



UNIVERSITY "UKSHIN HOTI" PRIZREN

Shkronjat Street No. 1, 20000

Prizren, Republic of Kosovo

www.uni-prizren.com

REGULATION ON SCIENTIFIC RESEARCH

Prizren, 2022



Pursuant to the legal provisions of Article 42 and 47 paragraph 1 subparagraph 1.1. of the Statute of the University "Ukshin Hoti" Prizren (hereinafter referred to as the University), the University Senate in the meeting held on 07.02.2022 approved this:

REGULATION ON SCIENTIFIC RESEARCH

General provisions

Article 1

This Regulation organizes the work and scientific research activities, the rights and obligations of the competent bodies of the University and participants in scientific research, participation in congresses and scientific conferences, workshops, seminars and symposia, as part of scientific research of the University.

Organization of scientific research activity

Article 2

The academic staff of the University realizes and implements the scientific research activity in accordance with their academic and professional skills, as well as the obligations arising from the Strategic Plan of the University and the Strategic Plans of the academic units. The academic staff of the University is evaluated at least once a year for his / her performance and contribution to the scientific research activity.

Article 3

The University is committed to creating the right infrastructural conditions and supporting scientific research work and to helping academic staff achieve competitive research and scientific results nationally and internationally.

Article 4

Scientific research activity at the University includes:

- 4.1. Basic and applied research for the purpose of developing scientific research in the areas of interest of the University, such as economics, law, computer science and information technology, agribusiness and environmental sciences, preschool and primary education, language and literature and other fields of interest;
- 4.2. Research in private enterprises in order to identify their needs for specific staff profiles;
- 4.3. Organizing local, regional and international scientific conferences;
- 4.4. Organizing workshops and seminars of scientific and professional character;
- 4.5. Cooperation with local and international research institutions;
- 4.6. Providing scientific and professional research services for the needs of government institutions (Municipal Assemblies, Ministries, Government of Kosovo, etc.).



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- 4.7. Providing scientific and professional research services for the needs of the local industry in close cooperation with the Industrial Advisory Boards (IAB) of the academic units;
 - 4.8. Feasibility studies, business plans and audit services for private and public companies,
 - 4.9. Expertise and super expertise in areas of interest (courts and the like);
 - 4.10. Legal Due Diligence Reports for Multinational Corporations;
 - 4.11. Investment programs and other professional programs;
 - 4.12. Organizing seminars for the professional development of academic staff in scientific fields relevant to the University;
 - 4.13. Continuous Professional Education (CPE) for academic staff;
 - 4.14. Other scientific research activities in the fields of study programs of the University.

Establishment and operation of the Center for research, innovation and knowledge transfer

Article 5

In order to develop scientific research and disseminate scientific research, the University will establish:

- 5.1. Center for research, innovation and knowledge transfer at University level, and
- 5.2. Research units/departments at the level of study programs and academic units.

Article 6

The Center for Research, Innovation and Knowledge Transfer organizes basic and applied research in accordance with the needs of the University, the business community, industry, government and other stakeholders.

Article 7

The Center for Research, Innovation and Knowledge Transfer and the research units/departments are responsible for:

- 7.1. Leading scientific research activities at the University level and academic units, in accordance with the mission and strategic plan of the University;
- 7.2. Drafting the annual plan for scientific research work, including the proposal for the annual budget for scientific research work at the level of the University and academic units;
- 7.3. Payments for compensation of performed works, services and supply of materials and working tools for the parties involved in scientific research works;



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- 7.4. Development of a system for recording and archiving documentation related to the activity of the Center for Research, Innovation and Knowledge Transfer and research units/departments;
 - 7.5. Chronological recording of the documentation of the Center for research, innovation and transfer of knowledge in an integrated system especially for the needs of the Center;
 - 7.6. Updating the register for recording the assets of the Center for Research, Innovation and Knowledge Transfer and conducting an inventory of assets once a year;
 - 7.7. Reporting of the head/coordinator of the Center for research, innovation and knowledge transfer to the Steering Council, the Senate and the Scientific Council of the University, regarding scientific research activities.

Article 8

8.1. The organization and functioning of the Center for research, innovation and transfer of knowledge and Research Units / departments at the level of scientific programs and academic units, is defined by a special Regulation.

Establishment, duties and responsibilities of the Scientific Council

Article 9

- 9.1. The Scientific Council of the University is established by a decision of the University Senate, with the following composition:
 - a) Vice Rector for Teaching, Student Affairs and Research;
 - b) A representative member of each academic unit, academic staff with proven experience in scientific research, proposed by the Rector in consultation with the Council of the academic unit / Dean;
 - c) Head/coordinator of the Center for research, innovation and knowledge transfer,
 - d) A student representative, proposed by the Student Parliament, and
 - e) An external advisor, proposed by the Industrial Advisory Board of the University academic units.
- 9.2. The work and functioning of the Scientific Council is based on the provisions of the University Statute and special regulations.
- 9.3. The Scientific Council verifies and controls the compliance of the scientific research achievements of the academic staff in the database for the scientific research work.
- 9.4. Drafts and proposes policies for the development of scientific research activity at the University.



9.5. The Scientific Council organizes meetings at least six (6) times a year or more, depending on the needs of the University.

9.4.1. The meetings of the Scientific Council are carried out according to the agenda prepared by the Vice Rector for teaching, student affairs and scientific research.

9.4.2. The Vice Rector for Teaching, Student Affairs and Scientific Research determines the person responsible for the administration of the University, for keeping and drafting the minutes of the meetings of the Scientific Council.

9.6. The Scientific Council discusses and approves requests and proposals for the organization or co-organization of congresses, scientific conferences, workshops and seminars at the University level.

Policies and incentives for financial support for scientific research

Article 10

10.1. In order to build incentive policies aimed at increasing competitiveness, visibility and advancement in the international ranking of the University, academic staff is offered financial support related to 3 incentive measures of scientific research work at the University:

10.1.1. Measure 1: Financial support for scientific papers published in scientific journals covered by the Web of Science (Clarivate Analytics) platform;

10.1.2. Measure 2: Financial support for scientific papers published in scientific journals covered by the Scopus platform (quartile Q1 and Q2);

10.1.3. Measure 3: Financial support for participation in congresses, conferences, workshops and Continuous Professional Education (CPE).

10.2. To be eligible for financial support under Measures 1 and 2, academic staff who publish research results must argue as follows:

10.2.1. Scientific papers (original empirical papers, literature reviews, etc.) bearing the University address (affiliations), published in scientific journals covered by Web of Science - Clarivate Analytics (SCIE, SSCI and AHCI core collection). Scientific papers published in this category receive financial support of 1,000 EUR (one thousand euros).

10.2.2. Scientific papers (original empirical papers, literature reviews, etc.) bearing the University address (affiliations), published in scientific journals not covered by Clarivate Analytics - Web of Science, indexed in Scopus (Q1 and Q2 quartiles). Scientific papers published in Scopus (Q1 quartile) receive financial support of EUR 800 (eight hundred euros), while scientific papers published in Scopus (quartile Q2) benefit from financial support of 600 EUR (six hundred euros).



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- 10.3. Scientific papers financially supported by Measures 1 and 2 must have an impact factor (IF) higher than or equal to 0.3 ($IF \geq 0.3$). The impact factor for scientific papers on the Web of Science is referred to as the Journal Citation Indicator (JCI), while for scientific papers at Scopus it is referred to as the Scimago Journal Ranking (SJR).
- 10.4. Depending on the budget allocated for financial support, the University Steering Council, on the recommendation of the Scientific Council, may change the impact factor (IF) of scientific journals. In case the number of requests for financial support is higher than the planned budget of the University, then priority is given to the financing of scientific papers in journals with a higher impact factor (IF).
- 10.5. Scientific papers that benefit from financial support must be published by publishing houses outside the Republic of Kosovo and outside the neighboring countries of the Republic of Kosovo.
- 10.6. Scientific papers published in dubious journals and publishing houses are not financially supported by the University. The control of dubious scientific journals is verified in the link: <https://beallist.net/standalone-journals/>, while the control for fake publishers is verified in the link: <https://beallist.net/>
- 10.7. Based on the relevant information, the right to inspect scientific journals and publishing houses that may have verifiable histories in dubious journals / publishing houses is reserved. Scientific papers published in these journals / publishing houses with dubious histories cannot receive financial support from the University.

Procedure for application, verification and approval of the request for scientific support

Article 11

- 11.1. In order to benefit from the financial support provided in point 10.2 (10.2.1 and 10.2.2), the academic staff must address a written request to the Scientific Council (Form 1).
- 11.2. The Scientific Council drafts the report of verification and control of the authenticity of scientific works. This report must respect the conditions and criteria set out in point 10.2 (1.2.1 and 10.2.2), 10.3, 10.4, 10.5, 10.6 and 10.7 of this Regulation (Report 1).
- 11.3. The report of verification and control of the authenticity of scientific works is approved periodically in the meetings of the Scientific Council and is signed by the members of the Scientific Council.
- 11.4. In cases where a scientific paper is prepared by two or more authors, who are academic staff of the University, then 70% of the financial support belongs to the first author of the scientific paper, while 30% of the financial support is distributed equally to the co-authors. Whereas, in cases when the academic staff of the University is not the first author of the scientific work, then they gain the right to only 30% of the financial support.



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- 11.5. Co-authors of scientific papers from other universities (inside and outside the Republic of Kosovo) can not receive financial support from the University.
- 11.6. After the drafting of the report of the Scientific Council, foreseen according to point 11.2 of this Regulation, the same is sent to the Steering Council of the University for approval.
- 11.6.1. After the approval of the Report of the Scientific Council by the Steering Council, the execution of the decision of the Steering Council is taken care of by the Vice Rector for Budget, Finance and Infrastructure and the University Finance Office.
- 11.6.2. Execution of payments to beneficiaries of financial support of Measures 1 and 2, is realized at the end of the fiscal year.
- 11.7. To be eligible for Measure 3 financial support, academic staff planning to attend and present papers at international congresses, international conferences, workshops, and Continuous Professional Education (CPE) must prove the following:
- 11.7.1. Submitting a request with a reason regarding the importance of attending a congress / conference / workshop / CPE, and prior approval of the request to the Council of the academic unit.
- 11.7.2. Submit a report of planned participation expenses, including participation fee, accommodation expenses, transportation expenses and per diems.
- 11.7.3. The proposal for approval of the request for participation in congresses, conferences and CPE is previously reviewed and approved / rejected by the Vice Rector for Teaching, Student Affairs and Research, while the final decision for financial support is approved /rejected by the University Steering Council.
- 11.7.4. Execution of payments for the beneficiaries of the financial support of Measure 3, is realized periodically after the approval by the Steering Council of the University.
- 11.8. Incentives for the publication of university books and monographs are regulated by the Regulation for the University Publishing House.
- 11.9. The University budget foreseen for the financing of scientific works, according to article 10 of this regulation, is allocated in equal proportion for each of the 6 academic units of the University ($1/6 = 16.66\%$).
- 11.10. To benefit from the financial support provided in point 11.7, academic staff must apply to the Scientific Council with a written request (Form 2).



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- 11.11. In case of non-use of planned budget funds by any of the academic units, then financial support is applied for other academic units of the University, giving priority to scientific papers (in Measure 1) with higher impact factor (FI).
 - 11.12. The financial support for Measures 1, 2 and 3 is realized by the respective budget code in each fiscal year.
 - 11.13. Payments of financial support are made only within the fiscal year, proportionally according to the respective budget category, in accordance with the Law on Budget.
 - 11.14. Financial obligations related to financial support must be executed in the fiscal year of the financial support application.
 - 11.15. It is not allowed to transfer financial support obligations in the following fiscal year.

Academic integrity and ethical behavior in scientific research

Article 12

- 12.1. Academic integrity means commitment to the values of honesty, trust, justice, respect, responsibility, legitimacy and dissemination.
- 12.2. To support academic integrity, the University is committed to:
 - 12.2.1. Maintain the highest standards of scientific research integrity in all aspects of research;
 - 12.2.2. Ensure the criteria that the research is conducted according to the relevant ethical, legal and professional frameworks, obligations and standards;
 - 12.2.3. Support a research environment based on a culture of integrity, good management, best practices and institutional support for the development of academic staff and researchers;
 - 12.2.4. Use transparent, robust, and fair processes to deal with allegations of research misconduct if they arise;
 - 12.2.5. Work together to strengthen the integrity of scientific research and the regular and open review of progress.
 - 12.2.6. Integrity and professionalism also mean:
 - a) Conduct ethically and responsibly;
 - b) Accuracy of results;
 - c) Avoiding conflict of interest;
 - d) Preservation of the dignity, security, well-being of the persons involved in the search.



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- 12.3. Ethical behavior in scientific research work means meeting the criteria for responsibility in scientific research, guides, educates and monitors researchers in adhering to ethical standards.
- 12.4. Unacceptable ethical behaviors in scientific research activity are considered:
- 12.4.1. Fabrication, falsification, fraud: creation of false data or other aspects of scientific research, including documentation and consent of participants;
 - 12.4.2. Inappropriate manipulation or selection of someone else's data, images, citations, or any other type of deceptive behavior;
 - 12.4.3. Plagiarism: This involves copying or misusing ideas, text, program, or data / results or any combination thereof, without proper permission and citation. Researchers are strongly encouraged to agree in advance with any co-author or contributor to the study;
 - 12.4.4. Self-plagiarism (presentation of a previously published work as if it were new). This is considered wrong behavior if we are dealing with superficial reprocessing and updating, presenting it as an entirely new scientific product;
 - 12.4.5. Misrepresentation/misinterpretation of data/results with or without knowledge, by negligence or by presenting a misinterpretation of data;
 - 12.4.6. Duplication of publication, including undisclosed copy when submitting manuscripts for edition;
 - 12.4.7. Failure to declare a conflict of interest, including failure to disclose the material interests of either the researcher or the research funder, including the failure to disclose the fact that the research is funded by any entity;
 - 12.4.8. Misrepresentation of qualifications or scientific experience;
 - 12.4.9. Misrepresentation of authorial involvement, such as inappropriate claims of authorship or denial of authorship or contribution.

Transparency and equality in the allocation of financial support funds

Article 13

- 13.1. The Steering Council, each year, publishes the final list of beneficiaries of financial support.
- 13.2. The final list of beneficiaries should contain: the name of the beneficiary, the field or activity funded and the amounts allocated.
- 13.3. Beneficiaries of financial support are published on the University website.



Organizing and co-organizing scientific conferences

Article 14

- 14.1. The academic staff of the University is encouraged to organize/co-organize conferences, congresses, workshops or seminars of research and scientific character. The University will support the organization of conferences, congresses, workshops or seminars, offering:
- 14.1.1. Infrastructure within the University campus; and
 - 14.1.2. Financial support for the progress of these scientific activities.
- 14.2. Student representatives, with the support of management and academic staff, organize the Student Scientific Conference at least once a year . This conference is organized every year in the period May/June and it will be organized at the level of each academic unit.
- 14.3. The University will support the organization of the Student Scientific Conference, by:
- 14.3.1. Planning budget for financial support for the organization of the Student Scientific Conference;
 - 14.3.2. Providing infrastructure within the University campus; and
 - 14.3.3. Providing academic, administrative and technical support.

Financial planning of meeting the objectives of scientific research work

Article 15

- 15.1. In order to fulfill the duties and obligations of this regulation, the Vice Rector for Budget, Finance and Infrastructure is obliged to plan:
- 15.1.1. Annual budget allocations of the University; and
 - 15.1.2. Budget appropriations in the Medium Term University Financial Planning Framework.

Drafting the annual report of scientific research work at the University

Article 16

- 16.1. Vice Rector for Teaching, Student Affairs and Scientific Research, in cooperation with the Scientific Council/Office for Scientific Research, drafts and publishes the annual report of scientific research work at the University.
- 16.2. This report should summarize the scientific and research works and other scientific activities of the academic units and regular academic staff of the University.
- 16.3. Academic units are obliged to draft detailed annual plans for scientific research, as well as the budget plan for their implementation. Academic units are obliged to compile a report on scientific and research works and other scientific activities of the academic unit.



Entry into force, amendment and implementation

Article 17

- 17.1. This regulation enters into force after approval by the University Senate.
- 17.2. With the entry into force of this regulation, the Regulation on scientific research no. prot. 01-486 dated 30.12.2019 is repealed.
- 17.3. This regulation may be supplemented and amended at the request of the Rector and approval by the University Senate.

Chairman of the Senate

Prof. Assoc. Dr. Samedin Krrabaj



REQUEST FOR FINANCIAL SUPPORT FOR SCIENTIFIC PUBLICATION

(Form 1)

1. THE APPLICANT:

NAME AND SURNAME: _____ SCIENTIFIC CALL: _____
ACADEMIC UNIT: _____ ACADEMIC CALL: _____
MAIN AUTHOR: _____
CORRESPONDENT AUTHOR: _____
CO-AUTHORS: _____

2. PUBLICATION DETAILS:

AUTHOR: _____
TITLE OF WORK: _____
DOI: _____
JOURNAL NAME: _____
PUBLISHING HOUSE: _____
INDEXING ON THE PLATFORM: _____
IMPACT FACTOR (IF): _____ WOS or SCOPUS (Q1-Q2): _____ IF: _____
ADMISSION DATE: _____ DATE OF PUBLICATION: _____
PUBLICATION LINK: _____

3. PRESENTATION IN THE ACADEMIC UNIT (ATTACH PROOF):

IS PRESENTED AS AN ACTIVITY IN:

	YES	NO
CONFERENCE	<input type="checkbox"/>	<input type="checkbox"/>
ACADEMIC UNIT	<input type="checkbox"/>	<input type="checkbox"/>

IF YES, EXPLAIN THE MANNER OF THE PRESENTATION:



4. REPORT FROM THE DEAN OR THE HEADS OF THE ACADEMIC UNIT:

Note: this section should be supported by a letter explaining the scientific benefit of publishing a scientific paper for the University "Ukshin Hoti" Prizren and should be submitted to the Rectorate by higher levels of academic units, such as deans of faculties or heads of departments. .

5. INFORMATION IF THE PAPER IS PRESENTED AT A CONFERENCE / SYMPOSIUM (IF APPLIED):

Enter the details of the organization of the conference or symposium:

CONFERENCE LINK: _____

PLACE OF CONFERENCE: _____

DATE: _____

6. BANK DETAILS OF THE BENEFICIARY - FIRST AUTHOR OR CORRESPONDENT AUTHOR:

NAME AND SURNAME OF THE APPLICANT: _____

NAME OF THE BANK: _____

BANK ACCOUNT NUMBER: _____

SWIFT CODE: _____

PLACE: _____

AMOUNT REQUIRED: _____ WRITE IN WORD: _____

7. THE APPLICANT:

NAME AND SURNAME: _____

SIGNATURE: _____

DATE AND PLACE: _____



COMPLETED BY THE OFFICER OF THE SCIENTIFIC COUNCIL

8. REVIEW OF THE REQUEST:

DATE OF ADMISSION TO OSC: _____

ADMISSION OFFICER: _____

DOCUMENTATION CHECK: _____

COMPLETE	<input type="checkbox"/>
INCOMPLETE	<input type="checkbox"/>

SIGNATURE: _____

DATE: _____



**APPLICATION FOR FINANCING PARTICIPATION IN CONGRESS / CONFERENCE /
WORKSHOP / CONTINUOUS EDUCATIONAL PROFESSIONAL (EVP)**

(Forms 2)

1. THE APPLICANT:

NAME AND SURNAME: _____ SCIENTIFIC TITLE: _____
ACADEMIC UNIT: _____ ACADEMIC TITLE: _____
MAIN AUTHOR: _____
PARTICIPANT: _____

**2. DETAILS OF CONGRESS IT, CONFERENCE, WORKSHOP OR CONTINUOUS
PROFESSIONAL EDUCATION (EVP) :**

NAME OF THE EVENT: _____
PLACE AND DATE: _____
ORGANIZERS: _____
INVITATION AND PROGRAM: _____
TITLE OF THE PAPER: _____

CONFIRMATION OF WORK ACCEPTANCE: _____
AUTHORS OF AFFILIATION: _____
SPEAKER / POSTER: _____
CHAIRMAN / PANELIST: _____
EVENT PUBLICATION LINK: _____

**3. DESCRIPTION OF THE IMPORTANCE OF PARTICIPATION AND BENEFIT FOR THE
UNIVERSITY:**

Font size 12 (Times new novel) with 1.5 line spacing should be used.



5. REPORT FROM THE DEAN OR HEADS OF DEPARTMENTS / DEPARTMENTS IN THE ACADEMIC UNIT:

Note: this section should be supported by a letter explaining the scientific benefit of attending for Ukshin Hoti University Prizren and should be submitted to the Rectorate by higher levels of academic units, such as deans of faculties or heads of departments.

6. BANK DETAILS OF THE BENEFICIARY - PARTICIPANTS:

NAME AND SURNAME OF THE APPLICANT: _____
NAME OF THE BANK: _____
BANK ACCOUNT NUMBER: _____
SWIFT CODE: _____
FOR SALE: _____
AMOUNT REQUIRED: _____ IN WORD: _____

7. THE APPLICANT:

NAME AND SURNAME: _____
SIGNATURE: _____
DATE AND PLACE: _____

TO BE COMPLETED BY THE OFFICER OF THE SCIENTIFIC COUNCIL

8. REVIEW OF THE REQUEST:

DATE OF ADMISSION TO OSC: _____
ADMISSION OFFICER: _____
DOCUMENTATION CHECK: _____
COMPLETE
INCOMPLETE

SIGNATURE: _____

DATA: _____



VERIFICATION AND CONTROL REPORT OF SCIENTIFIC PAPERS

Nr.	Authors of the paper	Title of the scientific paper	Title of scientific journal / Publisher	Indexed on the Web of Science (WoS) or Scopus	Impact factor (IF)	Publishing house outside Kosovo's neighboring countries?	Scientific journal / dubious publisher?		Recommendation of the Scientific Council
							Scientific journals	Publisher	
1.									
2.									
3.									

Members of the Scientific Council:

- Prof. Ass. Dr. Name and surname _____, Vice Rector for Teaching, Student Affairs and Research
- Prof. Ass. Dr. Name and surname _____, Member, representative of the Faculty of Computer Science
- Prof. Ass. Dr. Name and surname _____, Member, representative of the Faculty of Life and Environmental Sciences
- Prof. Ass. Dr. Name and surname _____, Member, representative of the Faculty of Law
- Prof. Ass. Dr. Name and surname _____, Member, representative of the Faculty of Economics
- Prof. Ass. Dr. Name and surname _____, Member, representative of the Faculty of Education
- Prof. Ass. Dr. Name and surname _____, Member, representative of the Faculty of Philology
- Name and surname _____, Head / Coordinator of the Center for Research, Innovation and Knowledge Transfer
- Name and surname _____, Member, representative of the Student Parliament
- Name and surname _____, External Advisor, representative of the Industrial Advisory Board (IAB)