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REGULATION FOR SCIENTIFIC RESEARCH

Prizren, November 2019



According to the legal provisions of Article 42 and 47 paragraph 1 subparagraph 1.1, of the Statute of “Ukshin Hoti” University, (hereinafter referred to as UHUP) The Senate of this University in its meeting held on, __.11.2019, adopted the following:

REGULATION FOR SCIENTIFIC RESEARCH

General Provisions

Article 1.

This Regulation organizes the work and activities of research, the rights and obligations of the competent bodies of the University and participants in scientific-research activities., publishing activities, participation in scientific congresses and conferences, seminars and symposiums, as part of UHUP's research activity.

Organization of scientific-research activity

Article 2.

The UHUP academic staff is required to do research and scientific work in accordance with their professional abilities and obligations arising from the UHUP Strategic Plan and the Academic Unit Councils. Each member of the academic staff will be evaluated once a year for his/her contribution to the research activity..

Article 3.

UHUP is committed to creating the right conditions and supporting research as well as helping academic staff achieve competitive results at national and international level..

Article 4.

Research activities include these activities:

- 4.1. Conducting basic, advanced and applied research for the purpose of developing scientific research in the fields of: economics, law, computer science, life sciences, environment, preschool and elementary education, language and literature, as well as other socio-economic and information technology sciences fields;
- 4.2. Conducting research in private companies in order to identify their needs for specific staff profiles;
- 4.3. Organizing scientific, local, regional and international conferences, workshops and seminars;
- 4.4. Development of scientific research and cooperation with other research institutions at home and abroad;



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- 4.5.Cooperation with economic and industrial enterprises;
 - 4.6.Preparation of feasibility studies and various business analysis for private businesses and public enterprises,
 - 4.7.Expertise and super-expertise in economic and judicial matters;
 - 4.8.Legal "Due Diligence Reports", for multinational corporations;
 - 4.9.Compilation of investment programs and other programs;
 - 4.10. Organizing seminars for professional development of academic staff in the scientific fields of the University;
 - 4.11. Continuing professional education (EVP, and CPD) for academic staff, twenty hours of verifiable mandatory hours;
 - 4.12. Publishing activity (publishing books, university textbooks, monographs and scientific papers));
 - 4.13. Other research and scientific activities in the fields covered by the study programs at the University.

Establishment and functioning of scientific-research institutes

Article 5.

Research institutes within UHUP are:

- 5.1.Center for Innovation and Employment (Erasmus+);
- 5.2.Research institutes of academic units.

Article 6.

The activity of research institutes is carried out in the form of basic research and applied research in accordance with the needs of the business and industrial community, which are in the interest of the community..

Article 7.

In accordance with the UHUP Scientific Research Strategy, research institutes are responsible for:

- 7.1.Conduct research activities at academic units or at the UHUP level, in accordance with the mission and strategic plan;
- 7.2.Drafting the annual plan of the academic, university unit for scientific research along with the annual budget for scientific research;
- 7.3.Drafting a policy for compensation of participants in the conduct of research activity;



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- 7.4. Develop policies, regulations and procedures for regulating research activity;
 - 7.5. Track payments for remuneration for work performed, data services, supply of materials and tools for project coordinators;
 - 7.6. Organizing the system of recording and preserving all documentation related to the activity of research institutes over a period of ten years;
 - 7.7. To chronologically identify the documents that are dedicated to the Institute in an integrated system designed specifically for the needs of the Institute;
 - 7.8. Maintain up-to-date asset registration records on behalf of the Institute and make annual inventory of assets;
 - 7.9. Perform annual reporting to the Council of Academic Units, and to the University Senate on the Institute's research and financial activities;

Article 8.

The form of organization and functionalization of the research institutes of the academic units is defined by special Regulations.

Establishment, duties and responsibilities of the Scientific Council

Article 9.

- 9.1. By the decision of the UHUP Senate, the UHUP Scientific Council is hereby established.:
 - a) Pro-Rector for Teaching, Student Affairs and Research;
 - b) From a representative member of each academic unit, academic staff with proven research experience, proposed by the Faculty Council;
 - c) A student representative, proposed by the Student Parliament, and
 - d) An external consultant, proposed by the Industrial Advisory Board.
- 9.2. The Scientific Council shall verify and evaluate the consistency of the academic staff's research achievements in the database of research work, and in accordance with the criteria set out in the Regulation on Academic Selection and Promotion.
- 9.3. The operation and functioning of the Scientific Council shall be governed by the operating instructions and procedure.
- 9.4. The work of the Scientific Council includes the allocation of points for the evaluation and promotion of academic staff in accordance with the Regulation on Academic Selection and Promotion.



Policies and incentives for research

Article 10.

In order to develop incentive policies aimed at enhancing competitiveness, visibility and advancement in the international ranking of UHUP, academic staff who publish scientific papers are foreseen awards. Promotion of research work involves the implementation of incentives, specified as follows:

10.1. UHUP regular academic staff who publishes scientific papers in scientific journals indexed on the Web of Science (WoS) platform are rewarded by the UHUP budget with a monetary value of EUR 1,200 (one thousand two hundred euros) and on the Scopus platform is rewarded with a monetary value of 700 EUR (seven hundred euros).

10.1.1. In cases where a scientific paper (as provided in clause 10.1.) is a work of two or more authors who are members of the UHUP academic staff, then 70% of the monetary remuneration shall be paid to the first author of the scientific paper, while 30% of the monetary value is distributed equally to other co-authors.

10.1.2. Co-authors of the scientific work (as provided in clause 10.1.) may not receive monetary rewards from other Universities at home or abroad.

10.1.3. Verification and control of the report that the scientific work meets the conditions set out in point 10.1. is made by the Scientific Council, upon the written request of the author or co-authors of the scientific work

10.1.4. After drafting the report of the Scientific Council provided for in point 10.1.3 of this regulation, the same report shall be submitted to the Governing Board of UHUP for review and approval.

10.1.5. Execution of the decision of the Steering Council according to point 10.1.4. is made by the Vice-Rector for Budget, Finance and Infrastructure and the UHUP Finance Office.

10.2. Participation and presentation of the scientific research work of the UHUP academic staff, in congresses and conferences, with the approval of the Academic Unit Council, is supported by the UHUP budget, with full coverage of the participation costs, respectively the payment of the fee. of participation, accommodation, transport costs and per diems.



- 10.3. In order to implement Continuing Education (EVP) policies for UHUP academic staff, with the approval of the Academic Unit Council, it is supported by the UUHP budget, with full cost coverage, such as: workshops, seminars, conferences, congresses, and other events that contribute to the development and building of EVP.
- 10.4. Incentives for publishing university textbooks and monographs are governed by the Regulation on Publishing Houses.

Punitive measures for inactivity in research

Article 11.

- 11.1. The inactivity of the academic staff in research activities can be penalized in a form which is in accordance with the legislation in force. The dean of the academic unit can take these measures:
- a) Verbal warning;
 - b) Written warning;
 - c) Charging with additional tasks according to the needs of the academic unit; and
 - d) Other measures provided for by the legislation in force.

Organizing and co-organizing research conferences

Article 12.

- 12.1. UHUP's academic staff is encouraged to organize, co-organize conferences, congresses, workshops or seminars of a scientific-research nature. To this end, UUHP will support the organization of these research activities, either by providing its infrastructure within the university campus or providing the necessary financial support for the smooth running of these activities..
- 12.2. Student representatives with the support of UHUP's management and academic staff will organize the Student Scientific Conference. For the purpose of this conference, UHUP will provide students with the necessary infrastructure and support within the university campus, as well as allocate the necessary budget for its organization.

Financial planning for the fulfillment of research objectives

Article 13.



The Vice-Rector for Budget, Finance and Infrastructure is obliged to plan the annual appropriations and those of the UHUP mid-term financial planning framework in order to fulfill the obligations of this regulation..

Drafting of the annual scientific-research report

Neni 14.

14.1.The Vice-Rector's Office for Teaching, Student Affairs and Research compiles and publishes the annual report of research work at UUHP. This report should summarize the research and other scientific activities of the academic units and regular academic staff of UHUP.

14.2.Academic units are required to draw up detailed annual plans for research and a budget plan for their implementation. Academic units are obliged to produce a report on scientific research and other scientific activities of the academic unit.

Entry into Force, Amendment and Implementation

Article 15.

15.1.This regulation shall enter into force upon approval by the UHUP Senate.

15.2.This regulation may also be supplemented and amended upon the Rector's request and approval by the UHUP Senate.

Chairperson of the UHUP Senate

Prof. Asoc. Dr. Ismet Temaj