



“UKSHIN HOTI” UNIVERSITY PRIZREN

**REGULATIONS FOR THE ETHICAL COUNCIL'S ESTABLISHMENT AND
OPERATION FOR SCIENTIFIC RESEARCH**

Prizren, 2022

Based on the provisions of the Law on Higher Education N.04/L-037, the Law about the Copyrights 04/L-065, the Statute of the "Ukshin Hoti" University the University's Strategy on Scientific Research 2020-2024, the Code of Ethics No. . 01-195/A, and Regulation on Scientific Research No. 01-59/A, the Governing Council of the University "Ukshin Hoti" Prizren, in the meeting held on 30.06.2022, approves the following:

REGULATIONS FOR THE ETHICAL COUNCIL'S ESTABLISHMENT AND OPERATION FOR SCIENTIFIC RESEARCH

Article 1

GENERAL PROVISIONS

1. With this Regulation, is determined on how the Scientific Research Ethics Commission at the University "Ukshin Hoti" Prizren is created and how it operates.
2. This Regulation defines and determines the operating conditions and procedures of the Ethics Committee in Scientific Research at the University "Ukshin Hoti" Prizren.

Article 2

The aim of the regulation

Article 2

Purpose of the Regulation

University "Ukshin Hoti" Prizren (University in progress) is dedicated for the advancement of scientific research work and quality assurance academic of the University is carried out in accordance with the best practices and ethical principles. For this purpose, the Scientific and Elite Research Commission created at the level the university plays a leading role to guarantee the monitoring of the scientific research work carried out at the university by researchers (academic staff), students and third parties.

Article 3

The role of the ethics on research

The University "Ukshin Hoti" in Prizren (University in progress) is focused to advance on scientific research and the assurance of quality. The entire academic's personnel work of the University is done in accordance with the best practical and ethical principles. For this purpose, the Committee of Scientific Research and Ethics, established at the university level is crucial for the monitoring of the scientific research, which is done by researchers (academic personnel), students and third parties of the university.

Ethics in research means the implementation of essential principles in the activity of scientific research. This includes the designing and the development of scientific research, the respect for society and others, the correct use of research resources and results, as well as ethical violations in scientific research.

Ethics in science includes two main aspects. On one hand, it is the implementation of ethical standards in the specific field of science and scientific activity. This means to evaluate and regulate behavior and relationships in it, as well as to analyze and solve all problems that have already appeared. On the other hand, science ethics is the professional ethics of scientists, which systematizes the basic values and standards of behavior, as well as their rights and responsibilities as professionals.

OBJECTIVES, FUNCTIONS AND RESPONSIBILITIES OF RESEARCH ETHICS COMMISSION

Article 4

Objectives

The main objective of the commission is to determine the requirements and standards for the ethical development of research at the University. It does so by supervising whether the research practice are carried out by researchers, students or third parties in the university environment, and if as a result those are in accordance with the standards of research ethics of the governing authority.

Article 5

Duties

Research Ethics Commission's duties are:

1. To formulate and define policies, procedures and documents related to scientific research and ensure that these policies are implemented within the areas of responsibility;
2. Promote and audit awareness of relevant legislation and ethical principles which regulate the research practice;
3. To foster an environment that encourages taking a responsible and ethical approach in all areas of research conduct and publication practices;
4. To identify educational needs among commission members and researchers regarding ethical issues and provide seminars and training to address those needs;
5. To review best practices in research, to develop ethical policies and promote education within the University on matters of research ethics and integrity;
6. To report on all applications submitted for ethical review, ensuring that research practices correspond with the general ethical standards established within the University;

7. To analyze its own results for the purposes of quality assurance and quality improvement;
8. To determine the permanent rules related to governance, quorum and leadership.

Article 6

The functions

Research Ethics Commission has the following functions:

1. To promote an ethical research culture among the University community that respects the recommendations of best practices as defined in the policies, procedures and guidelines of the University, which regulate research practice and the obligations defined in the relevant legislation.
2. To provide clear and easily accessible guidance on ethical best practices and regulatory requirements;
3. To provide support and training for staff, students and third parties engaged in University research projects, in terms of raising awareness and maintaining high ethical standards in research practice;
4. To maintain an ethical review process that allows the research projects to be scrutinized for an ethical risk;
5. Oversee the implementation and evaluation of the University's research policies and practices, by taking appropriate action where there is evidence of a research misconduct.

Article 7

The Accountability

The responsibilities of Research Ethics Commission are:

1. To act in the full interest of research participants and communities;
2. To consider the needs of researchers and the requirements of relevant regulatory agencies and applicable laws;
3. To conduct independent, competent and by the time the review of research is proposed for publication, to ensure that there is a regular evaluation of the ethics of research projects.

Article 8

The election and the function of Research Ethics Commission

1. Member selection:
 - 1.1 The Research Ethics Commission is elected by the Senate of the University, with a four-year mandate, with the possibility of being re-elected for another mandate. Committee members are appointed by each academic unit in the Senate.
 - 1.2 The Research Ethics Commission consists of 9 members, including a representative from each academic unit, as well as a representative of the administrative personnel and a student.
 - 1.3 Research Ethics Commission also includes external members from various institutions/organizations which are related to the university;
 - 1.4 Research Ethics Commission reports to the Senate twice a year.
 - 1.5 All members are expected to comply with the operating policies and procedures of Research Ethics Commission
2. The members of Research Ethics Commission are expected:
 - 2.1 Assist in the development and implementation of ethical standards and best practices in all research activities undertaken within the University;
 - 2.2 Act to foster awareness of the University's ethical policies and procedures, to facilitate University members for submitting the appropriate requests (scientific publications) and advise on ethical issues related to their application;
 - 2.3 To review, decide and report on ethical issues related to all categories of research studies undertaken at the University;
 - 2.4 Facilitate an ongoing review and discussion of ethical issues.
3. The members of the Research Ethics Commission are obliged to fulfill the following conditions:
 - 3.1 Members must attend meetings regularly;
 - 3.2 Members should send an email to justify to the Research Ethics office why they were unable to participate;
 - 3.3 Members are requested to provide feedback by email about reviews, application evaluation and any other relevant matters requested by the Head of the NKSHE;
 - 3.4 The work of Research Ethics Commission must be carried out through an official university communication system. Members are expected to use this system in a safe and appropriate manner for security reasons;
 - 3.5 Members who do not contribute by working for the Commission, or do not participate in three consecutive meetings, may be replaced by the Senate accordingly with the proposal of the head of the Commission.
 - 3.6 If any member of the Council resigns or is dismissed from the Council, he must be replaced by another member of the same academic unit, with the proposal of the

Academic Unit's Council and the approval of the Senate. The replacement procedure is the same as the formation/appointment procedure as it is for a remaining mandate.

- 3.7 Members have a responsibility to declare any conflict of interest that may affect their role and performance and also to declare their absence from the relevant discussion during the meeting.

Article 9

The resignation

The member of the Research Ethics Commission must notify the head of the Commission in writing about his/her reasons of resigning. The commission's member who resigns must be removed from all communication lists and replaced with another member.

Article 10

Quorum

The quorum of the meeting is made by 5 out of 9 members present. The meeting of the Research Ethics Commission must have a sufficient number of attendees in order to proceed with the agenda.

Article 11

Entry into force

This regulation will enter into force after the approval of the Senate of the University "Ukshin Hoti" Prizren.