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|  | EPOKA UNIVERSITY | | | |
| | REGULATION ON SCIENTIFIC RESEARCH | | | |
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General provisions

Article 1

This regulation is based on the Law No. 9741, dated 21.05.2007 “On Higher Education in the Republic of Albania”, as amended, and Article 8 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;

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- 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;
- 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.

Organization

Article 7

The Research and Project Office is an administrative office under the Rector. It is responsible 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 Project Office in close cooperation with the Rector, Research Centres and Faculties.

Article 9

The Research and Project 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;

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- 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 ;
- 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 managed by the Heads of the Research Centres.

Article 11

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

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 Project 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”.

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University text editions are approved by decision of the University Administrative Board 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 Project Office with prior information and scientific evaluation by the Heads of Departments, the respective Deans Faculties and when applicable, by the Directors of Research Centres.

The University Administrative Board 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 University Administrative Board.

The University 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 Senate recommends to the Academic Evaluation and Quality Improvement Board the researcher(s) to apply for the award according the criteria’s published in the call.

The Academic Evaluation and Quality Improvement Board establishes on an annual basis (academic year) the commission which decides on the granting of the abovementioned award(s).

Financial provisions

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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 Thomson Reuters -Web of Science and other journals with proven impact factor);
- the publication of scientific papers in other international or national scientific journals;
- expenses for co-financing and participation in regional and international research projects.

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

The Rector reports on the use of the University scientific research and development budget to the Higher 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 Thomson Reuters, Web of Science);
- 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 20% and personal income tax in accordance with the law.

Final provisions

Article 20

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This Regulation enters into force on the date of approval by the Higher Board.

Article 21

The enforcement of this regulation is carried out by the Rector.

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