



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. 10/2026
ON TRAINING OF EMPLOYEES IN THE ACADEMY OF JUSTICE

Article 1
Purpose

This Regulation aims to regulate the general principles for participation in training, as well as the methods for identifying and approving training needs.

Article 2
Scope

This Regulation shall apply to all civil servants with special status in the Academy of Justice.

Article 3
Definitions

1. The expressions and terms used in this Regulation shall have the following meanings:
 - 1.1. **KIPA** – means the Kosovo Institute for Public Administration, as defined by the Law on Public Officials;
 - 1.2. **Responsible Officer** – means the Senior Human Resources Officer.
2. Expressions used in the singular shall have the same meaning when used in the plural. Words used in one gender shall include the other gender.

Article 4

General Principles for participation in training

1. Training is a right and, at the same time, an obligation of the employee in the Academy of Justice, with the purpose of advancing knowledge, skills and professional competencies, so that his/her work in the Academy of Justice is professional and performed in accordance with the rules of conduct and ethics.
2. The time spent in training during the working hours of the employee in the Academy of Justice shall be considered as time spent at work.
3. The participant or employee of the Academy of Justice, during participation in trainings, shall promote high values of ethics, professionalism, dedication, commitment and respect for the fundamental values of the function he/she represents.
4. The fulfilment of responsibilities arising from this Regulation constitutes an integral part of the official duties of the employee of the Academy of Justice, and failure to comply with the rules containing the conditions, criteria and procedures shall be treated in accordance with the relevant disciplinary procedures.

Article 5

Types of Training

1. The types of training applicable to employees of the Academy of Justice are:
 - 1.1. mandatory training during the probationary period;
 - 1.2. training for civil servants appointed for the first time to lower, middle and senior management positions;
 - 1.3. mandatory training for the improvement of professional skills;
 - 1.4. continuous professional development training; and
 - 1.5. other training sessions defined in the annual training plan.
2. The Responsible Officer shall identify training needs in cases of recruitment of new civil servants and in cases of insufficient professional competence, and shall notify the Kosovo Institute for Public Administration (KIPA) accordingly.

Article 6

Mandatory training during the probationary period

During the probationary period, a civil servant at the Academy of Justice shall attend mandatory training related to the position for which he/she has established an employment relationship, with the purpose of preparing him/her to acquire the professional qualifications required for the respective position.

Article 7
Training for lower, middle and senior management positions

During the first year of appointment, a civil servant at the Academy of Justice appointed for the first time to a lower, middle or senior management position shall be obliged, within one (1) year from promotion or appointment to the position, to attend the mandatory training modules designated for that category.

Article 8
Mandatory training for the improvement of professional skills

1. A civil servant at the Academy of Justice has the right and obligation to attend mandatory training for the improvement of professional skills, with the purpose of enhancing his/her professional knowledge and skills through training.
2. Mandatory training for the improvement of professional skills shall include training topics aimed at:
 - 2.1. addressing weaknesses, challenges and difficulties identified during the performance evaluation process and achievement of work objectives, as well as addressing insufficient professional competence and the need for improvement of professional skills;
 - 2.2. professional advancement and adaptation training in cases of changes in job requirements or the need for harmonisation of work practices;
 - 2.3. training with special character for performance of special tasks;
 - 2.4. development of professional knowledge training in cases of substantial legislative changes affecting the employee's work;
 - 2.5. mandatory training and assessments required under the applicable legislation.
3. For specific positions where professional training is required, namely where employees must be certified or licensed, such training shall be provided to all employees holding those positions.

Article 9
Continuous professional development training

1. A civil servant of the Academy of Justice shall have the right to participate in continuous professional development training in areas where such training is necessary for his/her professional development and advancement.
2. A civil servant of the Academy of Justice shall, at all times, select training topics that are relevant to his/her work, while excluding unnecessary, irrelevant and repeated training programmes covering the same areas.

Article 10

Participation in training offered by the Academy of Justice for administrative staff of the judicial and prosecutorial system

1. In cases where training needs are identified by the Academy of Justice, civil servants of the Academy may be assigned to attend training sessions organized for administrative staff of the judicial and prosecutorial system.
2. For participation in training pursuant to paragraph 1 of this Article, the employee shall be issued a certificate by the Academy of Justice.

Article 11

Procedure for application, approval and attendance of training

1. In the cases referred to in Article 5, paragraph 1, subparagraphs 1.1 and 1.3 of this Regulation, the Responsible Officer shall notify the civil servant regarding attendance of such training.
2. During participation in training or training activities, the employee shall not jeopardise or avoid the performance of his/her work duties and shall give priority to the activities and responsibilities assigned within the Academy of Justice.
3. The direct supervisor of the employee, in coordination with the Responsible Officer, shall review and approve the request for training.
4. When reviewing a request for participation in training, the direct supervisor shall take into consideration whether such training directly contributes to the employee's work, as well as whether the employee's absence for a certain period may cause disruption or risk to the work or activities of the Academy of Justice.
5. An employee who has applied for and received approval to attend training shall be obliged to participate, unless he/she presents, in advance, justified reasons preventing attendance of such training.

Article 12

Identification and assessment of training needs

1. For the purpose of preparing the training plan, the Responsible Officer shall periodically identify and assess the training needs of employees of the Academy of Justice for the development and strengthening of professional capacities through training.
2. The needs for professional development and training of existing staff shall be included in the preparation of the annual personnel plan. This plan shall contain the needs for competent and qualified personnel necessary for fulfilling the mission and achieving the objectives of the institution.

3. Identification of training needs shall include the analysis and assessment of all types of training required by civil servants of the Academy of Justice.

Article 13
Evidence of attendance at training

1. Evidence of attendance at training shall be submitted to the Responsible Officer for the purpose of placing and storing in the personal file of the employee who has attended the training.

2. The Responsible Officer shall maintain an annual training register for employees, containing all relevant information regarding the type of training, location of delivery and duration.

Article 14
Repeal

Upon entry into force of this Regulation, all acts that are contrary to this Regulation shall be repealed.

Article 15
Entry into force

This Regulation shall enter into force on the date of its approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice