



KOLEGJI DARDANIA

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Pursuant to Law No. 04/L-037 for Higher Education in the Republic of Kosovo and the Statute of Dardania College, the Senate approves this:

REGULATION ON RESEARCH - SCIENTIFIC ACTIVITY

Article 1

General provisions

This Regulation regulates the organization of scientific research activity, defines the principles and general guidelines for research in all disciplines and fields of study, the rights and obligations of the competent bodies of the college and participants of scientific research activity, researchers, and publishing activity of Dardania College as part of the scientific research activity.

Article 2

Research at Dardania College aims to advance, create and disseminate knowledge for economic, social and cultural development to contribute to sustainable and creative development in the service of the community.

Article 3

Good scientific practices

The academic staff of the college is committed to do scientific research and research work related to their professional skills and fields of study, as well as the obligations arising from the strategic plan of the college, the Board of Directors, and the councils of the academic units. Each member of the academic staff will be evaluated once a year for his/her contribution to the scientific activity.

Article 4

The scientific-research activity at Dardania College is based on practices which are in line with the European principles of integrity and scientific ethics, as well as in accordance with the European principles on open science.

Article 5

Scientific research work

The development of research and scientific research at Dardania College includes:

- individual research work of the academic staff;
- authorial publications in credible international journals;
- drafting scientific monographs from specific fields;
- research work in cooperation with local and international partners and experts;
- publishing the results of joint projects with local and international partners;

- organization of scientific conferences and symposia where research work is presented on specific topics of study programs.

Article 6

Scientific research activity includes the following activities:

- Conducting **basic, advanced and applied research** (action research) in order to develop scientific research in areas such as public administration, political science, international relations and diplomacy, justice, human rights, informatics, language, literature and translation, economics, business, management, psychology, education, the field of care and social welfare and other fields that include modern technologies which are integrated in the Sectors of the CSR.
- Organizing local, regional and international scientific conferences, workshops and seminars, scientific research and cooperation with other research institutions in the country and abroad;
- Cooperation with economic enterprises and industry;
- Processing and analysis of technical documentation as part of scientific research projects in the fields highlighted in the first paragraph of this article;
- Compilation of investment programs and other programs in accordance with the Strategic Plan;
- Organizing seminars for the professional development of the academic staff in the scientific fields relevant to the College;
- Publishing activity (publishing books, university textbooks, monographs and scientific journals);
- Other research-scientific activities in the fields covered by the study programs.

Article 7

The research-scientific activity by the SRC is realized in the form of basic, advanced and applied research that is closely related to the needs of the public interest. The main bearer of the scientific research activity is the academic staff of the College engaged in its realization with individual or group obligations.

Article 8

Organization of the Research Centre

The Center for Scientific Research of Dardania College functions as a separate unit which consists of three sectors:

- Sector for Economics, Political Sciences and Public Administration;
- Sector for Psychology and Social Welfare;
- Department of English Language and American Studies.

The work and activity of the sectors is regulated by this regulation.

Article 9

Research infrastructure

The College is committed to creating the right conditions for scientific research and research activities and to helping academic staff achieve competitive results.

Article 10

Dardania College provides a suitable infrastructural environment for the scientific activity of the academic staff, researchers and students as follows:

- Provides support services for scientific activity through the Center for Scientific Research (CSR) by sectors;

- The CSR sectors aim at the development of scientific research interactions with a special scientific or multidisciplinary character;
- CSR sectors can develop projects in cooperation with local and international experts;
- CSR has the journal *Dardania* for the publication of scientific research activity;
- CSR sectors have the necessary spatial infrastructure (research offices);
- The CSR sectors, depending on the projects, engage students (BA and MA) and academic staff in scientific research;
- CSR supports the activity of the academic staff for publications of university textbooks, monographs, scientific articles and other publications of scientific character;
- CSR ensures the continuity of research integration as an essential component in teaching in Bachelor and Master studies.

Article 11

Management of CSR and its Sectors

In accordance with the strategy for scientific research, the director of the CSR in cooperation with the leaders of the CSR Sectors is responsible for:

- Conducting research activities at the College in accordance with the mission and strategic plan;
- International scientific cooperation;
- The annual plan of the College for scientific research together with the annual budget for scientific research which derives from the Strategic Plan;
- Distribution of the necessary means for the realization of the research activity;
- Coordination and prioritization of the plan and proposed scientific research activities of the sectors;
- Drafting policies, regulations and procedures for regulating research activity;
- Reporting on a regular basis to the management bodies of the College about research activities and representation of research activities inside and outside the country;
- Confirmation of requests for research funding;
- Planning payments for compensation for work performed, services provided and supply of materials and tools for project coordinators;
- Recording and preserving the realized projects and those that are in process;
- Informing the Sectors about the expenditures for technical tools for research and research infrastructure;
- Realization of other activities related to the research activity.

Article 12

The research activity at *Dardania* College is coordinated by the director of the CSR in cooperation with the vice-rector and the head of the quality assurance office.

The work of the CSR is assisted by the Editorial Board of the CSR. The Editorial Board is responsible for:

- publication of the scientific journal *Dardania*;
- publishing university textbooks;
- advisory expertise in applications for various local and international projects;
- providing updated research data to the person in charge of the College website;
- nomination of the award holder / holders "***Researcher of the Year.***"

The work of the director of the CSR and the Editorial Board is also assisted by the heads of the academic units and the Scientific Teaching Councils.

Research activities at the level of the CSR sectors are supervised by the CSR Scientific Council in accordance with the Statute and regulations of the College.
Support for the financial realization of research projects is done in cooperation with the Office of Finance and the Statute of Dardania College.

Article 13

The Editorial Board of the CSR is responsible for the publishing activity of the College: the scientific journal, university textbooks and other publications.
The publication of the university text is approved by a decision of the Board of Directors of Dardania College. This decision is published in the text to be published.
The university textbook allowed by the College has the logo in both languages on the cover. The official name of the publisher is Dardania Publisher (in Albanian) and Dardania Press (in English) and is included in the publication.

Article 14

The Scientific Council of CSR verifies and evaluates the compatibility of scientific achievements noted by the academic staff in the research database, in accordance with the criteria set by the Statute of Dardania College for selection in scientific (academic) teaching call.
The Scientific Council of the CSR consists of a member of the academic staff of each academic unit with the academic title of associate professor or higher, with proven experience in the field of scientific research, and an external advisor. The Administrator of the Scientific Council of the CSR is the Assistant at the CSR. The work and functioning of the Scientific Council is regulated by the instructions and the operational procedure. The work includes the allocation of points for the evaluation and promotion of staff in accordance with the Regulation on selection in scientific teaching call.

Article 15

Researcher of the Year

Before the proposal is made, the Scientific Council of the CSR analyzes the research results of entire academic staff on an annual basis from the research database and prepares the list of the best researchers for further evaluation. From this selection, the Scientific Council of CSR proposes the researchers for the award of the year. The proposal must also be confirmed by the Rector of the College.

The Central Financial Office of Dardania College based on the proposal of the CSR stimulates the researcher / s of the year according to the regulation on financing foreseen by the Strategic Plan of the college.

Article 16

Financing of CSR

The scientific-research activity is financed from the budget of the College for Scientific Research, from the participation of partners and external donor co-participants in joint projects.
The budget line for scientific research covers:
- research projects of sectors of the research center and academic units;
- participation in international scientific conferences;

- publication of scientific papers in credible international scientific journals (listed by the Kosovo Accreditation Agency and the Ministry of Education, Science, Technology, and Information);
- costs for co-financing-participation in regional and international research projects;
- expenses for the publication of the college magazine "*Dardania*".

The amount of financial means for scientific research activities is determined by the budget of the College, approved by the Steering Council. The allocation of financial means foreseen in the budget is done according to the priorities of the annual plan of scientific researches foreseen by the Strategic Plan.

Article 17

The budget for research and development is divided into two budget lines through which the College allocates funds for individual use:

- participation in international scientific conferences;
- publication of scientific papers in credible international scientific journals (listed by the Kosovo Accreditation Agency and the Ministry of Education, Science, Technology, and Information).

The manner of using the budget line for individual research use is regulated according to the Statute of Dardania College and the Strategic Plan for motivation of individual researchers.

Article 18

The budget line for scientific and development research foreseen by the Strategic Plan, covers the expenses for the publication of university textbooks by the full-time academic staff, in accordance with the course program. This issue is regulated by the Procedure for college publications (Appendix 2).

Article 19

The academic staff of the College (with full-time employment and external collaborators), engaged in projects is financially compensated in accordance with the line of expenses for staff provided by the respective projects, by tax deductions under the law and compensation of the institution in the amount of 20%.

Article 20

The implementation of this Regulation is done in accordance with the procedures given in the APPENDICES that are an integral part of this Regulation.


Article 21

This regulation enters into force on the date of approval by the Senate.

Article 22

With the entry into force of this regulation, the previous regulation is repealed.

Rector


Prof. Dr. Gjylđane Mujiqi



APPENDIX 1

Pursuant to the Regulation for Scientific Research of Dardania College, the Scientific Council of the Center for Scientific Research approved this:

PROJECT MANAGEMENT PROCEDURE

This procedure defines the allocation, implementation, financial management and responsibility in relation to the implementation of projects within the CSR and its sectors. Internal and external projects are co-financed.

I

Competencies

- The director of CSR and the heads of the sectors supervise the implementation of the implemented projects;
- The CSR coordinates the administrative activities of the projects and provides advice and assistance for their implementation;
- Sector leaders are responsible for controlling the progress of projects implemented within the Centre for Scientific Research sectors;
- The project coordinators are responsible for the proposal-allocation of funding, implementation and financial management of projects in accordance with the Strategic Plan and the regulations / procedures of the College and the project itself.

II

Definitions and criteria for financing internal projects

Definitions of terms and criteria which are applied in project financing are as follows:

- "administrative cost" refers to the fee for administration or project coordination, for which a maximum of 10% of the project budget can be allocated;
- "staff cost" is taken as gross honorarium for the researcher or academic staff engaged in the project, for which up to 40% of the project budget can be allocated;
- "equipment cost" refers to the cost of various office or laboratory equipment for project implementation;
- "total cost" refers to expenses for office supplies and similar ones, for which a maximum of 5% may be allocated;
- "distribution cost" refers to expenditures for activities such as publications, roundtables and conferences for which a maximum of 10% may be allocated;
- "mobility cost" refers to travel and accommodation expenses, for which a maximum of 20% can be allocated. Other expenses are not paid;
- "translation cost" refers to the costs of translating and proofreading materials for the dissemination of research project results, for which a maximum of 5% may be allocated;
- "other costs" refers to other expenses necessary for the project implementation, but which are not foreseen in the above mentioned categories.

Definitions of terms and criteria which are applied in the financing of external projects are defined by the program or the donor.

III

Approval and payment of internal projects

1. The project coordinator, in cooperation with the head of the CSR sector, offers a request for co-financing through the director of the CSR, the Scientific Council of the CSR. The CSR Scientific Council proposes to the Board of Directors of the College the necessary financial cost of project budgeting.
2. The proof for the generation of the project must be presented in original form in writing by the author - project coordinator;
3. The Steering Council makes a final decision on the financing of the research project;
4. The execution of payments for research projects can initiate upon the request since the approval of research projects and must conclude according to the dynamics approved by the Steering Council;
5. Invoices for services and supplies on project activities are signed by the project coordinator and the Director of the CSR. After they are handed over to the financial service for execution.
6. Eventual changes in the budget during the implementation of the project are proposed in writing by the project coordinator in consultation with the director of the CSR and they are approved / rejected in writing by the Steering Council of the College.

IV

Remuneration of staff for internal projects

When allocating draft budgets, the amount of compensation for team members cannot be higher than:

- 15% of the net annual salary for an individual for staff costs;
- 10% of the project budget for external participants.

The financial part on execution of research projects is realized according to the dynamics of the project implementation according to the detailed phases in the application as follows:

- 20% in advance in the form of project approval;
- 40% after the completion of the first project phase;
- 40% after submission of the final report.

V

Budget execution for external projects

1. The budget is executed in accordance with the budget lines of the respective project. In cases when the budget lines for equipment in the project should be used, the CSR, the Heads of the CSR Sectors, and the Finance Office should be consulted on the type, quantity and destination of the equipment foreseen by the project.
2. For all supplies of equipment (whether land or mobile) or other fixed assets, the procurement procedure, according to the project, is followed.
3. Upon receipt of basic equipment and tools, the project coordinator shall specify the basic tools according to the units, values and the person or academic unit to which the funds are intended.
4. A copy of the specification is submitted to the CSR, the heads of the CSR Sectors, as well as the Finance Office for the identification of fixed assets and personal charges. The personal charge is valid till official payment of the respective equipment is made.

5. Following official payment (which cannot be done before the legal amortization period expires), the equipment can become the personal property of the staff. Basic means that are not part of the personal charges remain the property of the College.
6. Each member engaged in the project (full-time or part-time), is compensated with a fee (staff cost) minus 20% for institutional expenses and personal tax according to law. The part of institutional expenses is divided as follows:
 - 50% for the fund for projects and research; and
 - 50% for the total expenses of the College.
7. If the obligation has not been realized during the following month, the financial service will make an administrative deduction from the next month's salary of the person in question.
8. The CSR will inform the Finance Office of the appropriate action.
9. For any mobility during working days, the staff is obliged to submit a letter for the reasons of mobility that must be approved by the head of the academic units and recorded in the Office for Human Resources.
10. Following each mobility or training within the projects, the engaged staff no later than five days after its return, submits a training report or mobility to the coordinator and the Office for Research and Projects. The report should contain the project activity and its financial data.

VI

Organization and financial management of research project activities with external users

1. Scientific research projects may include activities with external stakeholders on issues of interest to the service user.
2. The activities of scientific research projects are realized on the basis of the contract concluded between the university and the external user (municipality, central or local government body and other interested parties), which determines the nature of the project tasks and the definition of additional commitments.
3. The signing of the contract with the service users is done after receiving the opinion on the legal and financial regularity of the project, from the offices for legal issues and finances of the university.
4. After signing the contract, in the shortest possible deadline determines the competent project coordinator, depending on the field which is required to be researched.
5. After the contract is signed by the contracting parties, a copy is submitted to the contracting party, the financial service, project coordinator and to the archive.
6. The results of the work of the scientific research project are published in scientific journals and the results are distributed according to the agreement with the contracting party.