

## **REGULATION FOR SCIENTIFIC RESEARCH**

Based on Article 10 of Law no. 04/L-135 of the Republic of Kosovo for Research-scientific Activity and Article 34, paragraph 1.14 of the Statute of the Academy, the Academic Council in the meeting held on 10.10.2023, approved the Regulation for Scientific Research.

### **General provisions**

#### **Article 1**

1. With the Regulations for scientific research (hereinafter: "Regulations") at the Temple Academy (hereinafter: "Academy"), the rules, procedures and other accompanying documents for the organization of the research-scientific activity of the academic staff are defined. and students according to the Statute of the Academy.
2. Specifically, this Regulation regulates:
  - 2.1 Activities of research-scientific and applied activity in the Academy
  - 2.2 Organization of research-scientific and applied activity;
  - 2.3 Rights and obligations of Academy bodies and academic and research staff as well as students participating in research-scientific works;
  - 2.4 Commission for research and science;
  - 2.5 Funding of research-scientific and applied work;
  - 2.6 Application procedures for support of research activities;
  - 2.7 Procedure for reimbursement of payments for publications in journals and conferences;
  - 2.8 Application procedure for support for participation in scientific conferences.

#### **Article 2**

1. The Academy conducted scientific research, artistic and applied work with the goals of:
  - 1.1 Continuous development of the educational process;
  - 1.2 Bringing students closer to scientific research and artistic work;
  - 1.3 Continuation of the scientific - professional and artistic development of teachers;
  - 1.4 Solving industry problems.

### **Article 3**

The research-scientific and applied activity according to this Regulation includes the research-scientific and applied work, the publication of the work results, the training of the framework for scientific research work as well as the professional development of the academic, scientific staff and students.

### **Article 4**

1. Research-scientific and applied activities include the following activities:
  - 1.1 Carrying out basic, advanced and applied scientific research with the aim of advancing scientific research and its application in the fields in which the Academy operates.
  - 1.2 Organization of 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 laboratory studies and analyzes in the fields the Academy deals with;
  - 1.5 Preparation of expertise and control of the quality of services and suitability of their use;
  - 1.6 Organization of seminars for the professional development of academic staff in the scientific field 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 Research Support and Scientific Research are responsible for:
  - 1.1 Leadership of research activities at the Academy in accordance with the mission and strategic plan;
  - 1.2 International scientific cooperation;
  - 1.3 Drafting of the Academy's annual plan for research-scientific work together with the annual budget for scientific research;
  - 1.4 Allocation of the necessary means for the realization of the research activity;
  - 1.5 Coordination and priorities of the plan and proposed scientific research activities

### **Article 6**

#### **Office for the support of scientific research**

1. The research activity in the Academy must be coordinated by the Office for the support of scientific research and the Director of the Academy.
2. The Office for Scientific Research Support is responsible for:
  - 2.1 Organization of conferences, workshops, seminars or scientific forums
  - 2.2 Publication of 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's website ;
  - 2.7 Coordination of the database for research.

## **Article 7**

### **Responsibilities of academic staff**

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

## **Article 8**

At the program level, the coordinators of the programs and the Academic Council are responsible for research-scientific and applied activities.

## **Article 9**

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

1. The Committee for Research and Science is the body responsible for the management and support of research activities at the Academy and consists of:
  - 1.1 The Director of the Academy as chairman;
  - 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 Academy's Student Parliament;
  - 1.4 Officer for the support of scientific research.

## **Article 10**

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

1. The commission for research and science has the following tasks:
  - 1.1 I propose to the Academic Council individual journals and platforms ( databases ) of scientific journals for academic staff publications;
  - 1.2 I propose to the Academic Council changes in the regulation of scientific research;
  - 1.3 Approve or reject requests for support of academic staff's scientific activities;
  - 1.4 Approve or reject the coverage of the expenses of the publication of scientific works of the academic staff in international scientific journals;
  - 1.5 Approve or reject academic staff requests for coverage of participation in conferences, symposiums, workshops or international scientific forums ;
  - 1.6 Organization of conferences, symposiums, workshops and scientific forums at the Academy.

## **Article 11**

### **Funding of research-scientific work**

1. The financing of the research-scientific activity is done from the budget of the Academy for scientific research, as well as from the participation of external partners and donors participating in joint projects.
2. The budget for scientific research includes 1000 euros per year for each academic staff and covers:
  - 2.1 Academic Staff research projects;
  - 2.2 Participation in international scientific conferences;
  - 2.3 Publication of scientific works in international scientific journals;
  - 2.4 Expenses for co-financing for participation in regional and international research projects, etc.
3. The amount of financial resources for research-scientific activities is determined by the budget of the Academy, approved by the Governing 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 work.
2. The Committee for Scientific Research examines the request, including the verification of the publication criteria.
3. After the decision of the Commission for scientific research, the General Secretary is responsible for further procedures.

## **Article 13**

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

Academic staff who express interest in participating in any conference, symposium, workshop or congress of a scientific nature must submit a request for reimbursement of participation to the Commission for Scientific Research for prior approval.

## **Article 14**

With the entry into force of this regulation, the regulation for scientific research no. 004 /20 , dt. 04.12.2020 is repealed.

Chairman of the Academic Council

Dr. Sc. Mevlan Bixhaku

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