



**UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"**

Based on article 42, 48, 161, 162, 163, 164 of the Statute of the University "Haxhi Zeka" in Peja and the Strategy for scientific research at UHZ, Law no. 04 L - 135 for Scientific Research Activity, Law no. 04/L-037 for Higher Education in the Republic of Kosovo, Administrative Guidelines for the Principles of Recognition of International Peer-Reviewed Platforms and Journals of MESTI, no. 01/2018, the Senate of "Haxhi Zeka" University in Peja, at the meeting held on 10.11.2022, approved this:

REGULATION FOR SCIENTIFIC RESEARCH AND ARTISTIC ACTIVITY

Article 1

Purpose

The purpose of this regulation is to promote quality in the scientific research and artistic work of full-time academic staff, encourage career advancement, reward the efforts and dedication of scientific and artistic researchers.

Article 2

Scope

This regulation applies to full-time academic staff at "Haxhi Zeka" University in Peja, who publish on behalf of UHZ.

Article 3

Responsibilities of academic staff

The full-time academic staff of the University is obliged to do scientific research and research work in accordance with their professional skills and the obligations arising from the Statute, Strategic Plan, Strategy for Scientific Research and in harmony with the Code of Ethics for research and integrity. Each member of the academic staff will be evaluated by the supervisor once a year for his contribution to the scientific research and artistic activity.

Article 4

Responsibilities of UHZ

The University is dedicated in creating suitable conditions for scientific research and artistic activities to help the academic staff to achieve competitive results at the national and international level.

Article 5

Scientific research and artistic activity

Scientific research and artistic activity includes these activities:

1. Realization of basic, advanced and applied research, as well as artistic activities with the aim of developing scientific research and artistic activities in areas such as business, tourism, agribusiness, law and arts.
2. The organization of scientific conferences and local, regional and international concerts, as well as the organization of workshops and seminars in cooperation with other institutions in the country and abroad;
3. Cooperation with economic enterprises and industry, as well as public and private institutions at the national and international level;
4. Publishing activity of scientific journals;
5. Other scientific research activities in the fields covered by study programs at the University.

Article 6
Responsible bodies

The bodies/responsible for scientific research and artistic activities are:

1. Vice-Rector for Teaching, Student Affairs and Scientific Research;
2. Office of Scientific Research;
3. Scientific research and artistic activity coordinator;
4. Group for scientific research and artistic activity;
5. Institute for Science and Arts.

Article 7
Responsibilities of the Vice-Rector for Teaching, Student Affairs and Scientific Research

In accordance with the Strategy for Scientific Research at the institution level, the Vice-Rector is responsible for:

1. Coordination of scientific research and artistic activities at the University, in accordance with the Mission and Strategic Plan;
2. National and international cooperation in the field of scientific research and artistic activity;
3. Drafting and monitoring the implementation of the annual plan and budget for scientific research and artistic work;
4. Coordination and prioritization of the plan and scientific research and artistic activities proposed by the Institute for Science and Arts;
5. Informing the management bodies of the University about scientific research and artistic activities, as well as the representation of these activities inside and outside the country;
6. Proposing policies, regulations and procedures for the regulation of scientific research and artistic activity;

Article 8
Duties of the Office of Scientific Research

The scientific research and artistic activity is coordinated by the Office of Scientific Research (OSR) in cooperation with the Vice-Rector and the Institute for Science and Arts.

1. OSR is led by the coordinator for scientific research and artistic activity and is responsible for:
 - 1.1. Publication of the scientific journal at the University level;
 - 1.2. Publication of the student magazine;

- 1.3. Supporting the professional development of academic staff;
- 1.4. Coordinating the work of publishing university texts according to the Regulation on Publications;
- 1.5. Supporting applications for small national research projects;
- 1.6. Administration supervision and monitoring of small national research projects;
- 1.7. Maintenance of the research section on the institution's official website;
- 1.8. Maintenance of the database for research on the official website of the UHZ;
- 1.9. Management and organization of the award "The best paper of the year" & "The best artistic work of the year"
- 1.10. Management and organization of the award "Researcher of the year".

Article 9

Duties and responsibilities of the Scientific Research Group

1. The group for scientific research and artistic activity is established by the decision of the Rector with a 4-year mandate, which is chaired by the coordinator for scientific research. This group consists of:
 1. Chair of the group – Scientific research coordinator;
 2. The Vice-Rector for Teaching, Student Affairs and Scientific Research;
 3. A representative of the business faculty;
 4. A representative of the law faculty;
 5. A representative of the Faculty of Management in Tourism, Hospitality and Environment;
 6. A representative of the agribusiness faculty;
 7. A representative of the faculty of arts;
 8. Director of teaching and academic affairs;
 9. Library director;
 10. One representative from among the students with an average grade of at least 8.00.
2. The Group for Scientific Research and Artistic Activity is the decision-making body for the following categories:
 - 2.1. Reviews the documentation for supporting applications for financial support for the publication of scientific papers in international journals indexed in WEB OF SCIENCE (SCIE, SSCI, AHCI) and SCOPUS (Q1, Q2, Q3, Q4);
 - 2.2. Reviews the documentation for supporting applications for financial support for participation in international scientific conferences;
 - 2.3. Reviews the documentation for supporting the applications for small local and regional research projects;
 - 2.4. Makes the selection of the "Best work of the year" & "Best artistic work of the year" award";
 - 2.5. Makes the selection of the "Researcher of the Year" award.
3. The group for scientific research and artistic activity holds 4 (four) regular meetings (March, June, September, December) within a calendar year, in the framework of which it reviews the applications of the academic staff for financial support that are foreseen in the above points. Meetings are convened and chaired by the Chair of the Scientific Research Group.
4. In case of the absence of the chairman of the Group for Scientific Research, the meeting is led by the member authorized by the chairman.

5. In case of the absence of any of the members in the meetings of the group for scientific research 2 times in a row, without justification, it is considered that the member has given up the position of being a member of this group. Replacement is done according to point 1 of this article.

Article 10
UHZ Institute

1. The Institute for Science and Arts at the institution level consists of 5 departments.
2. The work and activity of the institute is regulated by special regulations.
3. Scientific research and artistic activities at the level of institute are supervised by the Scientific Councils of the institute in accordance with their regulations and managed by the director of the institute.
4. The scientific research and artistic activity of the institutes is conducted in the form of basic research and applied research as well as artistic activities that are closely related to the needs of public interest.
5. The main holder of the scientific research and artistic activity is the academic staff of the University engaged in its realization with individual or group obligations.
6. Students can also participate in the implementation of these activities in cooperation with the full-time academic staff of UHZ.

Article 11
Financial support for the publication of scientific papers in journals indexed in WEB OF SCIENCE and SCOPUS

1. Full-time academic staff will be financially supported for the publication of scientific papers (up to 3 papers) within a calendar year, indexed in the WEB OF SCIENCE (SCIE, SSCI, AHCI) and SCOPUS (Q1, Q2, Q3, Q4) platforms, as follows:
 - a. For papers published in WEB OF SCIENCE (SCIE, SSCI, AHCI) support is offered in the amount of **€800.00**, if the applicant is the first author or corresponding author.
 - b. For papers published in SCOPUS (Q1, Q2, Q3, Q4), support is offered in the amount of **€500.00**, if the applicant is the first author or corresponding author.
2. Eligible for financial support are the academic staff of UHZ who are the first author or the corresponding author of that paper.¹
3. For 3 papers, it can be applied only once, either by the first author or the corresponding author according to these rules:
 - 3.1. If the staff applies for financial support for 3 scientific papers, It can be done in different periods of time:
 - 3.1.1. For one paper they can apply throughout the entire calendar year, while for more than one paper they can apply only at the end of the calendar year.²
4. To apply for financial support for the publication of scientific papers in journals indexed in WEB OF SCIENCE and SCOPUS, the following evidence must be submitted:
 - 4.1. The form must be completed, signed and protocolled;

¹ In cases where the corresponding author is not clearly identified as such in the paper, then the second author is supported.

² Due to the equal allocation of financial resources to each member of the academic staff who applies

- 4.2. To attach proof of publication of the scientific paper in the journal indexed in WEB OF SCIENCE or SCOPUS;
- 4.3. To sign the statement under oath (Affidavit);
5. The documents must be sent in physical form to the protocol office in the rectory.
6. For scientific papers for which financial support has been received from other institutions in the country, financial support cannot be requested from UHZ.³
7. Support is offered only to papers that are published in credible journals.

Article 12

Financial support for participation in international conferences

1. To full-time academic staff, UHZ offers financial support for participation in international conferences according to the following rules:
 - a) All UHZ academic staff who are presenters at international conferences (with physical participation, distance or poster presentation) are entitled to financial support);
 - b) The maximum amount for financial support for participation in international conferences is **€ 500.00**;
 - c) For participation in international conferences for which financial support has been received from other institutions in the country, financial support cannot be requested from UHZ.⁴
 - d) Only once during one year the same academic staff can request financial support for this category.
2. To apply for financial support for participation in international conferences, the following documents must be submitted:
 - a. Apply at least one month before the conference is held;
 - b. Fill in, sign and protocol the form;
 - c. Attach proof of acceptance of the abstract;
 - d. Attach the agenda of the conference;
3. Reimbursement of financial support is made after bringing the evidence (**certificate of participation; payment for participation in the conference**) to the Group for Scientific Research;
4. The documents must be sent in physical form to the protocol office in the rectory.

Article 13

Financial support for small research projects

1. To full-time academic staff, UHZ offers financial support for small research projects according to the following rules:
 - a) All academic staff of UHZ are entitled to financial support;
 - b) The project must be in the field of the applicant/s and in the interest of the institution;
 - c) The maximum amount for financial support is **€2,000.00**;
 - d) For financial support for small research projects for which financial support has been received from other institutions in the country, financial support cannot be requested from UHZ;

³ In case of application, the declaration under oath must be signed, which is part of this regulation.

⁴ In case of application, the declaration under oath must be signed, which is part of this regulation.

- e) Only once during one year the same academic staff can request financial support for this category;
2. UHZ ensures that within a calendar year 5 (five) small research projects will be supported (for each academic unit one project) ⁵.
3. The application is made only once a year, from 01.07. - 31.07;
4. Applications are reviewed only once a year, from 01.09. – 10.09;
5. The implementation of the project takes place within one calendar year;
6. The reporting of the implementation of the project is done depending on the duration of the project, to the Office of Scientific Research;
7. Project coordinators are responsible for financial proposal-allocation, implementation and financial management of projects in compliance with university and project laws, regulations/procedures.
8. To apply for financial support for small research projects:
 - a. The form must be completed, signed and protocolled;
 - b. To attach the CVs of the members.
9. The documents must be sent in physical form to the protocol office in the rectory.
10. The financial part about the realization of research projects is realized according to the dynamics of project implementation and according to the phases detailed in the application as follows:
 - a. 70% in the form of an advance after the approval of the project;
 - b. 30% after the completion of the first phase of the project.

Article 14

Award "Best paper of the year" & "Best artistic work of the year"⁶

1. UHZ annually rewards the "Best Paper of the Year" & "Best Artistic Work of the Year" award for each academic unit;
2. The best paper of the year & best artistic work of the year within the calendar year is selected by the Scientific Research Group;
3. The reward is made in monetary value of **€200.00**, as well as in non-monetary value, the distribution of the certificate;
4. The criteria for the "Best Paper of the Year" & "Best artistic work of the Year" award are:
 - a) The applicant must be the first author;
 - b) The paper must be indexed in Web of Science or SCOPUS;
 - c) The paper must be published in a journal that has a higher impact factor;
 - d) The paper must be published in a credible journal;
 - e) The paper must have the highest number of citations;
 - f) The work must be in the applicant's field;
 - g) The work must offer new knowledge in the service of teaching for the student;
 - h) The work must have a social contribution;
 - i) Artistic work – Soloist concert with artistic value⁷
5. The application for the "Best Paper of the Year" & "Best Artistic Work of the Year" award is made only once a year based on the call for applications that is announced on the official website on 22.11. – 30.11;

⁵ In case an academic unit does not use the right to apply, priority is given to the unit that has applied with 2 (two) or more projects that meet the criteria.

⁶ For academic staff from the Faculty of Arts.

⁷ Concert with high artistic value.

6. In order to apply for the "Best Paper of the Year" or "Best Artistic Work of the Year" award, the evidence according to point 4 (four) of this article must be attached;
7. The documents must be sent in physical form to the protocol office in the rectory.

Article 15

Award "Researcher of the Year"

1. Every calendar year, UHZ gives the award "Researcher of the Year" for each academic unit;
2. The researcher of the year is selected by the Group for Scientific Research;
3. The reward is made in monetary value of **€500.00**, as well as in non-monetary value, the distribution of the certificate;
4. The selection is made on the basis of:
 - a) Number of scientific papers;
 - b) Number of published books;
 - c) Number of monographs;
 - d) Number of scientific projects.
5. The criteria for the "Researcher of the Year" award are:
 - j) The applicant must be the first author;
 - k) The papers must be indexed in WEB OF SCIENCE or SCOPUS;
 - l) The papers must be published in journals that have a higher impact factor;
 - m) Papers must be published in credible journals;
 - n) Papers must have the highest number of citations ⁸;
 - o) Papers must be in the applicant's field;
 - p) Papers must have a social contribution;
 - q) Books must be in the applicant's field and with the UHZ logo;
 - r) Monographs must be in the applicant's field and with the UHZ logo;
 - s) Scientific projects must be in the applicant's field.
6. The application for the "Researcher of the Year" award is made only once a year based on the call for applications that is announced on the official website on 22.11. – 30.11;
7. To apply for the "Researcher of the Year" award, evidence must be attached according to point 5 (five) of this article;
8. Documents must be sent in physical form to the protocol office in the rectory.

Article 16

Coverage of expenses for scientific research and artistic activity

1. The scientific research and artistic activity is financed from the UHZ budget for scientific research and artistic activity as well as from the participation of external partners and donors co-participating in joint projects.
2. They are covered by the budget line for scientific research:
 1. Publication of scientific papers in international scientific journals WEB OF SCIENCE and SCOPUS;
 2. Participation in international scientific conferences;
 3. Small research projects of academic units;

⁸ Përparësi ka punimi i cili ka citime më shumë.

4. Publication of university books according to the special regulation for publications;
 5. Publication of the journal at the University level;
 6. Publication of the student magaziner at the University level.
3. The amount of financial resources for scientific research and artistic activities is determined by the university budget, approved by the Governing Council of UHZ. The allocation of financial resources foreseen in the budget is made according to the priorities of the annual program of scientific research and artistic activities approved by the Group for scientific research and artistic activity.
 4. The Group for Scientific Research reports to the Rector on the realization of budget funds for scientific research and artistic activities.

Article 17

Punitive measures for passivity in scientific research and artistic work

1. The passivity of academic staff within an academic year for scientific research and artistic activities can be punished in forms that are in accordance with the legislation in force. The dean of the academic unit may undertake these measures:
 - 1.1. Pronouncement of verbal warning;
 - 1.2. Pronouncement of written warning;
 - 1.3. Charging with additional tasks according to the needs of the academic unit; and
 - 1.4. Other measures provided by the legislation in force.

Article 18

Right of Complaint

Against the decisions of the Group for Scientific Research, the academic staff has the right to appeal within 15 calendar days, from the day of acceptance of the decision, by directing to the committee for complaints and submissions within the senate of the UHZ, which serves as the first instance and the last one within UHZ.

Article 19

Appendices

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

Article 20

With the entry into force of this regulation, the Regulation for scientific research activity ref. no. 1521/20, dated 02.09.2020, is repealed.

Article 21

This regulation enters into force on 01.01.2023.

Chairman of the Senate

Prof.dr. Armand Krasniqi

APPENDICES



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GROUP FOR SCIENTIFIC RESEARCH

Peja, date

Affidavit

I _____ declare under oath, with ethical, moral and disciplinary responsibility, that, for this work for which I am applying for financial support at the group for scientific research at "Haxhi Zeka" University in Peja, I have not been financially supported by any other institution.

The signature of the applicant



"Haxhi Zeka" University in Peja

Application form for financial support for the publication of Scientific Papers in Scientific Journals / Participation in International Scientific Conferences

Information for applicants

Name and surname	
Date of birth	
Scientific title/degree	
Academic unit (UHZ)	
Area(s) of research specialization	
Email	
Phone number	

Information about the scientific paper

The name of the paper	
Author(s) of the paper	
The role of the applicant in the paper (in a scientific journal)	<input type="checkbox"/> First author <input type="checkbox"/> Corresponding author
Name of the journal	
Journal indexing ⁹	
The link to the informative page for the journal	
Have you been financially supported by any other local institution? If so, specify.	

⁹ Only papers published in journals indexed in WEB OF SCIENCE and SCOPUS will be supported.

Information about the international scientific conference / artistic performance

<p>Title of scientific conference/artistic performance ¹⁰</p>	
<p>Authors of the artistic work/performance ¹¹</p>	
<p>A) The role of the applicant in artistic performance</p>	<p><input type="checkbox"/> Soloist <input type="checkbox"/> Guest <input type="checkbox"/> Co-repeater</p>
<p>B) The role of the applicant in the conference</p>	<p><input type="checkbox"/> Presenter of the paper at the conference</p>
<p>The link to the informative page for the conference or performance</p>	
<p>Have you been financially supported by any other local institution? If so, specify.</p>	

The signature of the applicant

¹⁰ Conferences and performances held in Kosovo's neighboring countries will not be supported.

¹¹ If you apply for support for participation in artistic performance, complete one of the options in column A. If you apply for support for participation in a scientific conference, fill in section B.



"Haxhi Zeka" University in Peja

Application form for a research project for the UHZ Academic Unit

Part I: Administration

Title of the project	
Project duration (in months)	
Applying UHZ Academic Unit	
Data for the research team of the research project	
Data for the Dean of the Academic Unit	
Dean's name	
Place	
Phone number	
Email	
Website/social network	

Note: Financing will be done in euros (€).

Data for members of the research team	
Member 1	
Name and surname	
Scientific title/degree	
Academic Unit	

within UHZ	
Phone number	
Email	
Field of research specialization	
Contribution to the project	

Member 2	
Name and surname	
Scientific title/degree	
Academic Unit within UHZ	
Phone number	
Email	
Field of research specialization	
Contribution to the project	

Member 3	
Name and surname	
Scientific title/degree	
Academic Unit within UHZ	
Phone number	
Email	

Field of research specialization	
Contribution to the project	

Member 4	
Name and surname	
Scientific title/degree	
Academic Unit within UHZ	
Phone number	
Email	
Field of research specialization	
Contribution to the project	

Note: Add tables like the ones above, depending on the number of members.

Part II: Information about the project

Comprehensive scientific description of the project (300-500 words)

Brief overview of your project proposal: What is intended to be studied? What are the objectives and purpose? What are the research questions, methods and sustainability of the project?

Keywords for the project (6 max.)

The plan of research/implementation of the project-proposal (1-2 pages)

Mention and reiterate the objectives and goals of the project proposal, research methods, available data and/or data to be collected. Who on the research team will lead/undertake different parts of the project?

1. Title
2. Thematic areas
3. Main objectives and goals
4. Brief description of activities
5. Division of work among members of the research team

Impact and sustainability of the project (max. 1 page)

Why is this research project important? What is the impact of the project to the benefit of the field of study, to the benefit of UHZ, or to the benefit of society in general?

Work plan and timelines

Present a work plan as detailed as possible (in tabular form) including the activities that are expected to be undertaken in this project, the time limits for each of these activities, the persons responsible for the realization of the activity and the cost associated with the activity.

III. Financial justification

General budget plan	
Total project cost (EUR)	
The amount requested by UHZ (EUR) (100%) ¹²	
Of which:	
Material cost (Equipment, products, etc.) (40%)	
Administrative costs (travel, meetings, daily expenses, etc.) (30%)	
Personnel costs ¹³ (students, experts or external consultants) (20%)	
Other costs (10%)	

Detailed cost description ¹⁴		
The project costs are preferably distributed in: 40% material costs, 30% administrative costs, 20% personnel costs and 10% other costs .		
DESCRIPTION OF COST	QUANTITY	TOTAL COST
Material cost (40%) (In the following sections, describe the material costs in more detail; e.g. purchase of xx devices)		
Administrative costs (30%) (In the following sections, describe in more detail the administrative costs: e.g. travel, meetings, etc .)		

¹² With reasonable justification, these percentages may be changed.

¹³ Per diems for internal project staff (UHZ) are not covered.

¹⁴ Evidence of project costs should be kept and reported at the end of the project.

Personnel cost (20%) (In the following sections, describe in more detail the personnel costs: e.g. engagement of consultants, experts, students, etc..)		
Other costs (10%) (In the following sections, describe in more detail the other costs involved in the project)		
Total cost (100%)	/	€

The signature of the applicant

PROJECT EVALUATION AT THE POINT

ACTIVITY	POINTS
Comprehensive scientific description of the project (20 points)	
Research plan/implementation of the project proposal (20 points)	
Impact and sustainability of the project (30 points)	
Work plan and deadlines (10 points)	
Financial justification (20 points)	
Total (100 points)	



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REPORT

for the implementation of the research project ¹⁵

Project title:	
Project collaborators:	
Date of project approval:	
Date of fund transfer:	
Project implementation start date:	
Project progress:	
Project completion date:	

Signature of the project coordinator

¹⁵ This form is used for project reporting.

Definitions and criteria for the financing of internal projects

1. Definitions of terms and criteria, which are applied to the financing of projects, are as follows:
 - 1.1. "Material cost" refers to the cost of various office or laboratory equipment for the realization of the project for which no more than 40% of the project budget can be allocated.
 - 1.2. "Administrative cost" refers to the fee for administration or coordination of the project and expenses for office materials and similar, for which a maximum of 30% of the project budget can be allocated;
 - 1.3. "Personnel cost" refers to payments for external consultants and students involved in the project, for which up to 20% of the project budget can be allocated;
 - 1.4. "Other costs" refers to other expenses necessary for the realization of the project, but which are not foreseen in the aforementioned categories, for which no more than 10% can be allocated.