



UNIVERSITY “UKSHIN HOTI” PRIZREN

Rruga e Shkronjave Nr. 1, 20000

Prizren, Republic of Kosovo

Tel:+381 (0) 29 232 140

www.uni-prizren.com

REGULATIONS FOR THE ESTABLISHMENT, STRUCTURE AND FUNCTIONING PRINCIPLES OF THE CENTER FOR RESEARCH, INNOVATION AND KNOWLEDGE TRANSFER

Prizren, 2022

Based on Law no. 06 / L-049 (02.11.2018) for Scientific Innovation and Transfer of Knowledge and Technology, and Article 5,6,7 and 8 of the Regulation on Scientific Research and Article 9 (point 9.4) of the Regulation on internal organization of services of the University “Ukshin Hoti” Prizren, the Council of the University “Ukshin Hoti” Prizren, in the meeting held on 02.09.2022, approved:

REGULATION

for the establishment and principles of operation of the Centre for research, innovation and knowledge transfer

Article 1

The scope and purpose of the Centre for research, innovation, and knowledge transfer

- 1.1. The scope and purpose of the Centre for Research, Innovation and Knowledge Transfer (hereinafter referred to as CRIKT), established based on the Statute of the University "Ukshin Hoti" (hereinafter UUHP) and this Regulation, can be educational, scientific - research, professional and artistic services, i.e. the establishment of a Centre for the purpose of scientific-research and applied work and their promotion, in accordance with the needs of the University, business community, industry, government, as well as stakeholders.
- 1.2. CRIKT, should develop strategies for using the results of academic, scientific and artistic work of the University and to increase funding to support the realization of the mission of UUHP.

Article 2

- 2.1. For the issues that are not regulated by this regulation, the provisions of the Statute and other acts in the UUHP apply.

Article 3

- 3.1. CRIKT promotes scientific-research activities, connects science with education, promotes the use of research results, develops and implements national, regional and international scientific projects.
- 3.2. CRIKT performs educational activities in the educational-scientific fields within the field of social and economic sciences, philology, natural sciences, ICT and technology, as well as legal disciplines.

Article 4

Objectives and Principles

- 4.1. When exercising the right to establish CRIKT, according to the conditions set out in this regulation, the objectives and principles of the Centre must be defined.
- 4.2. Academic units should draft and publish the internal acts for the functioning of Scientific Research Units/departments at the level of scientific programs with special regulations, which should include all cooperation agreements, organizational structure, and to report on the progress of activities on the website of UUHP.

Article 5

Requirements and conditions for the establishment of the Centre for research, innovation and knowledge transfer

- 5.1. The approval for the establishment of CRIKT shall be made by the Steering Council of UUHP, and the Steering Council of UUHP has the right to approve or reject the regulation on the establishment and principles of operation of the Centre for research, innovation and knowledge transfer.
- 5.2. The Steering Council may proceed further with the election of the bodies of CRIKT.

Article 6

Requirements and conditions for the establishment of departments within the Centre for Research, Innovation and Knowledge Transfer

- 6.1. The request for the establishment of CRIKT is initially addressed to the Council of the Academic Unit.
- 6.2. When requesting the establishment of departments within CRIKT, the proposing academic unit must draft the Regulation on the work of that department, which must be in accordance with this regulation.
- 6.3. The academic unit must have its own infrastructure, in order to exercise this activity within CRIKT.
- 6.4. The Steering Council of the University "Ukshin Hoti" Prizren, brings decision on the approval or rejection of the request. After the approval of the request by the Steering Council, the working regulation should be approved as well, and it should be harmonized with the current Regulation for CRIKT.

Article 7

Governing bodies

- 7.1 The governing bodies of CRIKT are:
 - 7.1.1. Administrative council of the Centre,
 - 7.1.2. The head of CRIKT
 - 7.1.3. Administrative officer,
 - 7.1.4. Two scientific associates (Academic staff at least with academic vocations Dr. sc).
 - 7.1.5. Two laboratory technicians/researchers
- 7.2. The number of CRITK staff should be determined by the University's Steering Council, depending on the care of this center.
- 7.3. The operational supervisor of the head of CRITK is the Vice Rector for Teaching, Student Affairs and Research, while the administrative superior is the Secretary General of the University (NAO).
- 7.4. If CRITK expands its work and commitments, the Steering Council of the University of "Ukshin Hoti" Prizren, based on the reasoned request of the Departments of Academic Units, may allow the establishment and increase of the number of staff.
- 7.5. The bodies of QKITD function according to the principle of subordination and in

the spirit of cooperation for the development needs of the center.

Article 8

Administrative Council of CRIKT

- 8.1. The administrative council is the highest governing body of CRIKT.
- 8.2. The Administrative Council of CRIKT consists of:
 - 8.2.1. Vice Rector for Teaching, Student Affairs and Scientific Research (*ex officio*).
 - 8.2.2. The Head of CRIKT (*ex officio*).
 - 8.2.3. 6 members from the academic staff of the Academic Units (at least with academic title Prof. Ass. Dr.)
 - 8.2.4. An external member, from the external academic, business community, or any other public or the private University of Kosovo and approved by the Rector.
 - 8.2.5. Representative of Scientific Research Office (*ex officio*) without the right to vote.
 - 8.2.6. If CRITK is established and operates with the support of an institution, the Council will request that institution to delegate a member.
- 8.3. The members of the administrative council are elected by a joint action of the head of CRIKT and the Vice Rector for Teaching, Student affairs and Scientific Research and approved by the Steering Council.
- 8.4. The composition of the Administrative Council should reflect the scientific fields defined by CRIKT and participation in projects run by CRIKT.
- 8.5. The administrative council of CRITK supervises the work in CRITK, approves the work plan and the budget for the activities of CRITK; periodically evaluates the work and the impact of CRITK in the University.
- 8.6. The members of the Administrative Council of CRITK during their work are based on the Statute of the University and other regulations in force.
- 8.7. The administrative council of CRITK takes initiatives to strengthen and increase the capacities of CRITK, including the design of projects for the development of the center and the establishment of contacts with external partners.
- 8.8. Communicates with the Rector and other structures of the University, with the aim of carrying out the work and coordinating the activities of CRITK.
- 8.9. Take decisions for the needs of the operational work of CRITK.
- 8.10. For its work, the Administrative Council reports to the Rector and the Steering Council.
- 8.11. The Steering Council decides on the work compensation for the members of the Administrative Council.
- 8.12. The members of the Council have a 4-year term, with the possibility of re-election.
- 8.13. The council elects the chairperson from among its members.
- 8.14. The chairperson convenes and chairs council meetings.

- 8.15. Decisions in the administrative council of CRIKT are made by majority vote. The administrative council decides with full validity if more than half of the total number of its members are present at the meeting, while decisions are made by majority vote of the members present.
- 8.16. The council meets two or more times a year, depending on the needs of CRIKT.
- 8.17. The CRITK Administrative Council forms commissions for specific areas of research and teaching, as in other cases, as needed:
 - 8.17.1. Commission for research - scientific activities.

Article 9

The Head of CRITK

- 9.1. The head of CRITK is a governing body that is elected by the governing council and has a 3-year mandate at the proposal of the rector.
- 9.2. The head of CRITK must be from among the academic staff (professors) or academic staff selected from outside the University.
- 9.3. The head of CRITK in the framework of performing his leadership function:
 - 9.3.1. Compiles financial reports.
 - 9.3.2. Proposes strategic plans, action plans for the development of research projects.
 - 9.3.3. It implements the decisions and conclusions of the Board, the Senate and the Rector of the UUHP.
 - 9.3.4. Performs the authorizations carried by the Rector, according to the University Statute.
 - 9.3.5. It implements the decisions and conclusions of the administrative council.
 - 9.3.6. Cares for the harmonized implementation of higher education activities research - scientific and applied activities.
 - 9.3.7. Convenes meetings of the Administrative Council, proposes the agenda and leads over them.
- 9.4. The head of CRITK is responsible for submitting a report on his work to the Administrative Council and the Rector at least once a year.
- 9.5. In his work, the Head is supported by the administrative officer of CRITK.

Article 10

Administrative officer

- 10.1. The administrative officer is one of the administrative staff and is responsible for administrative work related to the efficient operation of CRITK.
- 10.2. The administrative officer is elected through a public competition and through transparent procedures.
- 10.3. The selection criteria are determined by public call competition.
- 10.4. The Head of CRITK and the Administrative Officer must take care of the

information, arrangement of meetings, conferences and perform other necessary work, with the commitment to engage the academic staff of the University as much as possible.

Article 11

Scientific research activities

- 11.1 The basis of CRITK's activity is scientific research work; Leading research activities at the university level and academic units, in line with the university's mission and strategic plan.
- 11.2 The CRITK scientific research work is realized through these activities:
 - 11.2.1 Implementation of basic, advanced, and applied scientific research activities in the field of natural sciences, educational-social sciences, economics, philology, communication, and law. Depending on the future needs, the activities can be expanded into other areas.
 - 11.2.2 Management of research funds for engaging researchers to participate in research.
 - 11.2.3 Implementation and participation in scientific research projects at the national, regional, and international level,
 - 11.2.4 Organizing conferences, workshops and seminars at the national level,
 - 11.2.5 Cooperation with other relevant CRITK and scientific institutes at the national, regional and international level,
 - 11.2.6 Publishing scientific activities (publishing of university and other books, scientific monographs, and scientific journals),
 - 11.2.7 Patent in intellectual property management.
 - 11.2.8 Supporting researchers in the process of creating spin-offs.
 - 11.2.9 Stakeholder compliance/management with industry.
 - 11.2.10 Consulting / advisory services,
 - 11.2.11 Other scientific research activities,

Article 12

Funding

- 12.1 The CRITK activities can be funded from the following sources:
 - 12.1.1 After evaluating the benefits, if it is successful, agree on the partnerships and sharing of responsibilities within the scope of the defined tasks.
 - 12.1.2 From public funds, including UUHP;
 - 12.1.3 From projects (EU and other funds);
 - 12.1.4 From own/self activity;
 - 12.1.5 From donors;
 - 12.1.6 From other sources, in line with the law and the Statute of the University.

Article 13

Reporting and accountability

- 13.1 At the beginning of each academic year, the head of CRITK submits the annual report for the previous academic year and the annual plan for the following academic year to the CRITK board, regarding CRITK activities, including the annual budget for scientific research work at the level of the University and academic units.
- 13.2 The Council votes to approve the annual report and separately votes on the annual plan.
- 13.3 The Chairman of the Administrative Council submits to CRITK the annual report and the approved annual plan to the Steering Council, the Senate, the Administrative Council of the University regarding the scientific research activities.
- 13.4 The Steering Council reviews them for approval. As part of the review, the SC invites the Vice Rector for Scientific Research for consultation.

Article 14

Contracting works

- 14.1 After reaching the agreement for the contracting of works, the rector, based on the “contents” of the reached agreement, signs the contract, which must contain:
 - 14.1.1 All elements achieved in the agreement,
 - 14.1.2 Precise definition of tasks and job activities,
 - 14.1.3 The exact contracted amount(value) for each position and job activities,
 - 14.1.4 The total amount (value) of the work,
 - 14.1.5 Deadline for completion of work,
 - 14.1.6 The method of payment and the deadline for execution of the payment.
- 14.2 Before concluding the contract from the previous article, the head of CRITK, with the consent of the Administrative Council of CRITK, appoints the contractor and other contractors, taking as a basic criterion the opinion of the contractor, professional competencies the scientific opinion of the contractors, as well as the opinion of the client.
- 14.3 The project leader manages the project according to the agreement signed,
- 14.4 The project leader is responsible for carrying out the tasks of the research team, individuals and project participants.
- 14.5 In its projects and activities, CRITK can also engage experts outside of UUHP.

Article 15

Scientific research office

- 15.1 The Office of Scientific Research deals with:
 - 15.1.1 Development of a system for recording and archiving documents related

- to the activity of CRITK and scientific research units/departments,
- 15.1.2 Evidence and the chronological recording order of CRITK documentation in an integrated system especially for the needs of the Centre,
- 15.1.3 Updating the register for recording assets of CRITK and making an inventory of assets once a year.

Article 16

Results of CRITK

- 16.1 The results of CRITK research activity should be accessible to the public and published in scientific and professional publications.

Article 17

Allocation of realized means and payment for the performed work

- 17.1 The members of the research team receive monetary compensation in accordance with the projected financial means of the project and the internal acts of UUHP.
- 17.2 The head of CRITK approves the payment of compensations according to the project dynamics and internal procedures of UUHP.
- 17.3 The allocation of financial resources based on the specification of works will be done based on the regulations of the Steering Council of UUHP.
- 17.4 18.4. Direct expenses incurred during the works (travel expenses, expenses for the purchase of equipment necessary for the realization of the works, consumables, etc.) are allowed to be at a maximum level of 10% of the contracted value.
- 17.5 The allocation of financial means realized from projects or services based on the work performed is done as follows::

Gross incomes realised _____A

VAT _____B =0.13043A

Remaining balance _____C=A-B

Direct expenditure (10%) _____SHD = 0.1C; D=C-SHD

For the University _____U = 0.2D

For the Faculty:

a. If services are performed without a laboratory activities _____F=0.1 D

b. If services are performed with a laboratory activities _____F=0.2D

Engaged personnel _____PA=D-(U+F)

- 17.6 The head of CRITK compiles the report on the allocation of funds and sends

it to the university's financial service officer, who compiles the ruling on the payment of contractors and issues the order for the payment of funds intended according to the report in question.

Article 18

Temporary Deposits

18.1 In the initial period of the establishment of KKTDI, the Governing Council elects a suitable Coordinator, with a term of office of no more than one (1) year.

Article 19

Provisions

19.1 Provisions of the Statute and other acts of UUHP, which regulate the scientific, research, and educational activities, evaluation titles, students, financing of CRITK activities, publishing activity, CRITK property, and the performance of administrative/professional affairs are applied appropriately in the functioning of CRITK.

Article 20

20.1. This Regulation enters into force on the day of signing by the chair of the UUHP Steering Council.

Chairman of the Steering Council

Pros. Asoc. Dr. Arif Murrja