



**UNIVERSITY  
OF APPLIED SCIENCES**  
— FERIZAJ —

# Regulation for scientific research

2022

## Content:

General Provisions.....	2
Activities of scientific research and applicative pursuit .....	3
Scientific research and applicative activities.....	3
Office for supporting scientific research.....	4
Committee for Research and Science .....	5
Duties of the Committee for research and science .....	6
Researcher of the year .....	6
Financing scientific research work .....	6
The procedure for reimbursing payments for publications; .....	7
Application procedure for participation in scientific conferences.....	7
Final provisions.....	8

Pursuant to Article 10 of Law no. 04 / L-135 of the Republic of Kosovo for Scientific Research Activities and Article 48 paragraph 1.4 of the Statute of Applied Sciences in Ferizaj (UASF), the Senate of UASF, in the meeting held on 09.01.2020, approves:

## REGULATION FOR SCIENTIFIC RESEARCH ACTIVITIES

### General Provisions

#### Article 1

The regulation for scientific research activities (hereinafter referred to as "the Regulation") at the University of Applied Sciences in Ferizaj (hereinafter: the "University") defines the rules, procedures, and other accompanying documents for the organization of scientific research activities for the academic personnel, researchers and students in accordance with the Provisional Statute of the University of Applied Sciences in Ferizaj (hereinafter: the "Statute")

Specifically, with this Regulation are regulates:

1. Activities of scientific research and applicative pursuit at the University;
2. Organization of scientific-research and applicative activities;
3. The rights and obligations of university bodies and academic and research staff as well as students participating in research;
4. Office responsibilities for supporting scientific and applicative research;
5. Research activity;
6. Committee for Research and Science;
7. Financing scientific research and applicative work;
8. Application procedures for supporting research activities;
9. The procedure for reimbursing payments for publications in journals and conferences;
10. Application procedure for supporting participation in scientific conferences.

## Article 2

University does scientific research, artistic and applicative work for the purpose of:

1. Continuous development of the educational process;
2. Aligning students with scientific research and artistic work;
3. Continuing the scientific-professional and artistic development of teachers;
4. Solving industry problems

### **Activities of scientific research and applicative pursuit**

Scientific research and applicative activities, under this Regulation, include scientific research applicative research work, publication of work results, staff training for scientific research as well as professional development of academic personnel, sciential and student staff.

## Article 3

### **Scientific research and applicative activities**

Scientific research and applicative activities include fundamental scientific and applicative research in accordance with Law no. 04 /L-135 for scientific research activities.

## Article 4

Scientific research and applicative activities are based on: creative freedom and autonomy; competitiveness of programs and scientific projects; application of international quality standards in the field of science; publishing the results of works that are subject to scientific and professional criticism; ethics; cooperation of local and international institutions in the field of science and research related to the higher education system for encouraging and evaluating specific national content.

## Article 5

Scientific research and applicative activities at the university are carried out at the Institute of Applied Sciences (hereinafter: the "Institute").

## Article 6

Scientific research and applicative activities include the following activities:

- Conducting basic and advanced scientific and applicative research for the purpose of advancing scientific research and its application in the fields where the University operates.
- Organizing local, regional and international scientific conferences; workshops and seminars; scientific research and cooperation with other research institutions domestically and abroad;
- Cooperation with economic enterprises and industry;
- Preparation of studies and laboratory analysis in the areas of the University;
- Preparation of expertises and quality control of products and their adaptability for use;
- Organizing seminars for professional development of academic staff relevant to University 'scientific fields;
- Other scientific-research activities in the fields covered by the University curriculum.

## Article 7

In accordance with the Statute of the University, the Vice Rector for teaching, science and student affairs in cooperation with the Office for the support of scientific research, are responsible for:

- Conduct research activities at the University in accordance with the mission and strategic plan;
- International scientific cooperation;
- Drafting the annual plan of the University for scientific research along with the annual budget for scientific research;
- Allocation of necessary financial means for carrying out research activities;
- Coordination and priorities of the proposed scientific research plan and activities.

## Article 8

### **Office for supporting scientific research**

University research activities are coordinated by the Office for supporting scientific research and the Vice Rector for teaching, science and student Affairs.

The Office for supporting scientific research is responsible for:

- Organizing conferences, workshops, seminars or scientific forums

- Publishing of scientific journals;
- Supporting the scientific development of academic staff;
- Coordination and monitoring of research projects;
- Supporting applications for various local and international research projects;
- Maintenance and updating of the research section of the University Web page and internal information and document exchange portal, USHARE;
- Coordination of the research database;
- Managing and organizing the "Best Researcher of the Year" award

#### Article 9

### **Responsibilities of the academic staff**

Every lecturer in the University Each University teacher is required to publish their scientific activities in international journals, on average of one paper per year for the last three years. Publications should be made in individual journals and in those that are indexed on platforms approved by the University Senate. Academic staff is responsible for individual scientific research and applicative activities and for their achievements are obliged to notify the Office for supporting scientific research and report to the Teaching/Scientific Council.

#### Article 10

At the level of the academic units, the persons in charge for research and applicative activities are deans of the academic units and the University teaching/scientific Council.

#### Article 11

### **Committee for Research and Science**

Committee for Research and Science is the responsible body for managing and supporting research activities at the University and consists of:

- Vice-Rector for teaching, science and student affairs (chairperson),
- Three academic staff members with the qualification of assistant professor and above, with proven experience in the field of scientific research,
- One students' representative delegated by the Student Parliament of the University
- Scientific research support officer.

The Vice-Rector for teaching, science, and student affairs in cooperation with the Office for supporting scientific research Support are responsible for the University's publishing activities: scientific journal and other publications.

#### Article 12

### **Duties of the Committee for research and science**

The Committee for research and science has these duties:

- Propose to the Senate individual journals and scientific journal platforms (databases) for academic staff publications
- Propose to the Senate amendments for the scientific research Regulation
- Approve or reject requests to support scientific activities of academic staff
- Approve or reject to cover the costs of scientific publishings for the academic staff in international scientific journals
- Approve or reject requests by academic staff to cover participation in international conferences, symposiums, workshops, or scientific forums
- Organization of conferences, symposiums, workshops, and scientific forums at the University

#### Article 13

### **Researcher of the year**

Based on Law no. 04 / L-135 for scientific research activities, the best researcher can be stimulated up to 50% of his/her monthly salary.

The Senate annually announces the call for University's Researcher of the Year and sets the criteria that must be met to compete for Researcher of the Year. The Research and Science Committee analyzes all applications and selects the candidate and proposes it to the Senate for approval. The Senate at its first meeting announces the Researcher of the Year.

#### Article 14

### **Financing scientific research work**

Financing of scientific research activities is done by the University's research budget as well as the participation of external partners and external donors in joint projects. From the budget for scientific research is covered

- Research projects from academic units;
- Participation in international scientific conferences;
- Publishing scientific works in international scientific journals;

- Co-financing costs for participation in regional and international research projects, etc.

The amount of funds for research activities is determined by the University budget, approved by the Steering Council.

## Article 15

### **The procedure for reimbursing payments for publications;**

Paperwork that have successfully passed the process of their publication, the First Author or the correspondent author may submit the request for reimbursement. If the request is made by the correspondent author, the refund is covered 50% of the total value. In this case, the correspondent author must bring evidence proving that the work was not paid for by any other party. The request for reimbursement have to be submitted to the Commission for Research and Science.

The request for reimbursement have to be submitted no later than 30 days from the day of publication to the Commission for research and science for financial approval within the budget framework and the decision have to be sent to the author within 30 days from the submission of the request.

### The right to financial support

1. The right to cover the financial expenses of the UASF Academic staff that has published all or a substantial part of the research results have:

- 1.1. Scientific articles bearing the address of the University of Applied Sciences in Ferizaj, published in scientific journals covered by Clarivat Analytics-Web of Science (Group 1. SCIE, SSCI, AHCI);
- 1.2. 1.2. Scientific articles bearing the address of the University of Applied Sciences in Ferizaj, published in scientific journals which are not covered by Clarivat Analytics-Web of Science according to point 1.1., which are indexed in SCOPUS (Q1, Q2, Q3 and Q4).

Publication of scientific activities in journals or suspicious publishing houses will not be reimbursed by UASF.

## Article 16

### **Application procedure for participation in scientific conferences.**

Academic staff who express interest in participating in a conference, symposium, workshop or congress of a scientific character should apply to the Commission for Research and Science for prior approval.

The request for coverage of financial expenses have to have attached:

- Presentation or abstract of the presented paper,
- Details regarding the scientific event to be attended: date, purpose, achievements, program,

- Confirmation which indicates the acceptance of the work / poster, abstract for presentation at the conference, or other artistic and sporting event.

Only applications that are pre-approved can be reimbursed by the University.

#### Article 17

#### **Application procedures for supporting research activities**

The Vice Rector for teaching, science and student affairs manages the publications fund and can allocate allowable financial means for publications within the year, foreseen by the University's budget planning.

The Office for supporting scientific research in cooperation with the Vice Rector for teaching, provides administrative and managerial support to the publications fund.

The Research Committee approves funding requests for university textbooks

#### Article 18

#### **Final provisions**

1. Changes and supplements to this Regulation are made in the same way as the provisions for its adoption.
2. This Regulation will enter into force on the day of its approval by the Senate.
3. With the entry into force of this regulation, the obsolete regulation for scientific research no. 2550/21 dated 10.09.2021 will be repealed.

Rector

Prof. Dr. Agron Bajraktari

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# SCIENTIFIC PUBLICATION FINANCING APPLICATION FORM

(Form 1)

## 1. THE APPLICANT:

NAME AND SURNAME: \_\_\_\_\_ SCIENTIFIC TITLE: \_\_\_\_\_

ACADEMIC UNIT: \_\_\_\_\_ ACADEMIC TITLE: \_\_\_\_\_

NAME OF THE MAIN  
AUTHOR: \_\_\_\_\_

CORRESPONDENT AUTHOR: \_\_\_\_\_

CO-AUTHORS: \_\_\_\_\_

## 2. PUBLICATION DETAILS:

BELONGING TO THE FIRST  
AUTHOR (AFFILIATION): \_\_\_\_\_

TITLE WORK: \_\_\_\_\_

DOI NUMBER: \_\_\_\_\_

JOURNAL/CONFERENCE: \_\_\_\_\_

INDEX PLATFORM: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_ PUBLICATION DATE: \_\_\_\_\_

PUBLICATION LINK: \_\_\_\_\_

## 3. BANKER DATA OF THE BENEFICIARY (FIRST AUTHOR):

NAME AND SURNAME: \_\_\_\_\_

BANK NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

SWIFT CODE: \_\_\_\_\_

PLACE: \_\_\_\_\_

REQUESTED AMOUNT: \_\_\_\_\_ € (write with  
numbers) PUBLICATION DATE: \_\_\_\_\_

# REQUEST FOR FINANCING PARTICIPATION IN SCIENTIFIC CONFERENCES

(Form 2)

## 1. THE APPLICANT:

NAME AND SURNAME: \_\_\_\_\_ SCIENTIFIC TITLE: \_\_\_\_\_  
ACADEMIC UNIT: \_\_\_\_\_ ACADEMIC TITLE: \_\_\_\_\_  
NAME OF THE MAIN AUTHOR: \_\_\_\_\_  
CORRESPONDENT AUTHOR: \_\_\_\_\_  
CO-AUTHORS: \_\_\_\_\_

## 2. DETAILS OF CONFERENCE, SYMPOSIUM OR SCIENTIFIC, ARTISTIC AND SPORTS ACTIVITY:

CONFERENCE NAME  
(EVENT): \_\_\_\_\_  
PLACE AND DATE OF ORGANIZATION: \_\_\_\_\_  
ORGANIZATOR: \_\_\_\_\_  
INVITATION/PROGRAMME  
(WHERE IS SHOWN THE ITINERAR OF PRESENTATION): \_\_\_\_\_  
TITLE WORK: \_\_\_\_\_  
DATE OF APPROVAL: \_\_\_\_\_ DATE OF PRESENTATION: \_\_\_\_\_  
PUBLICATION LINK \_\_\_\_\_

## 3. BANKER DATA OF THE BENEFICIARY (FIRST AUTHOR):

NAME AND SURNAME: \_\_\_\_\_  
BANK NAME: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
SWIFT CODE: \_\_\_\_\_  
PLACE: \_\_\_\_\_  
REQUESTED AMMOUNT: \_\_\_\_\_ € (write with numbers) PUBLICATION DATE: \_\_\_\_\_

