



Pursuant to Article 10 of Law no. 04 / L-135 of the Republic of Kosovo for Scientific Research Activities and Article 34, paragraph 1.14 of the Statute of the Academy, the Academic Council in the meeting held on 04.12.2020, approved:

**REGULATION  
FOR SCIENTIFIC RESEARCH**

**General provisions**

**Article 1**

1. The Regulation on scientific research (hereinafter: "Regulations") at the Temple Academy (hereinafter: "Academy"), defines the rules, procedures and other accompanying documents for the organization of scientific research activity of academic, research staff and students in accordance with the Statute of the Academy.

2. Specifically, this Regulation regulates:

- 2.1 Activities of scientific-research and application activity in the Academy
- 2.2 Organization of scientific-research and application activity;
- 2.3 The rights and obligations of the bodies of the Academy and the academic and research staff as well as the students participating in the scientific research works;
- 2.4 Commission for research and science;
- 2.5 Financing of scientific-research and applied work;
- 2.6 Application procedures to support research activities;
- 2.7 Procedure for reimbursement of payments for publications in magazines and conferences;
- 2.8 Application procedure for support for participation in scientific conferences.

**Article 2**

1. The Academy conducts scientific research, artistic and applied works with the aim of:
  - 1.1 Continuous development of the educational process;
  - 1.2 Approaching students with scientific research and artistic work;
  - 1.3 Continuation of scientific - professional and artistic development of teachers;
  - 1.4 Industry problem solving.

### **Article 3**

Scientific-research and applied activity according to this Regulation includes scientific-research and applied work, publication of work results, training of staff for scientific research and professional development of academic, scientific and student staff.

### **Article 4**

1. Scientific-research and application activity includes the following activities:
  - 1.1 Realization of basic, advanced and applied scientific research in order to advance scientific research and its application in the fields in which the Academy operates.
  - 1.2 Organizing local, regional and international scientific conferences; of workshops and seminars; scientific research and cooperation with other research institutions in the country and abroad;
  - 1.3 Collaborations with external partners and industry;
  - 1.4 Preparation of studies and laboratory analyzes in the fields dealt with by the Academy;
  - 1.5 Preparation of expertise and control of the quality of services and suitability of their use;
  - 1.6 Organizing seminars for the professional development of the academic staff in the scientific fields relevant to the Academy;
  - 1.7 Other research - scientific activities in the fields covered by the study programs at the Academy.

### **Article 5**

1. In accordance with the Statute of the Academy, the Director of the Academy together with the Office for Support of Research and Scientific Research are responsible for:
  - 1.1 Leading research activities at the Academy in accordance with the mission and strategic plan;
  - 1.2 International scientific cooperation;
  - 1.3 Drafting the annual plan of the Academy for scientific research work together with the annual budget for scientific research;
  - 1.4 Allocation of the necessary funds for the realization of the research activity;
  - 1.5 Coordination and priorities of the proposed scientific research plan and activities.

### **Article 6**

#### **Office for Research Support**

1. Research activity at the Academy should be coordinated by the Office of Research Support and the Director of the Academy.
2. The Research Support Office is responsible for:
  - 2.1 Organizing conferences, workshops, seminars or scientific forums
  - 2.2 Publishing scientific journals;

- 2.3 Supporting the scientific development of the academic staff;
- 2.4 Coordination and monitoring of research projects;
- 2.5 Supporting applications for various local and international research projects;
- 2.6 Maintaining and updating the research section of the Academy Website;
- 2.7 Coordination of the database for research.

#### **Article 7**

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

1. Every teacher in the Academy is obliged to publish their scientific activities in international journals, on average from one paper per year in the last three years.
2. Publications should be made in indexed journals according to the regulation on the recruitment and promotion of Academic staff issued by the Academic Council.
3. Academic staff is responsible for individual research and applied activities. For their achievements are obliged to notify the office for support of scientific research and report to the Academic Council.

#### **Article 8**

At the program level, the Program Coordinators and the Academic Council are responsible for scientific-research and application activities.

#### **Article 9**

##### **Commission for research and science**

1. The Research and Science Commission is the body responsible for managing and supporting research activities at the Academy and consists of:
  - 1.1 Director of the Academy as chair;
  - 1.2 Three members of the academic staff with Dr.Sc., with proven experience in the field of scientific research;
  - 1.3 A student representative delegated by the Student Parliament of the Academy;
  - 1.4 Research Support Officer.

#### **Article 10**

##### **Duties of the Research and Science Commission**

1. The Commission for Research and Science has the following tasks:
  - 1.1 Propose to the Academic Council individual journals and platforms (databases) of scientific journals for publications of academic staff

- 1.2 Propose to the Academic Council the changes in the Regulation of scientific research
- 1.3 Approve or reject requests for support of scientific activities of academic staff
- 1.4 Approve or reject the coverage of the costs of publishing the scientific works of the academy staff in international scientific journals
- 1.5 Approve or reject requests from academic staff to cover participation in international conferences, symposia, workshops or scientific forums
- 1.6 Organizing conferences, symposia, workshops and scientific forums at the Academy.

#### **Article 11**

##### **Financing of scientific research work**

1. The financing of the scientific research activity is done from the budget of the Academy for scientific research as well as from the participation of partners and external donor co-participants in joint projects.
2. The budget for scientific research covers up to 1000 euros for each academic year for staff.
  - 2.2 Academic Staff Research Projects;
  - 2.3 Participation in international scientific conferences;
  - 2.4 Publication of scientific papers in international scientific journals;
  - 2.5 Co-financing costs for participation in regional and international research projects, etc.
3. The amount of financial means for scientific research activities is determined by the budget of the Academy, approved by the Steering Council.

#### **Article 12**

##### **Procedure for reimbursement of payments for publications**

1. The author sends the request for reimbursement to the commission for scientific research no later than 30 days from the day of publication of the paper.
2. The Scientific Research Commission reviews the application including the verification of the publication criteria.
3. Following the decision of the Scientific Research Commission, the Secretary-General is responsible for further proceedings.

#### **Article 13**

##### **Procedure for reimbursement of participation in scientific conferences**

Academic staff who express interest in attending a conference, symposium, workshop or congress of a scientific nature should apply for reimbursement of participation to the Commission for Scientific Research for prior approval.

**Article 14**

This regulation enters into force on the day of approval by the Academic Council.

Chairman of the Academic Council

Dr.Sc.Gëzim Hoxha

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