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Pursuant to Article 17 and Article 23 point 1.3 of the Statute of the Public University "Kadri Zeka" in Gjilan, the Steering Committee in its XXII meeting held on the 02.12.2020, approved this:

**REGULATION FOR THE SCIENTIFIC RESEARCH ACTIVITY AT THE PUBLIC
UNIVERSITY "KADRI ZEKA" GJJILAN**

Article 1

General provisions

This Regulation organizes the scientific research activity, the rights and obligations of the competent bodies of the public university "Kadri Zeka" Gjilan (hereinafter UKZ), participants in scientific research activity and publication of scientific research results.

Article 2

The UKZ academic staff is required to do research and scientific work in accordance with their professional abilities and obligations arising from the UKZ strategic documents. Each member of the academic staff will be evaluated once a year for his/her contribution to the research activity. This evaluation will be the basis for academic advancement at the University.

Article 3

1. UKZ is committed to creating the right conditions for scientific research activities and helping academic staff achieve competitive results at national and international level also by supporting them financially.
2. Academic staff who participates at any meeting or event must be presented with the UKZ logo.

Article 4

4.1. Scientific research activities include the following:

1. Conducting basic, advanced and applied research for the purpose of developing scientific research in the study fields that are in UKZ and the fields of the academic staff profiles in UKZ;
2. Organizing scientific, local, regional and international conferences, workshops and seminars, scientific research and cooperation with other research institutions at home and abroad;
3. Cooperation with economic and industrial enterprises;
4. Preparation of studies in the fields of philology, public health, education, social sciences, applied sciences, etc.;
5. Patent;
6. Preparation of expertise in the above fields and control of technical documentation quality;
7. Compilation of investment programs and other programs;
8. Organizing seminars and professional development of academic staff in the scientific fields relevant to UKZ;
9. Publishing activity (publishing university textbooks, monographs and scientific papers);
10. Other scientific and research activities in the fields covered by the study programs at UKZ.

Article 5

5.1. Scientific research activity on the part of institutes is carried out in the form of basic research and applied research that are closely related to the needs of the public interest.

5.2. The main bearer of scientific research activities is the academic staff of UKZ.

Article 6

Organization

6.1. In accordance with the Strategy for scientific research activities in UKZ, the Vice Rector for International Relations in cooperation with the Scientific Research and Project Management Office is responsible for:

1. Guiding research activities at UKZ, in accordance with the mission and strategic plan;
2. International scientific cooperation;
3. Annual plan of UKZ on scientific-research work along with the annual budget on scientific research;

4. Distributing the necessary funds for the realization of research activity;
 5. Coordinating and prioritizing the plan and scientific research proposed activities;
 6. Informing the governing bodies of UKZ about research activities and their presentation at home and abroad;
 7. Developing policies, regulations and procedures for regulating research activity;
 8. Confirming requests for research financing;
 9. Tracking payments for remuneration for work performed, data services, supply of materials and tools for project coordinators;
 10. Identifying and maintaining contracts with service users;
 11. Expenses on technical means for research and research infrastructure;
 12. Carrying out other activities related to the research activity.
- 6.2. The research activity in UKZ is supervised by the Vice Rector for Scientific Research and the Commission formed by the Senate. This body in cooperation with the Publishing Council is responsible for:
1. Supporting the professional development of the academic staff;
 2. Supervising the administration and monitoring local and international research projects;
 3. Supporting applications for various local and international projects;
 4. Maintaining the scientific research section of the university website;
 5. Coordinating the scientific research database.
- 6.3. At the faculty level, the Dean and the Faculty Council are responsible for scientific research activities.
- 6.4. Individual researchers are responsible for personal research and record their achievements on the university server and other platforms recognized by the MEST and the university.

Article 7

Researcher of the year

1. Based on the Law on Higher Education of the Republic of Kosova, the best researchers can be stimulated with a full professor salary.
2. For this reason, the Research Committee annually analyzes the research results of all academic staff from research databases and platforms and prepares a list of the best researchers for further evaluation. From this selection the Commission proposes the researcher for reward.

3. The Rector approves the proposal.
4. The Commission selects the Researcher of the Year based on international journals and platforms in which the articles are published.
5. Papers published in international journals indexed according to MEST Administrative Instruction no. 01-2018 dated 19.01.2018 article 3, paragraph 1.1 and 1.2 respectively in: WEB OF SCIENCE and SCOPUS, are valued with 1.
6. Papers published in international journals indexed according to MEST AI no. 01-2018 dated 19.01.2018 article 3, paragraphs 1.3, 1.4 and 1.5 respectively in EBSCO, WORLD CAT and DOAJ, are valued with 0.5.

Article 8

Financial provisions

1. The scientific research activity is financed from the budget of UKZ, MEST and partners and external donors participating in joint projects.
2. UKZ stimulates the participation of academic and administrative staff in the writing of domestic and international projects which enter into close competition, in the value of the percentage of the project as follows.
3. For the value of the project in the amount of 29,999 euros, the value of the percentage of the project is 5%.
4. For the value of the project in the amount of 59,999 euros, the value of the percentage of the project is 4%.
5. For the value of the project in the amount of 99,999 euros, the value of the percentage of the project is 3%.
6. For the value of the project in the amount over 100,000 euros, the value of the percentage of the project is 2%.
7. If the project has co-authors, the amount earned is divided into equal parts.
8. The budget for scientific research covers:
 - 8.1. Faculty research projects;
 - 8.2. Participation in international scientific conferences;
 - 8.3. Publication of scientific papers in international scientific journals;
 - 8.4. Costs for co-financing - participation in regional and international research projects.

9. The amount of funds for scientific research activities is set by the budget of UKZ, approved by the Steering Committee.

Article 9

The budget for scientific research activities covers the costs for the publication of university textbooks and monographs by full-time academic staff and other texts that are of interest to UKZ.in accordance with syllabus.

Article 10

1. Publication in international scientific journals is financed by UKZ as follows:
2. Publication in international journals indexed according to MEST Administrative Instruction no. 01-2018, dated 19.01.2018, article 3, paragraph 1.1 and 1.2, respectively in: WEB OF SCIENCE and SCOPUS is stimulated with 1000.00 euros.
3. Publication in journals and platforms indexed according to MEST AI no. 01-2018 dated 19.01.2018 article 3 paragraphs 1.3, 1.4 and 1.5, respectively in EBSCO is stimulated with 500 euros.
5. If a paper has got two or more UKZ authors, the first author receives 50% of the amount while the other 50% of the amount is divided to other UKZ authors.

Article 11

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

Article 12

Transitional provisions

With the entry into force of this regulation, the Regulation to Support the mobility and other activities of the academic staff in UKZ no. 01/719, dated 07.07.2015 is repealed.

Article 13

This regulation enters into force on the day of approval by the Steering Committee of UKZ.

Msc. Ibrahim Kosumi
Chairman of the Steering Committee