	EPOKA UNIVERSITY REGULATION ON SCIENTIFIC RESEARCH				
	Document Code	Publication Date	Amendment No.	Amendment Date	Page/Total Pages
	EU-REG-038-EN	10.12.2014	01	15.12.2020	1 / 5

Chapter I: General provisions

Article 1

This regulation is based on the Law no. 80/2015 “On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania”, as amended, and Article 3 of the Statute of EPOKA University (hereinafter referred as ‘University’).

Article 2

This regulation regulates the organization of scientific research activities, the rights and obligations of the competent authorities of the University, researchers and the publication activities of the University which are part of research activities.

Article 3

Academic staff of the University is encouraged to make scientific and research work in accordance with their professional skills and duties arising from the strategy of the University. Each member of the academic staff is evaluated once a year for their contribution to scientific activity.

Article 4


Research represents one of the main aspects of the University. The University is committed to creating favourable conditions for scientific and research activities and assisting academic staff in achieving competitive results at national and international level within the resources and instruments available to the institution.

Article 5

Scientific Research includes the following activities:

- completion of basic, advanced and applied research, with the aim of developing scientific research work in areas of studies covered by the University
- organizing local, regional and international scientific conferences, workshops and seminars, scientific research, and cooperation with other research institutions nationally and abroad;
- cooperation with economic enterprises and industry with a focus on innovation triangle (linking research with industry and enterprises)
- preparation of studies and analyses in compliance with strategy and priorities of the market requirements ;
- patenting;
- preparation of expert’s opinion in the above mentioned areas and quality control of technical documentation;
- organization of seminars for professional development of academic staff in the relevant University subject areas;

Drafting Unit	Controlling Unit	Approving Unit
Research and Projects Office	Institutional and Legal Affairs Office	Academic Senate

	EPOKA UNIVERSITY REGULATION ON SCIENTIFIC RESEARCH				
	Document Code	Publication Date	Amendment No.	Amendment Date	Page/Total Pages
	EU-REG-038-EN	10.12.2014	01	15.12.2020	2 / 5

- publication activities (publication of books, university textbooks, monographs and scientific journals);
- other research activities in areas which are covered by the study programs at the University.

Article 6

Research activities co-ordinated by the Research Centres of the University are realized in the form of basic and applied research which is closely integrated with the public interest.

The main responsibility for scientific-research activities in the University lies with academic staff engaged in implementation, with individual and group obligations.

Chapter II: Organization

Article 7

The Research and Projects Office is an administrative office under the Rector. It is accountable towards the Rector concerning the coordination, consultancy, administration and follow-up of all activities related to research and projects.

Article 8


Research activities are coordinated by the Research and Projects Office in close cooperation with the Rector, Research Centres and Faculties.

Article 9

The Research and Projects Office:

- contributes to the achievement of the academic mission of the University by acting under the supervision of the Rector for project and research works at the University;
- provides support for obtaining sponsored research funds and managing sponsored program activities;
- organizes projects cycles for internal projects including calls, collecting applications, assigning reviewers and monitoring implementation and budget usage;
- serves and guides the University on all aspects of sponsored programs administration by providing pre and post award services, training and information to research administration and funding;
- drafts policies, regulations and procedures concerning research activities;
- confirms requests for research funding;
- monitors financial transactions for completed work, services rendered and supply of equipment, materials and working tools for project coordinators;
- provides procedural support for the professional development of academic staff ;

Drafting Unit	Controlling Unit	Approving Unit
Research and Projects Office	Institutional and Legal Affairs Office	Academic Senate

	EPOKA UNIVERSITY REGULATION ON SCIENTIFIC RESEARCH				
	Document Code	Publication Date	Amendment No.	Amendment Date	Page/Total Pages
	EU-REG-038-EN	10.12.2014	01	15.12.2020	3 / 5

- assists in the publication of scientific journals and textbooks;
- supervises the administration and monitoring of internal and external research projects;
- assists in the preparation of applications for various local and international projects;
- maintains the web-page of the university research section;
- coordinates the university research database;
- archives the applied project applications and granted projects;
- participates and represents the University in different research and projects activities;
- coordinates the organization of the “Best Researcher and Research of the Year” Award;
- implements other activities related to scientific research.

Article 10

Research activities in the Centres are overseen by the respective Research Centre in accordance with their Regulations and are managed by the Directors of the Research Centres.

Article 11

Support for the financial realization of research projects is carried out in cooperation with the Research and Projects Office and University Finance Office under the University Administrator.

Article 12

Individual researchers are responsible for their own research and their achievements are recorded on the research database.

Article 13

The Rector and Deans, in collaboration with the Research and Projects Office, are responsible for the University's publishing activity: the scientific journals, textbooks and other publications.

The classification and the respective points of the scientific publications and academic activities are regulated by the Directive “On the promotion of scientific publications”.


University text editions are approved by decision of the Rectorate and this decision is included in the published text.

Regulations and criteria for the University Publications are regulated by the Regulation “On Publications”.

Article 14

Application for publications along with necessary documents should be submitted to the Research and Projects Office with prior information and scientific evaluation by the Heads of Departments, the respective Deans of Faculties and when applicable, by the Directors of Research Centres.

Drafting Unit	Controlling Unit	Approving Unit
Research and Projects Office	Institutional and Legal Affairs Office	Academic Senate

	EPOKA UNIVERSITY REGULATION ON SCIENTIFIC RESEARCH				
	Document Code	Publication Date	Amendment No.	Amendment Date	Page/Total Pages
	EU-REG-038-EN	10.12.2014	01	15.12.2020	4 / 5

The Rectorate decides on the allocation of financial assets from the University scientific research and development budget line for researchers.

Research Centres at the University

Article 15

The work and operation of the Research Centres are governed by the specific regulation for each Research Centre.

Best Research and Researcher of the Year

Article 16

The amount of the reward for the Best Research and Researcher of the Year will be determined by the Rectorate.

The Academic Senate analyzes the research output of academic staff on an annual basis (academic year) from the Research Database and makes a shortlist of the best researcher(s) for further evaluation. From this selection, the Academic Senate recommends to the Permanent Commission on Quality Assurance the researcher(s) to apply for the award according the criteria published in the call.

The Permanent Commission on Quality Assurance establishes on an annual basis (academic year) the commission which decides on the granting of the abovementioned award(s).

Chapter III: Financial provisions


Article 17

Research activity is financed by the University budget for scientific research and development, as well as by external partners, donors and project collaborators.

The scientific research and development budget covers:

- faculty and research centres projects;
- participation in international scientific conferences;
- the publication of scientific papers in international scientific journals (listed in Clarivate's Web of Science, Elsevier's SCOPUS Index, and Avery Index);
- the publication of scientific papers in other international or national scientific journals;
- expenses for co-financing and participation in regional and international research projects.

Drafting Unit	Controlling Unit	Approving Unit
Research and Projects Office	Institutional and Legal Affairs Office	Academic Senate

	EPOKA UNIVERSITY REGULATION ON SCIENTIFIC RESEARCH				
	Document Code	Publication Date	Amendment No.	Amendment Date	Page/Total Pages
	EU-REG-038-EN	10.12.2014	01	15.12.2020	5 / 5

The amount of funds is determined by the university budget approved by the Rectorate and the Administrative Board.

The Rector reports on the use of the University scientific research and development budget to the Administrative Board.

Article 18

There are two university budget lines within the scientific research and development budget for individual use:

- participation in international scientific conferences;
- publication of scientific papers in an international scientific journal (listed in Clarivate's Web of Science, Elsevier's SCOPUS Index, and Avery Index);
- the publication of scientific papers in other international or national scientific journals.

The use of the individual budget line for scientific research and development is regulated by the Directive "On the promotion of scientific publications".

Article 19

Full and part-time University staff engaged in projects receives compensation in accordance with the staff costs of the project, minus institutional expenses of 30% and personal income tax and contribution to social security tax in accordance with the provisions of the respective legislation in the Republic of Albania.

Chapter IV: Final provisions

Article 20

This Regulation enters into force on the date of approval by the Academic Senate.

Article 21

The enforcement of this regulation is ensured by the Rector.

Drafting Unit	Controlling Unit	Approving Unit
Research and Projects Office	Institutional and Legal Affairs Office	Academic Senate