



REPUBLIKA E KOSOVËS - РЕПУБЛИКА КОСОВО - REPUBLIC OF KOSOVO  
GJYKATA KUSHTETUESE  
УСТАВНИ СУД  
CONSTITUTIONAL COURT

Prishtina, on 4 May 2022  
Ref. no.: KK. 85/2022

Pursuant to paragraph 2 of Article 2 (Organization of the Work of the Constitutional Court) of Law No. 03/L-121 on the Constitutional Court of the Republic of Kosovo, Rule 1 (General Provisions) of the Rules of Procedure of the Constitutional Court of the Republic of Kosovo NO. 01/2018, and in accordance with Decision no. KK249/21 of 20 October 2021 on amending and supplementing Regulation No. 04/2012 on internship, the Court, at the administrative session of 22 March 2022, approves:

**REGULATION No. 02/2022  
ON INTERNSHIP WITH THE ONSTITUTIONAL COURT**

**I – GENERAL PROVISIONS**

**Article 1  
Purpose**

This Regulation was adopted with the purpose of determining status, criteria and procedures concerning recruitment, professional education, material compensation, as well as determining general conditions for performance of internship with the Constitutional Court of the Republic of Kosovo (hereinafter: the Court).

**Article 2  
Scope**

This Regulation applies to the officials of the Court and to the persons engaged in internship with the Court.

**Article 3  
Definitions**

The terms used in this regulation shall have the following meaning:

**Court** – the Constitutional Court of the Republic of Kosovo;

**Intern** – person with Kosovo citizenship and who is engaged in the Court with a purpose of performing internship for a certain period of time.

**International intern** – with citizenship of a foreign country and who is engaged in the Court with a purpose of performing internship for a certain period of time.

**Interns' supervisor** – constitutional legal advisor appointed to supervise the internship of the interns and international interns.

**DAHR** – Department of Administration and Human Resources of the Court;

**Certificate** – administrative act issued by the Court proving that the intern or international intern has finished internship and status of an intern with the Court and acquired basic knowledge of the work in the Court.

#### **Article 4 Public vacancy**

1. The Court announces public vacancy for recruitment of interns for a fixed period of time as necessary, with an aim of their professional education in the field of constitutional justice.
2. The public vacancy is made by the Secretariat;
3. The terms and criteria for selection and engagement in internship and duration of internship is determined in the public vacancy.
4. The Court offers equal opportunities of engagement for all candidates that have applied.

#### **Article 5 Application criteria for interns**

1. The right to apply for the position of intern have all candidates that:
  - i. are citizens of the Republic of Kosovo;
  - ii. have full capacity to act;
  - iii. have a good command of one of the official languages in Kosovo and excellent command of the English language;
  - iv. have graduated from the Faculty of Law in one of the universities in Kosovo, have nostrified diploma from the Faculty of Law in Kosovo or are in the last year of studies in the Faculty of Law; and
  - v. demonstrate solid computer skills.
2. The candidates must submit respective application of the Court, accompanied by a professional CV, a letter of motivation and respective documentation of the educational background.

**Article 6**  
**Selection of interns**

1. The candidates are subjected to preliminary evaluation of their professional knowledge through a written test and oral interview.
2. The evaluation of candidates is made by a professional committee composed of the Chief Advisor and four (4) other members appointed by a special decision of the Secretary General, whereas the final decision on the engagement of interns is rendered by the Court in the administrative session;
3. Following the selection based on the principle of merit, the interns shall be engaged in the Court in accordance with Law No. 03/L-121 on the Constitutional Court of the Republic of Kosovo, the Rules of Procedure of the Constitutional Court of the Republic of Kosovo No. 01/2018 and this Regulation, and shall have the status of an intern in the Court.

**Article 7**  
**Period of engagement of interns**

1. The Court interns will be engaged for a period of up to one (1) year;
2. Depending on the available financial means and physical space for the accommodation of interns, a maximum of ten (10) interns can be engaged in the same period of time;
3. The selected interns will sign the employment fixed-term contract, together with the Declaration of Confidentiality.

**Article 8**  
**International interns**

1. Candidates for the position of international intern must meet these criteria:
  - i. have citizenship of a foreign country;
  - ii. have full capacity to act;
  - iii. have excellent knowledge of the English language;
  - iv. have graduated from the Faculty of Law, or are in their last year of studies; and
  - v. demonstrate solid computer skills;
2. International interns will have the status of volunteers at the Court, without the right to compensation from the Court;
3. Candidates for international interns can be engaged in the Court in one of the following way:
  - i. by sending a reasoned personal request for engagement to the Court; or

ii. with the recommendation of the international institutions, a recommendation which must be sent to the Court directly by the institution;

4. Along with the personal request addressed to the Court according to paragraph 8.3.i, candidates for international interns must submit a professional CV, a letter of motivation and the relevant documentation for educational background. In cases where the Court accepts recommendations from international institutions according to paragraph 8.3.ii, the Court may also request these recommended candidates to send the aforementioned documents;

5. The personal request for engagement as an international intern in accordance with paragraph 8.3.i shall be evaluated by a professional committee composed of the Chief Advisor as a chairman and four (4) other members appointed by a special decision of the Secretary General, while the final decision for the engagement of the international intern is taken by the Court at an administrative session;

6. The recommendation of the international institution for the engagement of the international intern in accordance with paragraph 8.3.ii shall be evaluated by the Court at an administrative session, as well as the final decision regarding the engagement of the international intern shall be taken by the Court at an administrative session;

7. General conditions of engagement at the Court of international interns such as the tasks that can be assigned to them and the period allowed to stay in the Court are determined by the decision on engagement of the international intern;

8. The supervisor of interns appointed in accordance with Article 13.2 of this regulation oversees the work of international interns and distributes tasks.

## **Article 9 Scientific researcher**

1. The President of the Court, in consultation with the Judges of the Court, may approve requests for access to the Library and Court and/or online research platforms of persons who are not officials of the Court and who request access to the latter for scientific research purposes by sending a request with well-reasoned access. The access of scientific researchers to the Library Court and/or online research platforms are allowed based on Article 10 Regulation No. 02/2022 for the Organization and Operation of the Library of the Constitutional Court of the Republic of Kosovo;

2. The decision of the President of the Court for the approval of the request for access of scientific researcher to the Library must be specified, among other important information, the duration and certain conditions of access. These researchers may be, but are not limited to, officials of public institutions in Kosovo, researchers, lawyers, professors, students and representatives of non-governmental organizations;

3. Persons who are allowed access based on paragraph 1 of this article must sign the Declaration of Confidentiality, and must act in compliance with, among others, Regulation No. 02/2022 for the Organization and Operation of the Library of the Constitutional Court of the Republic of Kosovo and with other applicable rules.

## **II – WORKING HOURS AND MATERIAL COMPENSATION**

### **Article 10 Working hours and attendance**

1. The selected interns start their internship with the Court on the day of signing the contract;
2. The working hours of the intern at the Court are the regular hours of the employees of the Court;
3. The hours of stay at the Court of international interns is determined in the decision of the Court on allowing the engagement.

### **Article 11 Material compensation**

1. The amount of material compensation of the interns will be equivalent to the minimum salary in the Republic of Kosovo in the year of the intern's engagement;
2. The financial means for compensation of interns are provided by the budget of the Court or from funds obtained from international donors;
3. International interns are not materially compensated for the time of their stay in the Court.

## **II – EDUCATION PROGRAM AND SUPERVISION**

### **Article 12 Placement of interns**

The internship at the Court will be carried out according to the need within the Legal Unit or other departments of the Court.

### **Article 13**

#### **Description of job duties**

1. The main duties of the intern's work are as follows:
  - i. engages in the work of constitutional and legal advisors of judges;
  - ii. collects and studies respective legal literature, information and documents as requested by legal advisors and judges;
  - iii. prepares a comparative analysis under the guidance of constitutional legal advisors;
  - iv. researches the practices and decisions of other constitutional courts and those of the European Court on Human Rights;
  - v. maintains and updates the respective records of the Court's databases;
  - vi. takes care of the filing of the relevant documentation, scanning, photocopying of necessary materials according to request; and
  - vii. performs other professional work at the request of the President, Chief Advisor, Judges or Supervisor of interns;
2. The Chief Advisor appoints the supervisor of the interns as well as the manner of distribution of specific tasks for each intern;
3. The President of the Court or each of the Judges of the Court may request certain interns be engage in his/her office for technical assistance- professional or for engagement to certain tasks;
4. The Chief Advisor is notified about the request in paragraph 13.3.

### **Article 14**

#### **Work conditions**

1. Before starting the internship with the Court, the interns and international interns hold the initial orientation training with the aim of getting familiar with the general work of the Court;
2. The Court ensures that its interns and international interns good working conditions and necessary equipment to perform the internship;
3. Interns and international interns should take care nicely of the Court equipment that may be temporarily in their possession and the equipment that are in general use.

### **Article 15**

#### **Confidentiality**

1. Interns and international interns are given the Code of Ethics of the Court and are informed that they are obliged to respect it in entirety;

2. Interns and international interns sign the DECLARATION OF CONFIDENTIALITY and are obliged, among other things, not to transmit to any third party the confidential information they receive during their work or stay at the Court;
3. Interns and international interns are prohibited from providing any information or making public statements related regarding the work of the Court to third parties, including but not limited to the media, social networks, public figures and private persons;
4. The obligations mentioned above apply to international interns even after they have completed the internship or the stay at the Court;
5. The declaration of confidentiality under Article 15.2 is Appendix I of this Regulation and is an integral part of it;
6. Violation of the Code of Ethics of the Court and the rules for the preservation of confidentiality cause the immediate termination of internship with the Court.

#### **Article 16 Participation in activities**

1. Interns and international interns do not participate in review sessions, forums, meetings or other professional activities of the Court, unless they accept prior invitations in special cases;
2. Interns and international interns may participate in regular meetings of the Legal Unit at the invitation of the Chief Advisor.

### **IV – EVIDENCE**

#### **Article 17 Attendance and leaves**

1. The intern has all the rights, obligations and responsibilities from the employment relationship that derive from Regulation No. 02/2022 on Working Hours and Leaves of the Officials of the Constitutional Court of the Republic of Kosovo, and other applicable rules;
2. The interns are entitled to annual leave after six (6) months of uninterrupted work, one day and a half (1.5) of leave per each calendar month spent at work;

3. The request for leave is addressed to the supervisor of the interns and the Chief Advisor, and submitted for registration to DAHR;
4. DAHR equips interns and international interns with identification cards of the Court together with the card for recording entries and exits to the Court;
5. Every intern and international intern is obliged to register in the electronic device for recording the entries and exits of employees of the Court, placed at the entrance of the Court;
6. A personal file is prepared and made for each intern and international intern with full personal notes and evidence of professional qualifications.

### **Article 18** **Reporting and evaluation**

1. Interns and international interns submit reports every week of their work to the supervisor of interns;
2. Before the passing of the time limit for which they were admitted to the Court, the interns and international interns are subject to the evaluation of their knowledge acquired during internship;
3. The evaluation of the internship is done by the supervisor of the interns on the basis of the submitted reports, attendance and courtesy shown throughout period of internship, as well as signed by the Chief Advisor;
4. After the end of the evaluation period, the supervisor of the interns recommends to the DAHR to prepare the certificate for the successful completion of the internship with the Constitutional Court.

## **IV – FINAL PROVISIONS**

### **Article 19** **Repeal**

With the entry into force of this regulation, Regulation no. 04/2012 on Internship with the Constitutional Court is repealed.



**Article 20**  
**Entry into force**

This Regulation enters into force on the day of signing by the President of the Constitutional Court, after the preliminary approval at the administrative session.

Prishtina, 4 May 2022

President of the Constitutional Court

Gresa Caka-Nimani