

The University of Prishtina has two dedicated regulations that aim to regulate the research activities, which are also used by the Faculty of Electrical and Computer Engineering. Hence, in the next following pages, we have attached these two regulations, which are named:

1. Regulation about the Office for Research and Sponsored Programs
2. Regulation on financing of research - scientific, artistic and sports activities at the University of Prishtina

In addition, based on the latest information from the vice rector of University of Prishtina, prof. Kurtesh Sherifi, the rectorate, with the help of an ongoing project entitled "HERAS+", are drafting a new regulation about the research infrastructure of UP, and, as a result, it is expected that this regulation will be presented to the senate of UP for approval by the end of year 2021.



The Steering Council, pursuant to Article 23, paragraph 1.3., of the Statute of the University of Prishtina, in the meeting held on the date of _____2019, issued the:

Regulation

Office for Research and Sponsored Programs

CHAPTER I: THE ROLE AND PROCEDURES OF ORSP

Article 1

Purpose of Regulation

This regulation defines and governs the operational scope of ORSP, management responsibilities and financial systems and controls.

Article 2

Definition

Sponsored projects are projects undertaken by UP staff with external financing and sponsored by the government, industry, foundations, institutions and international initiatives and any other source of funding.

Sponsored research involves scientific or applied research undertaken in the framework of sponsored projects.

Management units refers to faculties, institutes and centres and any other entities under the umbrella of University of Prishtina.

Article 3

Purpose of ORSP

- 3.1 To support the development of and improve the quality of research and sponsored projects, increase revenues, and enhance the reputation of the University of Pristina.
- 3.2 To support professors and researchers to identify, pursue and win funding for sponsored projects and research.
- 3.3 To identify research, project, equipment and other funding needs of professors and researchers
- 3.4 To identify potential sponsors for development opportunities identified by the rectorate, faculties or other management units.
- 3.5 To improve and increase co-operation of professors and researchers with the donors.
- 3.6 To connect researchers to resources and platforms.
- 3.7 To support the UP Strategic Plan and National Strategy on Innovation and Research.
- 3.8 To provide oversight and ensure compliance of externally funded research and projects undertaken by UP staff.
- 3.9 To extend all ORSP services to researchers in other public research institutions, subject to cooperation agreement and cost recovery requirements.

Article 4

Responsibilities of the ORSP

- 4.1 Coordinates with the UP Senate, Steering Board, Academic Units, Institutes, Advisory Boards, committees and working groups in the field of research
- 4.2 Advances rectorate's strategy for research and innovation.
- 4.3 Under the oversight of Vice Rector for Scientific Research, develops and implements an annual work plan.
- 4.4 Follows international scientific research networks and trends and conveys them to the relevant UP structures.

4.5 Represents UP in meetings, conferences, committees and other official events.

Article 5 Structure

ORSP will be staffed in the following manner based upon work volume, awarded grants and according to the need to ensure performance and compliance

- Office Director
- Research Support Officers
- Sponsored Research Officers
- Financial Officers
- Administrative Assistants
- Other Positions as Needed

The ORSP will operate under the organizational oversight of the Vice-Rector for Scientific Research, who may appoint an Ad Hoc Sponsored Research Committee within the University to advise the Office of the Vice Rector on the operation of the ORSP. The Committee may have subcommittees serving in the following capacities:

- Human Subject Review Committee;
- Review panel to review competitive applications in which the University can only file one application; and
- Review panel evaluating competitive applications to provide in-house funding for research.

The Ad Hoc Sponsored Research Commission within the University will be widely represented by the academic units of the University and serve at the discretion of the Vice Rector for Scientific Research and report to them.

ORSP will be managed by a director who will report to the Vice Rector for Research.

Article 6 Control Authority

6.1 ORSP is the highest controlling authority for all research and projects supported by external funds at the University of Pristina.

6.2 ORSP is responsible to ensure compliance of all externally funded research and/or project proposals for sponsored research deriving from UP, developed by UP staff, individually or through any centre or institute of the University of Pristina

6.3 Such responsibility will include, but be not limited to drafting, submitting, progress monitoring, budget negotiation, preparation for approval by the UP Rector, reporting and executing any aspects of contracts deriving from sponsored research and projects.

- 6.4 All proposals for external funding made by University of Pristina staff are subject to approval by ORSP prior to being referred to the Office of the Rector for official signing.
- 6.5 ORSP may establish a minimum funding threshold that defines whether a proposal is subject to ORSP oversight and approval.
- 6.6 ORSP will enter all proposal in the ORSP database. Any proposal not entered in the ORSP database will not be signed by the Rector, the General Secretary, the Vice Rector or any official administrator.
- 6.7 In compliance with institutional guidance, ORSP will set the indirect costs of the University of Pristina in each project budget.
- 6.8 ORSP participates in all contract negotiations, including negotiations for indirect costs with funding agencies or sponsors.

Article 7 Compliance

- 7.1 ORSP will be responsible for monitoring all research and projects in terms of their compliance with laws, rules and regulations on the institutions of higher education in Kosovo, the Statute of the University of Pristina and Kosovo laws.
- 7.2 ORSP will ensure that research and projects undertaken by UP's staff comply with the policies and procedures of sponsoring agencies in terms of administrative aspects of sponsored research and project funding.

Article 8 Operations

- 8.1 ZKPS will identify sources of funding, assist in drafting and finalizing proposals, examine budget compliance and accuracy, negotiate contracts, interpret donors' rules and guidelines and ensure that all external grants comply with University and funder's requirements.
- 8.2 ZKPS will guarantee financial accountability for external funding and research support.
- 8.3 The Director of the ZKPS will, under the authority of the Deputy Rector for Scientific Research, be responsible for the development and observation of ethical guidelines, policies and procedures of the University of Pristina.
- 8.4 ZKPS may establish sub-accounts for all sponsored projects in accordance with the procedures of the Finance Office of the University of Pristina.
- 8.5 ZKPS will have authority over and determine administrative costs incurred in ZKPS accounts as indirect costs and manage them according to the rules in force.

8.6 Indirect costs for research and projects sponsored by the University of Pristina are initially established as 10%, subject to review and change as determined in cooperation with Rectorate.

8.7 ZKPS will negotiate acceptable conditions with sponsors that conclude contracts with the University of Pristina, including indirect costs, cost allocation and subcontracting.

8.8 In cases when sponsors place limits on indirect costs, ZKPS may negotiate a reduced rate.

Article 9 Responsibilities of staff

9.1 All employees of the University of Pristina are required to read, understand and comply with this Regulation.

9.2 Faculty deans and institute directors are responsible to ensure that their staff comply with this Regulation.

9.3 Any breach of this Regulation will result in disciplinary actions, in accordance with UP regulations in force.

CHAPTER II: SPONSORED PROJECTS AND GRANTS PROCESSING

Article 10

10.1 The purpose of this Chapter is to regulate the process of sponsored project process and research, from the signature of the agreement to the execution of payments and conclusion of the agreement within the "Hasan Prishtina" University of Prishtina (hereinafter referred to as the UP)

Article 11 Scope

11.1 This chapter applies to the ORSP, Rectorate, UP Management (Secretary General) and other academic and administrative units within the UP.

Article 12

Competence and signing of the agreement

12.1 Initially, the agreement is negotiated between the official representatives of the UP and the donor, where the benefits of the parties are provided, including duties and obligations.

12.2 Upon prior agreement, the Rector or his delegate ex officio is the signing authority of the agreement.

Article 13

Sending the agreement to Treasury

13.1 After the signing of the agreement by the Rector and the representative of the partner organization, a copy of the Agreement is sent to the MoF from the responsible officer at the ORSP, while the original document of the agreement remains in the UP.

Article 14

Defining the account

14.1 The project funding transfer is made under the account for the needs of the ORSP and the project code.

14.2 The donor's request and prior consent of the UP for the transfer of funds may be made to the account of the revenues of the UP, or in the account designated by the Treasury for this purpose.

Article 15

Transfer of donor funds

15.1 After the definition of the account and the budget code, the details on the transfer of donor funds are sent.

15.2 The donor, according to instructions, transfers the funds to the UP account or the specific account in the Treasury

15.3 Once the donor makes the transfer execution, the transfer of these funds to the specific code is made by the Grant Management Office (Treasury, MoF), whereby the financial means are made available to the UP for use in accordance with the signed agreement.

Article 16

Returning the funds to the donor

16.1. The return of funds to the donor may be made in cases when the agreement expires and there are still unused funds in the account, or at the donor's request when the UP did not respect the conditions in the signed agreement

16.2. Before the request is executed, the donor sends to the Treasury the details of the bank account for the execution of the remaining funds

16.3. The Responsible Officer prepares the Return Pledge Order form, based on the original donor request and the verification of the remaining balance, and sends it to the Grant Management Office, which executes and sends the copy of the payment processing to the donor and the UP, and closes the project in the Free Balance.

Article 17

UP's obligation to report to the donor

The ORSP as the beneficiary budget program (organization) is obliged to prepare financial reports related to the expenditures of funds allocated under the donor agreement, and the data generated by the KFMIS must be used for this purpose.

Article 18

Reimbursement

18.1. If, in agreement with the donor it is specified that the UP must first make the payment with its own funds and then will be reimbursed, the (ORSP) CFO must ensure that all funding previously made through the Kosovo budget is reimbursed.

18.2. Then, the ORSP, on a quarterly basis, must prepare a form for reimbursement of funds spent in advance, and sends it to the Treasury Grant Management Unit, where the records are made in the software.

Article 19
Transitional Provisions

19.1. Agreements signed and in effect until the date of entry into force of this regulation shall apply until their termination, and the entry into new cooperation agreements or renewal of existing ones is prohibited for academic units or other administrative units.

19.2. An exception to item 19.1 may be made only if the Rector agrees in advance to the new agreement.

Article 10
Entry into force

This regulation shall enter into force on the date of adoption by the Steering Council.



**UNIVERSITETI I PRISHTINËS
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA**

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Nr. Prot.: _____

Datë: ____/____/____

Steering Council of the University of Prishtina ;

Pursuant to Article 23 of the Statute of the University of Prishtina and Article 1 point 2 of Administrative Instruction No. 21/2012, of the Ministry of Education, Science and Technology, in the meeting held on 03.12.2020

Approves

**REGULATION ON FINANCING OF RESEARCH - SCIENTIFIC, ARTISTIC AND SPORTS
ACTIVITIES AT THE UNIVERSITY OF PRISHTINA**

**Chapter I
General Provisions**

**Article 1
Purpose and scope of application**

1. This regulation determines the way of financing the Program for Promotion of Scientific and Research Publications for the academic staff and doctoral level students of the University of Prishtina.
2. This Regulation defines the conditions, criteria and procedures which enable the Governing Council of the University of Prishtina (UP) to allocate funds for the publication of high quality scientific works, for participation in scientific, artistic and sports events and research projects of the academically acceptable level.
3. Steering Council of UP plans and shares for each year the budget needed to implement this regulation.

**Article 2
Definitions**

1. The terms used in this regulation have the following meanings:
 - 1.1 Financing - means any form of allocation of financial resources for the purpose of financing scientific, artistic, sports and similar activities.
 - 1.2 SACS - means activities related to scientific conferences and scientific and artistic symposia.
 - 1.3 Financial support - within the meaning of this regulation, includes one-sided, non-refundable transfers of University budget funds to the beneficiary's current account, to achieve a legitimate goal in the interest of the University, academic staff and students in accordance with the purpose of this regulation.

1.4 Beneficiary - means the recipient of funds from the funds allocated for PPSRP and planned in the budget of the University and in accordance with the Law on Budget for fiscal year. Law on Public Financial Management and Accountability and Treasury regulations.

1.5 PPSRP - means the Program for Promoting Scientific and Research Publications.

1.6 SASP - means Scientific, Artistic and Sports Projects.

1.7 Financial Report - means that the beneficiary of financial support submits all evidence of the original financial expenditure, as required in the project proposal or in the request.

1.8 Narrative report - means all the data of the activities that have been performed during the realization of the activity for which the budget funds have been allocated, which must be submitted by the beneficiary.

1.9 OSRP - Office for Sponsored Research and Projects.

Article 3

General rules and procedures for applying for financial support

1. The University through the relevant mechanisms can allocate funds for financial support for scientific publications, participation in research and scientific activities, as well as artistic and sports activities, based on their request and in accordance with the provisions of this regulation.
2. The procedure for allocating funds from the University can be conducted on the basis of a public call for applications for projects or in special cases, based on a reasoned request;
3. When allocating funds for financial support through the public call of the University, the field of financial support, criteria, necessary documents for application and other important information are clearly defined.
4. The review of requests and the allocation of funds for financial support on the basis of public call, is conducted in accordance with the provisions of this regulation.
5. The review and evaluation of the requests for allocation of funds for financial support is done within a reasonable time frame but not longer than 60 calendar days from the submission of the request.

Article 4

Transparency

1. The Steering Council annually publishes the final list of beneficiaries of financial support.
2. The final list of beneficiaries should contain: the name of the beneficiary, the field or activity funded and the amounts allocated to them.
3. Beneficiaries are published on the University website.

Chapter II

SCIENTIFIC PUBLICATIONS WITHIN THE SCOPE OF PPSRP

Article 5

The right to financial support

1. To be eligible for financial support from PPSRP, academic staff who have published in whole or in part the results of research done at and for the University of Prishtina must argue as follows:

1.1 Full text articles (original empirical works, literature review, research project presentations, short papers, case studies, letters to the editor, etc.) bearing the address of the University of Prishtina (affiliations), published in scientific journals covered by **Clarivate Analytics - Web of Science (Group 1: SCIE, SSCI and AHCI)**.

1.2 Full text articles (original empirical works, literature review, research project presentations, short papers, letters to the editor, etc.) bearing the address of the University of Prishtina (affiliations), published in scientific journals not covered by Clarivate Analytics - Web of Science, indexed in SCOPUS (Group 2: *Q1; Q2; Q3 and Q4*).

1.3 Written books and monographs as a product of original research or chapters in such a book with the address of the University of Prishtina and published by well-known publishing houses in scientifically advanced countries (Group 3: major publishing houses: *Cambridge University Press; Oxford University Press; Thomson Reuters; Springer Nature; Routledge; Elsevier; Wiley; Peter Lang; Blackwell; De Gruyter; RELX Group; Bertelsmann; SAGE; Pearson; Wolters Kluwer; Hachette Livre; Grupo Planeta; Schoastic; McGraw Hill*).

2. Research/scientific activity that is published or is being published in journals and suspicious publishing house cannot be financed from PPSRP program.

Article 6

Acceptable scientific activities and types of participation for PPSRP

1. Acceptable scientific activities for PPSRP are mainly international congresses, conferences, symposia, artistic and sports events organized abroad. Also international events held in Kosovo and the Region, with international scientific, organizing and executive boards are also suitable for PPSRP.

2. Scientific, artistic and sports activities in which the academic staff applying for PPSRP will participate must correspond to the respective field of staff. Support will not be approved if the candidate pursuing scientific activities, or artistic and sporting events, does not correspond to his / her field of specialization.

3. Those who have papers that have been accepted for presentation at international congresses, conferences, symposia or in some fields of science, including participation with posters equivalent to papers, or those who participate in the scientific, organizational, executive boards of such events; or appear as speakers, panelists, chair of the meeting / session or in similar positions (Group A) are entitled to full incentive support, according to the quota set by this regulation.

4. Academic staff who participate in such events only as co-authors (co-authors) of the conference (Group B) are entitled to limited support, according to the quota set by this regulation (1/2 of the full quota). Except for the lead author, finance full quota funding will only be made for a co-author associated with the work. Other co-authors cannot benefit.

Article 7

Scientific and research, artistic and sports projects

1. Acceptable scientific projects PPSRP are mostly individual or group research, conducted at the University of Prishtina campuses or on the ground by faculty and students who present their results in front of a large auditorium (e.g. workshops in academic units) and with which it is proven to be related to the purpose of Research and Development (R&D). Projects must be in the function of innovation and linked to national priorities and beyond, but that will not be limited to

Kosovo. Specific details will be prepared by the Management in the case of public calls, but with prior approval of the Steering Council for the content of the call.

2. Due to the specifics, the artistic and sports activity can be financed even without public calls (only by submitting a request and well justified), up to the amount of 20% of the budget funds for projects within the PPSRP.

3. The results of scientific research projects shall be published or be acceptable (Eligible) for the scientific community. Also artistic and sporting activities funded through the program for projects must be presented and be acceptable to the artistic or sports community and to the University of Prishtina.

Chapter III

ALLOCATION OF FUNDS AND PPSRP FINANCING SCHEME

Article 8

Allocation of funds

1. PPSRP is funded from the budget of the University of Prishtina. When financing scientific work, in accordance with the provisions of this Regulation, it is mandatory to strictly observe the procedures set out in this regulation by submitting the narrative report and proof of publication and / or invoices for incurred expenses, which are necessary evidence in order to benefit from the PPSRP program.

2. Funding for the publication of scientific papers (Group 1, Group 2 and Group 3), is in a fixed amount, and is reimbursed upon request, ensuring that the authorship of the paper is linked to the address of the University of Prishtina. Financial support provided by the University or academic units may be used more than once a year, regardless of the financial source, if the publication is made in scientific journals covered by *Clarivate Analytics - Web of Science*. Works from the fields of medical science, the field of agriculture and food cannot be offered support for the same authors having more than three works a year. In addition, the amount of support to be provided by PPSRP for Group 2 and 3 scientific publications may not exceed twice the amount prescribed for Group 1 (SCIE; SSCI; AHCI). The amount allocated for these activities does not exceed 55% of the total budget allocated to PPSRP (Table 1).

3. Funding of academic staff on the occasion of participation in scientific activities, they will be compensated under the scheme offered to Group A and Group B. Financial amount that is allocated for these activities does not exceed 20% of the total budget allocated to PPSRP.

3.1 In addition to the academic staff, doctoral students of the University of Prishtina will be reimbursed for their participation in scientific, artistic and sports activities at least once every two years, for the duration of the doctoral study cycle.

3.2 When allocating resources from PPSRP, must be provided (listed) for allocation of expenses within amount or quota foreseen by regulation, as follows:

- a) Registration fees for scientific events (conference fee);
- b) Accommodation; and
- c) Travel expenses.

3.3 The maximum amount of incentive support per person for an event may not exceed the amount set by the University Governing Board and proof of payment of the expenses mentioned above including tickets and ticket receipts, accommodation receipts, event registration scientific, which must be submitted or documented.

3.4 Academic staff can receive funding from PPSRP only once a year, respectively in two years (doctoral students) at the level of UP for participation in scientific activities. If the academic units have their own PPSRP programs funded from their budgets or a donor, the amount of support to be provided by these programs may not exceed twice the amounts prescribed under this Regulation for Group A. Presentation of an international paper is a minimum necessity for support from the academic unit for participation in scientific events.

3.5 Support provided by academic units can only be used once a year, regardless of financial source. Support cannot be provided a second time during the same year, even for different events.

4. The financing of scientific projects is done on the basis of calls opened by the University of Prishtina, twice a year. Funding procedures will take place in a competitive environment, and UP Management is obliged, regardless of the priority of UP, to draft the criteria on which projects from natural and applied sciences, health, social, artistic, sports are funded. , etc. The budget allocated for this category is up to 25% of the funds allocated to PPSRP, however with reasonable justification and with the decision of the SC the amount of funding for a project can be increased.

5. If the funds allocated according to the above categories (e.g. 55%, 25% and 20%), are not spent according to the initial destination, upon the proposal of the Management or the Board of Directors, KD with a Decision can redistribute them within the categories in the second half of the respective year.

6. The University Governing Board, taking into account changes in scientific fields and the effects of incentives for valuable publications, conferences, symposia, artistic events, etc., with or without the proposal of the UP Management, may bring annual incentive restrictions in natural and applied sciences, health, social sciences and arts.

Article 9

Funding scheme and financial incentives

1. The scientific research will be funded as long as there are funds in PPSRP, and according to the principle of the first "the first in time is also the first in law" which submits the application for funding. UP will finance the scientific research work until the upper budget limit (100%) allocated for PPSRP is reached.

2. Except for the activities foreseen in article 6 and 7 of the regulation, the budget foreseen for the financing of scientific works according to article 5 of this regulation, is allocated in equal proportion for each academic unit ($1/14 = 7.14\%$). In case of non-utilization of funds planned, they will be reviewed in the second half of the respective year and the same funds will be re-designated, depending on the success achieved in publications, by assigning priority to work in Group 1.

3. The financing scheme according to paragraph 1 of this article is presented according to tables 1-3, as follows:

Table 1. Scientific publications within PPSRP

Field	Gr. 1 (Article 5.1.1)	amounts	Works per year *	budget
Natural / Technical Sciences Social Science / Arts / Sports, etc. .	SCIE, SSCI, AHCI	€ 1,000.00	of 1 <	
Medical/Food/Agriculture, etc.	SCIE, SSCI, AHCI	€ 9 00.00	up to 3	
Field	Gr. 2 (Article 5 .1 .2)	amounts	Works per year	
Natural / Technical Sciences	Scopus (Q1)	€ 600 .00	of 1 <	
Social Science / Arts /	Scopus (Q2)	€ 500.00	of 1 <	

Sports, etc.			
Medical / Food / Agriculture, etc.	Scopus (Q1) Scopus (Q2)	€ 500 .00 € 400 .00	up to 3
Natural / Technical Sciences Social Science / Arts / Sports, etc.	Scopus (Q3) Scopus (Q4)	€ 400 .00 € 300.00	of 1 <
Medical / Food / Agriculture, etc.	Scopus (Q3) Scopus (Q4)	€ 300 .00 € 200 .00	up to 3
Field	Gr. 3 (Article 5.1.3)	amounts	Works per year
Different	<i>Prestigious publishing houses</i>	€ 600.00 (book € 200.00 (chapters)	1 <

* Means works by an author or group of authors of the respective fields.

Table 2. Participation in scientific / artistic activities within PN P SH

Field	Group A	amounts	Activities **	budget
Inclusive, academic staff and doctoral students.	Participants as presenters, speakers, panelists, section leaders, etc.	€ 600.00	Conferences, symposia, exhibitions, etc.	up to 150 participating activities
	Group B	amounts		
	Participants as companions without presentation, etc.	€ 300.00		

** Management will guide the expenditure of these funds according to the importance / seriousness of the conference as defined in Article 6 of the regulation. For group B only one of the co-authors with a value of 1/2 of the full quota is supported.

Table 3. Scientific / research projects within PN P SH

Field	UP call	amounts	Projects per year ***	budget
All fields, except artistic and sports.	January and June	€ 0.0 - € 8,000	1 project per academic unit	min for 12 projects
Artistic / Sports Projects		€ 0.0 - € 25,000	within the budget	us

*** Management will orient the spending of these funds according to the priorities of UP, Article 7 of the Regulation. Not necessarily, but artistic projects can be funded even without public calls. If the required budget is above the set limit, the SC may issue an additional decision on allowing funds.

CHAPTER IV

PROCEDURES FOR THE IMPLEMENTATION OF SUPPORT FROM PPSRP

Article 10

Procedures and application for funding of scientific publications and evaluation

1. In order to realize the financial support of the research and scientific activities defined by this Regulation, everyone must strictly follow the application procedures as follows:

1.1 For applications of academic staff for PPSRP in a given year, at least one publication of the same year or of a previous year will be required for qualification. Such publications must meet the conditions set out in the provisions of this regulation.

1.2 In one year, academic staff who have made publications twice or more as defined in Group n 1, are entitled to financial support without a decision of the University Board, while for works which are categorized in Group 2 and Group 3 may be eligible for financial support only once a year.

1.3 In the requests for support, the application form for support from PPSRP (Annex 1) must be submitted, together with the following documents:

1.3.1 Publications to be evaluated for PPSRP (full article , <https://doi.org/> ; the name of the magazine and publishing house, indexing in the corresponding platform, the impact factor - IF, the date of the paper acceptance or of online publication)

1.3.2 Details on the presentation of the paper in the form of a seminar in the department academic / unit from which the author / co-author of the work comes;

1.3.3 A letter explaining the scientific benefit from the publication of the scientific paper for the University of Prishtina, should be submitted to the Rectorate by high levels of academic units such as deans of faculties or heads of departments, respectively chairs.

1.3.4 Details regarding the scientific event to be followed such as date, purpose, achievements and program (if applicable);

1.3.5 Documents indicating the acceptance of the paper / poster for presentation at a congress, conference, symposium or artistic and sporting event and its presence in the event program, as well as a personal invitation or acceptance letter for the presentation (if applicable);

1.3.6 Written documentation of the invitation to the workshop or course, as a speaker or instructor, to the candidate (if applicable);

1.4 Applications for PPSRP must be submitted within the year in which the publication of the paper took place or for the publication of the previous year. The request must be made in OSRP, which follows documentation to the "Evaluation Committee of Scientific Publications Incentives " .

1.5 The application files for PPSRP will be evaluated by the " Commission for the Evaluation of Promotions of Scientific Publications " formed by the University Management and will be submitted to the SC as a Report of the Commission, at least once a month. The decision on the distribution of funds by PNSHP will be taken by the University Board after evaluating the Commission Report.

1.6 The application is made in writing by the lead author and the corresponding author. The payment of financing is made for work, while the reimbursement of funds is made in the bank account that is recorded in the forms on the occasion of the request according to the verified bank data of the applicant.

1.7 In cases when it is ascertained that the documentation is not complete, then the commission requests from the applicant the completion of the documentation, therefore the review of the request is suspended until the completion of the documentation. If the candidate will not complete the documentation within the deadline set by the Commission, which cannot be shorter than five working days, it is considered that the request was withdrawn.

Article 11

Procedures followed when applying for scientific and artistic conferences and symposia (SACS) and evaluation

1. For the academic staff applications for scientific and artistic events in a given year, the entire academic staff has the right for application once a year, according to the conditions specified by this regulation. The request must be made to the PCO, which follows the documentation to the Commission for the Evaluation of Incentives for Scientific Publications.

2. In the applications for financial support, the application form SACS (Annex 2) must be submitted, together with the following documents:

- 2.1 Presentation or abstract to be evaluated for PPSRP;
 - 2.2 Details regarding the scientific event to be attended such as date, purpose, achievements and program;
 - 2.3 Documents indicating the acceptance of the paper / poster, abstract for presentation at a congress, conference, or symposium or artistic and sporting event and its presence in the program of the event, as well as a personal letter of invitation or acceptance for the presentation;
 - 2.4 Written documentation of the invitation to the activity or event, as a speaker or instructor, of the candidate;
 - 2.5 A letter explaining the scientific benefit of participating in scientific events for the University of Prishtina should be submitted to the Rectorate by senior administrators of units such as deans of faculties or heads of departments / departments.
3. Applications for CTSS must be made individually at least one month before the date of the event for which the request is made to the "Commission for the Evaluation of Incentives for Scientific Publications".
 4. The application files for SACS will be evaluated by the "Commission for the Evaluation of the Promotions of Scientific Publications" formed by the University Management and will be submitted to the SC as a Report of the Commission, at least once a month. The decision on the allocation of funds by PNSHP will be taken by the University Board after evaluating the Commission Report.
 5. The payment of financing is made per person, while the reimbursement of funds is made in the bank account that is recorded in the forms upon request.

Article 12

Procedures to be followed when applying for scientific, artistic and sports projects (PSAS) and evaluation

1. For the applications of the academic staff for scientific, artistic and sports projects in a certain year, all academic staff and doctoral students who identify with the academic unit, institute or similar within the UP have the right to apply. Such events must meet the conditions set out in the provisions of this Regulation, as well as not be part of funding and treatment by another institution. The application for participation in the project is made in OSRP.
2. In the requests for support, the PSAS application form (annex 3) must be submitted, together with the necessary documents that are decided upon the call from the University.
3. The application files for PSAS will be evaluated by the "Commission for the Evaluation of Promotions of Scientific Publications" formed by the University Management and will be submitted to the Board of Directors as a Report of the Commission. The decision on the allocation of funds from PPSRP will be taken by the University Board after evaluating the Report of the Commission.
4. The payment of financing is made for the project, while the reimbursement of funds is made in the bank account that is recorded in the application forms. Reimbursement is made in two installments (60%), the first in the form of an advance for a part of the expenses, while the final reimbursement of the remaining part is done after the completion of the activity (40%), based on the evidence that the participation was realized and a report on participation results. Results from the project should be published or be acceptable to the scientific community.

Article 13

Commission for the Evaluation of Incentives for Scientific Publications

1. Rector under the provisions of the regulation appoints committee to review and evaluate requests for financial support.
2. The composition of the commission must be five (5) members from the ranks of personnel Academic University, who provide fair and impartial treatment to all requests of applicants. The review of claims should be conducted in accordance with the legal framework and procedures established by the UP, in order to ensure the principle of equality, fairness and transparency.
3. The Chairman of the committee's vice-rector for research scientific in University of Prishtina.
4. Members of Committee on the evaluation of requests for allocation of budget funds to support the activities envisaged in this Regulation, are responsible for the proper application of the criteria for support.
5. Members of the evaluation commission provided in this section, must declare in advance the possibility of private interest of their existence associated with decision-making in certain cases that may be due to the emergence of a conflict of interest under the special law on prevention of conflict of interest.

Article 14 **Claims evaluation and decision making**

1. The Commission reviews and evaluates the requests for financial support of scientific activities, within a reasonable time frame, but not longer than 60 working days from the moment of submitting the request.
2. The Commission may issue a recommendation if a majority of its members are present.
3. The commission keeps minutes during the meetings, which must be signed by the members of the commission.
4. The work of the Commission is assisted by the PCO.
5. The Commission through the Vice Rector for Science recommends to the Steering Council to take a decision on the list of beneficiaries, in accordance with the criteria established in accordance with the provisions of this regulation.
6. Within five working days after the approval by the Steering Council, the Decision of the beneficiaries is published on the official website of the University.
7. The Steering Council may make changes and additions according to its assessment, or request that the commission for the evaluation of claims, to re-evaluate the claims.
8. The Steering Council takes a decision, taking into account the recommendation of the Request Evaluation Commission, within 15 working days.

Article 15 **Scientific project reports**

1. The reporting period provided by this Regulation must end within 30 calendar days after the end of the activity.
2. The report from paragraph 1 of this article is recorded and a copy of them is submitted to the University archive.
3. The Steering Council has the right to monitor the beneficiaries in relation to the fair use and according to the decision, for the allocated funds and has the right to initiate the audit of the beneficiaries for the way of spending the allocated funds from the University.

Article 16

The right to appeal

Any subject dissatisfied with the decision to recognize or reject the right according to the provisions of this Regulation, has the right to file a complaint to the Steering Council within 7 days from the date of receipt of the decision.

CHAPTER V TRANSITIONAL AND FINAL PROVISIONS

Article 17

Transitional provisions

The allocation of funds made before the entry into force of this regulation, continues to be implemented according to existing regulations.

Article 18

WITHDRAWAL

1. Upon the entry into force of this regulation, the following shall be repealed:

1.1 Regulation on the criteria for awarding scholarships, awards and other forms of financial support to the University of Prishtina no. 3/542 dated 19.12.2013;

1.2 Decision of the Governing Council of the University of Prishtina, dated 6.11.2014 on supplementing and amending Regulation no. 3/542 dated 19.12.2013 on the criteria for awarding scholarships, awards and other forms of financial support to the University of Prishtina;

1.3 Regulation to support the mobility of academic staff, no. 1/140, dated 2.6.2015 all the provisions of the regulations that contain provisions regarding the object of this regulation.

Article 19

Entry into force

This Regulation shall enter into force after approval by the Governing Council, and 15 days after the publication at the web-page of the University.

CHAIRMAN OF THE BOARD OF DIRECTORS

Dr. Sc. Ujkan Bajra

Prishtina, 02.12.2020