



Orientation and Guidance for new employees

University "Ukshin Hoti" Prizren

Rr. "Rruga e Shkronjave" nr.1
20000 Prizren, Republic of Kosovo

University campus

University infrastructure



25,000 m²

University Campus

14,820 m²

Infrastructure space

1,701m²

4 amphitheatres

3,068m²

40 Classrooms

527 m²

3 Libraries

476 m²

9 Laboratories

356 m²

3 Informatics cabinets

1,423 m²

47 admin offices and academic staff

7,269 m²

Auxiliary spaces



The outcome of orientation:

- ✓ To make the new employee feel welcome, helping you to settle successfully into your new new role;
- ✓ enable you to learn the role and perform it well;
- ✓ provide clarity on performance expectations;
- ✓ lead into an effective probation process;
- ✓ networking with your co-workers;
- ✓ campus tours.



Before your first day at work:

- You must have received the email about the date/time for signing the contracts
- Work permits (if necessary) must have been arranged for you.
- You should have been added to the group email of your department and informed about the *Welcome Session for New Employees*
- Told at what time to arrive, what to bring with you, to whom you should report
- To follow the official page of University “Ukshin Hoti” Prizren on social media and to find your faculty page also in order to be updated about relevant information and news.



On the first day in post

- You will meet with the dean of the faculty and head of programs. They will show the physical space in which you will work, (office, and other equipment) informing other colleagues that a new employee is to join the department.
- You will need to be shown round the department (especially the location of fire escapes, and facilities for refreshments and toilets, parking spaces for teaching staff), be told about fire and evacuation and reporting procedures, and be given the basic information about your role and the induction process.
- On the first day you will have the Handbook of the employees and the Code of Ethics



Academic related stuff:

- Codes of practice, policies and procedures
- Academic Integrity in Research
- Center for Teaching Excellence
- Regulation for personal income of academic staff, allowances for functions, extra rates, fees and commissions
- Staff-Student Relationships



Other information:

- Rate of pay, etc

The title of your post, your grade, commencing rate of pay and salary scale are stated in your contract.

- Holidays

The days off and holidays are regulated by the Senate of the University

- The tour around campus
- Networking with co-workers