



**UNIVERSITY OF GJAKOVA**  
**“FEHMI AGANI”**

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Chairman of Steering Council  
31.01.2020  
Mazllom Kumnova

*Based on article 23 të of temporary Status of University of Gjakova “Fehmi Agani”, University Steering Council , in the meeting held on 31.01.2020, approved this:*

**REGULATION ON SCIENTIFIC –RESEARCH ACTIVITY**

General provisions

Article 1

Scientific-research activity, the rights and obligations of the competent organs of University of Gjakova “Fehmi Agani” ( in the text below UGJFA), the rights of participants in scientific-research activities , researches and publication of scientific-research results are organized with this regulation.

Article2

Academic staff of UGJFA is obliged to do scientific researches and reserach work in accordance with their professional abilities and the obligations that derive from strategic dokuments of UGJFA . Ech member of academic staf will be evaluted once in a year for its contribution on reserch activities. This evaluation is gonig to be a base for academic advancement in University.

Article 3

UGJFA will be committed for cretaing suitable conditions for scientific research and research activities , to help the academic staff to achieve competitive results in national and international level.

#### Article 4

Scientific-research activities include:

- Realization of basic, advanced and applicative researches for the purpose of development of scientific research in the fields of study at UGJFA;
- Organization of local, regional, and international scientific conferences; of workshops and seminars, scientific research and collaboration with other research institutions in the country and abroad.;
- Collaboration with public companies and industry
- Preparation of studies in the fields of philology , healthcare, education, social sciences, applicative sciences, etc.
- Patentability;
- Expertise preparation in above mentioned fields and quality control of technical documentation.
- Compilation of investing and other programs.
- Organization of seminars on academic staff professional development in relevant scientific subjects for UGJFA;
- Publishing activities ( publication of university texts, monographies and scientific journals );
- Other scientific-research activities in the fields that are covered in the study programs of UGJFA.

#### Article 5

Scientific-research activity on the part of institutes is realized in forms of basic and applied researches that are in close connection with public interest needs.

The main carrier of scientific–research activity is academic staff of UGJFA.

#### Organization

##### Article 6

In accordance with scientific research Strategy in UGJFA, vice rector on scientific research in collaboration with the scientific research and project management Office, are responsible for:

Guidance of research activities in UGJFA in accordance with the mission and strategic plan ;

- International scientific collaboration;
- Annual plan of UGJFA on scientific –research work , along with annual budget on scientific research
- Distribution of necessary funds for realization of research activities;
- Coordination and the priority of the plan for proposed activities on scientific research;;
- Informing the governing bodies of UGJFA about research activities and their presentation at home and abroad
- Compilation of policies, regulations and procedures for regulation of scientific activities
- Confirmation of requests for research financing ;
- Tracking payments on compensation of realized work, services given for providing and supplying materials and tools to project coordinators;
  - Identifying and maintaining contracts with service users
  - Expenses on technical means for research and research infrastructure
  - Carrying out other activities related to the research activity

Research activity in UGJFA is supervised by vice rector on scientific research , it is administrated by scientific research and project managment Office in coordination with UGJFA 's Publishing. This body is responsible for:

- Publishing of scientific magazines;
- Support of academic staff profesional development
- Publishing of university textbooks ;
- Brochures and information leaflets ;
- Supervising the administration and monitoring of local and international research projects;
- Supporting applications for various local and international projects;
- Maintenance of the scientific research section of the university website;
- Coordination of scientific research database;
- On department level, Dean and Department Council are responsible for scientific research activities..

Supporting of the financial realization of research projects is realized after UGJFA's Steering Council approval. University rectorate and competent offices are responsible for the execution of such decisions.



Individual researches are responsible for personal research and they register their achievements in university server and other platforms known by central and university level..

#### Article 7

The publication of the university text is approved by the decision of the UGJFA Publishing Council and Senate and published in the published text. UGJFA publications must have the University logo and ISBN.

#### Article 8

The application process for publication

1. The author submits a Publication Proposal to the relevant Faculty Council for confirmation that the Publication Proposal may be further processed.
2. After assay by the Faculty Council, a decision is made and referred to the Senate for approval through the Office of Scientific Research.

#### Article 9

Researcher of the year

Based on the Law on Higher Education of the Republic of Kosovo, the best researchers can be stimulated with a salary according to the academic call. For this reason the Research Committee (established by the Senate) annually analyzes the research results of all academic staff from the research database and prepares a list of the best researchers for further evaluation. From this selection the Commission proposes the researcher for remuneration.

The Rector approves the proposal.

#### Article 10

Financial provisions

Scientific –research activity is financed by UGJFA budget, MAST , partners and external doners participating in joint projects.

The budget for research and scientific research is covers:

- Department resarch projects;
- Participation in international scientific conferences ;

- Publication of scientific papers in international scientific journals;
- Costs of co-financing participation in regional and international research projects;

The amount of funds for research activities is set by the budget of UGJFA approved By the Steering Council.

Alocation of financial funds foreseen in the budget is made based on Annual Plan priorities on scientific research approved by scientific- research commision.. The commision is lead by the vise rector for inernational collaboration and scientific research who reports to rector on realization of University's research budgetary means.

#### Article 11

The budget on scientific research activities covers the expenses for publication of university textbooks by full time academic staff and other texts that that are of interest to UGJFA, in acoordance with syllabus.

#### Article 12

Publication in international scientific journals is financed by UGJFA, upon prior approval by the Scientific Research Committee as follows:

1. Publication in international scientific journals indexed based on MAST's administrative guidance(AG) no. 01-2018 of date: 19.01.2018, article 3, paragraph 1.1 and 1.2 pricisely at : WEB OF SCIENCE and SCOPUS is stimulated with 1000.00 € (one thousand €) per paper.

2. Publication in journals and platforms indexed based on MAST's AG no. 01-2018 of date 19.01.2018 article 3, paragraph 1.3 and 1.4 and 1.5 more exatly in EBSCO, WORLD CAT and DOAJ are stimulated with 500€ (five hundred €) per paper.

UGJFA covers not more than two papers per year

If a paper has got two or more authors, then the sum is proportionally divided by the number of authors.

#### Article 13

The implementation of this regulation shall be in accordance with the procedures set forth in the statute of UGJFA.

#### Article 14

This regulation is enforced on the date of its approval by The Steering Council of UGJFA.

Chairman of SC

Prof. Asoc. Dr. Mazllom Kumnova

