create the list of candidates based on the number of points obtained, which list contains: the candidate's code, name, parent's name and surname, the number of points obtained in the multiple-choice questions, the number of points obtained from the essays and the

total number of points obtained, as well as the determination of the place, date and time of holding the oral interview for candidates who have passed the written test.

5. The Responsible Officer, according to the recommendations of the Admission Commission, shall publish the list of candidates referred to in paragraph 4 on the official website of the Academy and HRMIS.

6. The Responsible Officer shall publish in HRMIS and on the official website of the Academy the final results of candidates for the written test.

Article 17 **Evaluation through interview**

1. After the evaluation of the written test, the evaluation of candidates continues with the oral interview, which must be completed no later than fifteen (15) days after the publication of the list of candidates who have passed the written test.

2. Only candidates who have received at least fifty percent (50%) of the points of the written test have the right to participate in the interview.

3. The Responsible Officer, at least three (3) days before the holding of the interview notifies through email the candidates who have successfully passed the written test about the time and place of holding the interview.

4. The interview shall evaluate the knowledge, skills and qualities required which cannot be evaluated through the written test.

5. The interview is conducted by the Admission Commission, which prepares or selects the same questions for all candidates for the interview. These questions must be prepared/selected on the day of conducting the interview.

6. The interview for all categories consists of five (5) questions, each of which is worth a maximum of four (4) points. In addition to the main questions, members of the Admission Commission may ask follow-up questions to the candidate in order to evaluate the candidate more accurately in relation to the main question.

7. Each member of the Admission Commission makes a detailed evaluation for each question.

8. In the interview, the candidate may receive a maximum of thirty (30) points, of which ten (10) points are for the curriculum vitae (CV).

9. The maximum evaluation for the CV is divided as follows:

- 9.1. up to three (3) points for education;
- 9.2. up to four (4) points for relevant work experience; and
- 9.3. up to three (3) points for relevant training.

10. The final evaluation of the interview for a candidate is the arithmetic average of the evaluations of all members.

Article 18

Admission commission for positions of professional and specialist category

1. The professional evaluation of candidates for admission to a position of the professional and specialist category is conducted by the Admission Commission.

2. The Admission Commission is selected ad hoc for each general or special administration group from the list of potential candidates. The list of potential candidates for members of the commission for each of the general or special administration groups is approved by the Steering Council of the Academy and is valid for two (2) years, with the possibility of renewal as needed. The list of candidates shall not include officials who have an effective disciplinary measure for a serious violation in a public institution.

3. The Admission Commission is selected by the Executive Director of the Academy, who appoints the Admission Commission.

4. The Admission Commission has five (5) members, with the following composition:

4.1. two (2) civil servants of the middle or lower management level specialized in the relevant field according to the group for which the competition is conducted;

4.2. responsible officer; and

4.3. two (2) civil servants of the professional category of the relevant field.

5. For each category of members of the Commission, one substitute member is appointed. The substitute member performs the duty in case of temporary inability of the main member.

Article 19
Admission commission for technical and support staff

1. The professional evaluation of candidates for appointment to a position of the technical and support staff category is conducted by the Admission Commission.
2. The Admission Commission is selected ad hoc for each general or special administration group from the list of potential candidates. The list of potential candidates for members of the commission for each of the general or special administration groups is approved by the Steering Council of the Academy and is valid for two (2) years, with the possibility of renewal as needed. The list of candidates shall not include officials who have an effective disciplinary measure for a serious violation in a public institution.
3. The Admission Commission is selected by the Executive Director of the Academy, who appoints the Admission Commission.
4. The Admission Commission has five (5) members, with the following composition:
 - 4.1. two (2) civil servants of the middle or lower management level specialized in the relevant field according to the group for which the competition is conducted;
 - 4.2. responsible officer; and
 - 4.3. two (2) civil servants of the technical and support staff category of the relevant field.
5. For each category of members of the Commission, one substitute member is appointed. The substitute member performs the duty in case of temporary inability of the main member.

Article 20
Admission commission for the lower and middle managerial category

1. The professional evaluation of candidates for admission to a position of the lower and middle managerial category is conducted by the Admission Commission.
2. The Admission Commission for positions of the lower and middle managerial category is selected ad hoc for each position from the list of potential candidates.
3. The list of potential candidates for members of the commission is approved by the Steering Council of the Academy upon the proposal of the Executive Director and is valid for two (2) years, with the possibility of renewal as needed.

4. The list of candidates shall not include officials who have an effective disciplinary measure for a serious violation in a public institution.

5. The Admission Commission is selected through the computer system in an algorithmic manner by the Executive Director of the Academy.

6. The Admission Commission for positions of the lower and middle managerial category has five (5) members, with the following composition:

6.1. three (3) existing civil servants of the same or higher category;

6.2. responsible officer; and

6.3. one (1) civil servant with knowledge in the field of the vacant position.

7. In case of inability to appoint the commission with members according to paragraph 6, subparagraph 6.1 of this Article, the completion of the commission may be made by other institutions with civil servants.

6. For each category of members of the Commission, one substitute member is appointed. The substitute member performs the duty in case of temporary inability of the main member.

Article 21

Announcement of the final result

1. The final evaluation of the candidate includes the overall evaluation obtained in both phases of the evaluation.

2. At the end of the evaluation, the successful candidate is considered the candidate evaluated with the highest number of points, but not less than the minimum threshold of seventy percent (70%) of the total evaluation points. In case of recruitment procedures for a group of positions, successful candidates are considered the candidates who have the highest number of points, but not less than seventy percent (70%) until the filling of the vacant positions announced for that procedure.

3. All candidates are notified through the Responsible Officer with the results of the recruitment process. The list of successful candidates, including the first name and surname of the candidates, as well as the points achieved in the written test, interview and the general points for each candidate, according to Annex 1 of this Regulation, is published on the website of the Academy and HRMIS by the Responsible Officer.

4. Exceptionally from paragraph 3 of this Article, for candidates who have passed the threshold of seventy percent (70%) of the points but have not been declared successful candidates, the first name and surname are not published, but only the unique codes generated by HRMIS. In case one of these candidates is declared a successful candidate, the Responsible officer shall publish an additional notification on HRMIS for the updating of the list.

Article 22

Special provisions for candidates with equal points

1. Candidates with equal points are ranked and selected according to the following order:
 - 1.1. firstly, if one of the candidates belongs to the category of persons with disabilities, then he/she is selected first in relation to the other candidate, if the representation is lower than the reserved quotas;
 - 1.2. secondly, if one of the candidates is from the ranks of a non-majority community, then he/she is selected first in relation to the other candidate, if the representation is lower than the reserved quotas;
 - 1.3. thirdly, if the candidates are of different genders, then the candidate belonging to the underrepresented gender is selected first.
2. The less represented gender according to paragraph 1, subparagraph 1.3 of this Article, is determined by the responsible officer based on the official statistics on gender representation of civil servants in the Academy.
3. If none of the alternatives defined in paragraph 1 of this Article can be applied, the selection is made by drawing lots, which is organized by the Admission Commission.
4. In accordance with paragraph 3 of this Article, candidates with equal points are notified about the time and place of conducting the drawing of lots and may be present during its conduct. The procedure of the drawing of lots is recorded in the minutes, which are signed by the Chairperson and the record keeper of the Admission Commission.
5. The absence of notified candidates shall not prevent the conduct of the draw procedure.

Article 23
Complaint in the admission procedure

1. Candidates dissatisfied with the recruitment process, after the announcement of the final results, shall have the right to file a complaint with the Independent Oversight Board for the Civil Service within thirty (30) days.

Article 24
Verification before appointment

1. The Responsible officer, after the selection of the successful candidate for a specific position, conducts the final verification before appointment of the fulfilment of the application criteria by the candidate.

2. The final verification shall include:

2.1. verification of the documents submitted by the candidate, as well as the documents defined in paragraph 3 of Article 9 of this Regulation;

2.2. verification of the continued fulfilment of other criteria provided by Article 9 of this Regulation, except for the criteria of subparagraphs 1.2, 1.3, 1.4 and 1.7 of Article 9 of this Regulation.

3. If the evaluation results are negative, the Responsible officer determines the non-fulfilment of the application criteria and decides on the exclusion of the candidate and continues with the next candidate who has achieved at least seventy percent (70%) of the points of the overall evaluation.

4. When the Responsible officer has doubts related to unclear documentation, it may conduct verification ex officio as determined by the provisions of the relevant Law on General Administrative Procedure.

Article 25
Appointment to the professional and specialist category

1. The Responsible officer, after conducting the verification, appoints the successful candidate in accordance with the provisions of this Regulation.

2. In case of the recruitment procedure for a group of positions, the successful candidate, according to the ranking, starting from the one with the highest number of points, is notified by the Responsible officer about the vacant positions and has the right to select any vacant position

announced and to be appointed to the position for which the admission procedure was conducted. The candidate who has selected a position and has been appointed to it cannot exercise, for the second time, the right of selection for that procedure.

3. The Responsible officer, within seven (7) days from the announcement of the list of successful candidates, invites the successful candidates, according to their ranking, to select within the deadline of five (5) days from the list of vacant positions of the announcement for which they applied.

4. After receiving the Act of Appointment, the successful candidate must appear to the Academy of Justice no later than fourteen (14) days from the date of receiving the Act of Appointment.

5. The deadline according to paragraph 4 of this Article may be extended upon the request of the candidate, for reasonable grounds and with the consent of the institution, up to one (1) month, including the initial deadline.

6. In case of failure to appear according to paragraph 4 or 5 of this Article, the Responsible officer continues the procedure for the annulment of the Act of Appointment and the candidate does not have the right to be appointed to another position in the Academy, except when he/she undergoes a new recruitment procedure.

7. In case the Responsible officer cancels the Act of Appointment according to paragraph 6 of this Article, it continues the procedure with the appointment of the next candidate who has achieved at least seventy (70) points.

8. The employment relationship in the Academy shall be established based on the Act of Appointment and is an employment relationship subject to confirmation at the end of the probationary period.

Article 26

Appointment to the lower and middle managerial category

1. The Responsible officer, after conducting the verification, appoints the successful candidate in accordance with the provisions of this Regulation.

2. The candidate for a lower or middle managerial position, evaluated by the Admission Commission with the highest number of points and above the minimum threshold of seventy percent (70%) of the total evaluation points, is considered the successful candidate and is appointed to the respective position.

3. After receiving the Act of Appointment, the successful candidate shall appear to the Academy where he/she has been appointed, no later than fourteen (14) days from the date of receipt of the Act of Appointment.

4. The deadline under paragraph 3 of this Article may be extended, upon the candidate's request, for reasonable grounds and with the consent of the Academy, up to one (1) month, including the initial deadline.

5. In case of failure to appear under paragraph 3 or 4 of this Article, the Responsible officer continues the procedure for the annulment of the Appointment Act, and the candidate shall not have the right to be appointed to a position in the Academy, except where he/she undergoes a new recruitment procedure.

6. In case of annulment of the Appointment Act, the Responsible officer continues the procedure with the appointment of the next candidate who has achieved at least seventy (70) points.

Article 27

Term of office and continuation of the term of office in the lower and middle managerial category

1. In the lower and middle management category, the candidate is appointed for a term of office of four (4) years, with the right to continue, without competition, for one (1) additional term of the same duration.

2. The decision on the continuation of the term of office is taken by the selection unit upon the proposal of the direct supervisor.

3. The proposal for the continuation of the term of office shall be made by the direct supervisor at least three (3) months before the expiry of the term of office, if the average performance of the civil servant during the previous term of office has been evaluated at least as “Meets Expectations”.

4. The term of office of the civil servant shall not be continued only where the average evaluation during the previous year has not been at least “Meets Expectations”.

5. Upon completion of the second term of office, or where the term of office is not continued, the civil servant has the right to compete for the same position previously held or for another vacant position in the Academy.

Article 28

Placement and release from the lower and middle managerial category

1. Persons appointed to the lower or middle management category, who were employed in the civil service before their appointment to the lower or middle managerial category in the Academy, shall be placed by the Responsible officer in a vacant position of the professional category, provided that they meet the criteria for appointment to the respective position.
2. Persons appointed to the lower or middle management category, who were not employed in the civil service, shall, upon the expiry of their term of office, be released from the civil service.
3. Until appointment to a position of the professional category, the civil servant shall be placed on the waiting list, which is managed by the Ministry responsible for public administration, and shall enjoy all rights arising from the employment relationship, including the salary in the amount of the last salary received, until placement in a vacant position.
4. Refusal to be appointed to a position of the professional category assigned by the Responsible officer constitutes grounds for the release of the civil servant from the civil service.
5. If, within a period of nine (9) months, the civil servant who was in the civil service before appointment to this position is not reassigned to a vacant civil service position, this shall constitute grounds for his/her release from the civil service.

Article 29

Probationary period

1. A civil servant who is appointed for the first time to a position of the professional or specialist category in the Academy, or who assumes a lower or middle management term in accordance with the provisions of this Regulation, shall be subject to a probationary period of six (6) months from the date of signing the Act of Appointment by both parties.
2. Probationary period is the theoretical and practical preparation of the civil servant for the successful performance of the duties of the position to which he/she has been appointed.
3. Probationary work shall be suspended for the actual duration of maternity leave, paternity leave, parental leave, sick leave, election campaign and/or other special circumstances. Upon cessation of the reason for the suspension, the probationary period shall be extended for the period of the suspension.

4. During the probationary period, the civil servant may not be transferred and may not participate in commissions established by institutions for which professional experience is required.

Article 30

Evaluation during the probationary period

1. Thirty (30) days before the end of the probationary period, the Responsible officer shall request in writing that the direct supervisor of the civil servant carry out the evaluation of the probationary work.

2. The direct supervisor shall hold a meeting with the civil servant no less than fifteen (15) days before the end of the probationary work and, together with the civil servant, shall discuss his/her performance.

3. The notice of the meeting regarding the evaluation of the probationary work of the civil servant shall be sent to the civil servant at least three (3) days before the date of the meeting.

4. Based on the evaluation of the work results of the civil servant, the direct supervisor shall decide on:

4.1. confirmation of the employment relationship of the civil servant in the civil service;

4.2. extension of the probationary period, only once, for up to six (6) additional months, if, for justified reasons, a full evaluation of the civil servant has not been possible;

4.3. non-confirmation of the employment relationship of the civil servant in the civil service, through a reasoned evaluation.

5. The direct supervisor shall submit the reasoned decision on the confirmation or non-confirmation of the employment of the civil servant to the Responsible officer at least ten (10) days before the end of the probationary work.

6. In case of non-confirmation of the employment relationship by the direct supervisor, the Responsible officer shall issue a decision on the termination of the employment relationship in the Academy.

7. By way of exception to paragraph 6 of this Article, in case of non-confirmation of the probationary period of persons appointed to managerial categories who were employed in the Academy before assuming the term, they shall be placed in a position of the professional category by the Responsible officer.

Article 31

Annexes

An integral part of this Regulation is Annex No. 1 – FORM: Employment Application, Annex No. 2 – FORM: Evaluation of the Written Test for the Candidate by the Commission, Annex No. 3 – FORM: Commission Evaluation for the Interview, Annex No. 4 – FORM: Individual Evaluation of the Commission Member for the Candidate in the Interview, and Annex No. 5 – FORM: Final Evaluation of the Test and Interview.

Article 32

Transitional provisions

1. Recruitment procedures which are ongoing at the time of entry into force of this Regulation shall continue to be conducted in accordance with the provisions of the Regulation under which the procedure was announced.
2. The mandate of the Admission Commissions established for conducting recruitment procedures under the previous legislation shall expire upon completion of the recruitment procedure for which they were appointed.
3. Until the HRMIS – Academy’s Module becomes operational the recruitment procedures shall be conducted in physical form.

Article 33

Entry into force

This Regulation enters into force upon approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice



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Republic of Kosovo/ Republic of Kosovo
Academy of Justice/ Akademija Pravde/ Academy of Justice

Annex No. 1

EMPLOYMENT APPLICATION FORM

INSTITUTION:

Position title:

Job reference number:

Please answer each question clearly and completely and fill in blue or black ink.

Name				Last name			
Date of birth				Gender/		M	F
Place and municipality of birth							
Personal ID card number							
Marital status:	Unmarried		Married		Divorced		Widow
Current address/							
Permanent address, if different from the current one							
Telephone number.							

Do you wish to declare your ethnic affiliation? If the answer is "YES", please indicate what your ethnicity is:			YES		NO	
EDUCATION: Provide full details, exact titles of scientific degrees/						
University:						
Name and location of the Institution	Attended		Academic titles, honors	Study subject		
	From	to				
High school or other secondary education						
Name and place of the institution	Attended		Certificate or diploma obtained			
	from	to				

Other education or vocational training				
Name and location of the Institution	Type	From	to	Certificate or diploma obtained
Work experience (starting from the most recent), provide complete and clear details./				
Job title/				
From	to	Supervisor name		
Employer name				
Employer address				
Number and type of personnel under supervision				

Reasons for leaving the workplace			
Job description			
Job title			
From	To	Supervisor name	
Employer name			
Employer's address			
Number and type of personnel under supervision			
Reasons for leaving the workplace			
Job description			
Job title			
From	to	Supervisor name	
Employer name			
Employer's address			
Number and type of personnel under supervision			
Reasons for leaving the workplace/			
Job description			

Use another letter if you need it regarding work experience/
--

Have you ever been sentenced to more than six months?					YES		NO	
Knowledge of languages: What is your native language?								
Other languages	Reading		Writing		In speaking		Understanding	
	Good	Not good	Good	Not good	Good	Not good	Good	Not good
Computer skills								
Word		Excel		website			Other programs	
Basic	Good	Basic	Good	Basic		Good		Basic
Please provide details of any other skills you have that may be relevant to the position you are applying for.								
Write down your reasons for applying for the position, your expectations from the job, and your career goals.								

REFERENCES: List two people who know your character and qualifications. They should not be relatives or supervisors from your past work.

Full name	Address	Profession

Note: Candidates must provide photocopies of documents according to the competition and bring their originals for verification during the interview/

1. Proof of educational qualifications

2. Proof of work experience

3. Recommendation letter

4. Copies of the last two consecutive performance appraisal reports

5. Identification document

NOTE:

If you do not attach the appropriate documents to your application and do not complete it with accurate information, you will lose your chance to be shortlisted.

I confirm that I have provided true, correct and complete information on this form

Signature : _____

Date : ____/____/____

The completed application must be sealed in an envelope and sent to the address specified in the public competition.



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Annex No. 2

EVALUATION OF THE WRITTEN TEST FOR THE CANDIDATE BY THE COMMISSION

Date: _____

Code: _____

	Maxim um points	Minimu m passing points	Recruitment Committee					Final evaluation
			Member rating	Member rating	Member rating	Member rating	Member rating	
Questio n	50	50						
Essay	20							
Total points from multiple choice questions and essay								

Recruitment committee/	First name and last name	Signature
Chairman of the Commission		
Commission Member		
Commission Member		
Commission Member		
Commission Member		



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Annex No. 3

INTERVIEW COMMISSION EVALUATION

Candidate: _____

Date: _____

Maximum Score in the Oral Interview	Individual Assessment					Final result
	Member rating/	Member rating/	Member rating/	Member rating/	Member rating/	
30						

Recruitment Committee/	First name and last name	Signature
Chairman of the Commission		
Commission Member /		
Commission Member /		
Commission Member /		
Commission Member /		



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Annex No. 4

**INDIVIDUAL EVALUATION OF THE COMMISSION MEMBER FOR THE CANDIDATE IN
THE INTERVIEW**

Candidate's name: _____

Date: _____

Interview Required knowledge, skills and qualities	Maximum points	Evaluation by member of Commission	Comments (if any) <i>It is especially recommended for candidates with min. and max. ratings</i>
	0-4		
	0-4		
	0-4		
	0-4		
	0-4		
	0-4		
Total interview points	20		
Curriculum Vitae (CV) Education	3		
Curriculum Vitae (CV) Experience	4		
Curriculum Vitae (CV) Trainings	3		
Total Biography	10		
Cumulative Average of Ratings			

Signature of the member of commission/evaluator/_____



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Annex No. 5

FINAL EVALUATION FORM FOR TEST AND INTERVIEW

Candidate's name: _____

Date: _____

Exam Part	Type of test	Maximum Points/	Commission's assessment	Minimum passing points
Part one Subparts I and II.	Multiple choice questions	50		50 points
	ESSAY	20		
Part two	Interview	30		no
#	<u>Total points/</u>	100		70%

Recruitment Committee	First name and last name	Signature
Chairman of the Commission		
Member of the Commission		
Member of the Commission		
Member of the Commission		
Member of the Commission		