



UNIVERSITETI I PRISHTINES
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA

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Nr. Prot.: 3/879

Date. 11/12/2020

The Steering Committee of the University of Prishtina, based on the competencies defined under the article 17, paragraph and article 23, which deal with scientific research and knowledge, defined under the article 164,165,166, and 167 of the Statute of the University of Prishtina, in its meeting held on 10 December 2020 approved:

**THE REGULATION FOR FUNDING OF THE SCIENTIFIC, ARTISTIC AND SPORTS RESEARCH AT THE
UNIVERSITY OF PRISHTINA**

Chapter 1

General provisions

Article 1

The objective and the applied field

1. This regulation defines ways of funding of the Program for Encouraging Scientific and Research Publishing for the academic staff and the for the PHD students at the University of Prishtina.
2. This regulation sets out terms, criteria and procedures which enable the Steering Committee of University of Prishtina (UP) to allocate funds with the aim of publishing high quality scientific articles, participation in scientific, artistic and sports events, as well as of the research projects of the appropriate academic standards.
3. The Steering Committee of the UP annually plans and allocates the necessary budget with the aim of applying this regulation and the strategic plan of the UP.

Article 2

Definitions

1. The expressions used in this regulation have the following meaning(s):
 - 1.1 Financing – refers to any means of providing funds with the aim of financing scientific, artistic, sports activities or similar.
 - 1.2 SACS - refers to the activities which are related to the scientific and artistic conferences and symposiums.
 - 1.3 Financial support- within the context of this regulation, unilateral non-refundable transfers of the budget money of the university to the current account of the beneficiary for achieving a legal goal for the interest of the university, academic staff and students, in accordance with the objective of this regulation are included.
 - 1.4 Beneficiary- refers to the beneficiary of the funds from the allocated funds for PESRP and planned in the university budget in accordance with the Law on Budget of the fiscal year, Law on Managing Public Finances and Responsibilities, as well as the rules of the treasure.
 - 1.5 PESRP- refers to the Program on Encouraging Scientific and Research Publishing
 - 1.6 SASP- refers to Scientific, Artistic and Sports Projects

- 1.7 Financial report- means that the beneficiary of the financial support must submit all of the original evidence for the financial expenses, just as they have been required on the project proposal or on the request.
- 1.8 Narrative report- refers to all the data of the activities which have been carried out during the fulfillment of the activity, for which funds have been allocated. The narrative report has to be submitted by the beneficiary.
- 1.9SRPO– Sponsored Research and Projects Office

Article 3

General rules and procedures of applying for financial support

1. Through relevant mechanisms, based on requests and in accordance with the provisions of this regulation, the University may allocate funds for financial support of scientific publications, participation in research and scientific activities as well as artistic and sports ones.
2. The procedure for fund allocation by the university may be conducted pursuant to a public call for applications on projects or in special instances, based on a reasoned request.
3. During the procedure of 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 pursuant to the public call shall take place in accordance with the provisions of the regulation.
5. The review and evaluation of requests and allocation of funds for financial support is carried out within a reasonable time frame, no longer than 60 calendar days from the submission of the request.

Article 4

Transparency

1. Every year, the Steering Committee publishes the final list of beneficiaries of financial support.
2. The final list of the beneficiaries must contain: the name of the beneficiary, the field or funded activity and the amount of funds allocated.
3. Beneficiaries are announced on the university website.

Article 5

Eligibility to financial support

1. To become eligible to financial support from PESRP, the academic staff, that has fully or partially published a significant result of the research work done in and for The University of Prishtina, must submit proof of the following:
 - 1.1 Full text articles (empirical original works, literature review, presentations of research projects, study case, letters to the editor, etc.) that carry the address of The University of Prishtina (affiliations), published in science magazines covered by the Clarivate Analysis – Web of Science (*Group 1: SCIE, SSCI and AHCI*).

- 1.2 Full text articles (empirical original works, literature review, presentations of research projects, letters to the editor, etc.) that carry the address of The University of Prishtina (affiliations), published in science magazines that are not covered by the Clarivate Analysis – Web of Science indexed in SCOPUS (*Group 2: Q1, Q2, Q3 and Q4*).
- 1.3 Written books and monographies, as a product of original research or chapters in a book of this kind with the address of The University of Prishtina and published in famous publishing houses of advanced countries in science: *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. Scientific/ research work that was published or that publishes in suspicious (predatory) journals and publishing houses will not be financed by the PESRP program.

Article 6

PERSP acceptable scientific events and types of participation

1. Acceptable scientific events for PESRP are mostly international congresses, conferences, symposiums, artistic and sport activities organized out of the country. Also international events held in Kosovo and region, with scientific international editorial boards, organizational and executive, are acceptable for PESRP.
2. Scientific, artistic and sportsactivities, where the academic staff applying for PESRP will participate in, should correspond to the relevant fieldfor the personnel. The support will not be approved if the candidate participating in the scientific or artistic and sport events does not correspond with his/her specializing field.
3. Those who possess works, which are accepted for presentation in internationals congresses, conferences, symposiums or in some fields of science, including participation with posters equivalent with papers, or those participating in scientific, organizational, executive boards of these kind of events or who appear as speakers, panelists, heads of meetings/sessions or in similar positions (group A) are eligible to full financial support, according to the quote defined with this regulation.
4. The academic staff, who participates in these kinds of events as a participant (co-authors) in a conference (group B) are eligible to partial support, according to the quote defined with this regulation (1/2 of the full quote). Excluding the main author, the financing of the ½ of the full

amount will be made only for one participant (co-author) related to the work. The other co-authors shall not benefit.

Article 7

Scientific, research, artistic and sportprojects

1. Acceptable scientific projects for PESRP are generally individual or group studies, accomplished in the campus of the University of Prishtina or in the field by the academic staff and students, who present their results in front of a wide auditorium (for ex. seminars in academic units) that prove that they relate with the purpose of Research and Development (R & D). The projects should be in function of innovation and connected with national priorities and more, but that should not be limited only in Kosovo. Specific details will be prepared by the management, in the case of public calls, but previously to be approved from the Steering Committee for the content of call.
2. The artistic and sport activities, due to the specifics, can be financed even without a public call (only with an application submitted and well-reasoned), up to 20% of the budget funds for projects within the PERSP framework.
3. The results from scientific and research projects should be published or to be acceptable (eligible) to the scientific committee. Also, the artistic and sport activity that is financed through the program of the project should be presented and acceptable for the artistic and sport committee and for the University of Prishtina.

Chapter III

ALLOCATION OF FUNDS AND THE FINIANCING SCHEME OF PESRP

Article 8

Allocation of funds

1. PESRP is financed from the budget of the University of Prishtina. In the case of scientific funding, in accordance with the provisions of this regulation, it is mandatory to strictly respect the procedures defined with this regulation with the presentation of the narrative report and the proof of publication and/ or expense bills, which are mandatory proofs in order to benefit from the PESRP program.
2. The funding of the publication of the scientific works (group 1, group 2 and group 3) is in fixed value and is reimbursed upon submission of the request, ensuring that the authorship of the

paper is linked to the address of the University of Prishtina. The financial support provided by the university or academic units can be used more than once a year regardless of the financial source, if the publication is made in scientific journals by *Clarivate Analytics - Web of Science*. In the field of medical sciences, agriculture and food, the authors who have published more than three papers per year cannot receive. In addition, the amount of support that will be provided by PESRP for scientific publications of groups 2 and 3 cannot exceed the double of the amount described for group 1 (SCIE; SSCI; AHCI). The amount allocated for these activities does not exceed 55% of the total budget allocated for PESRP (Table 1).

3. The financing of the academic staff, in case of participation in scientific activities, will be compensated according to the scheme provided for group A and group B. The financial amount allocated for these activities should not exceed 20% of the total budget allocated for PESRP (Table 2).

- 3.1. In addition to the academic staff, the doctoral students of the University of Prishtina will be reimbursed for the costs of participation in scientific, artistic and sports activities, once for the duration of the doctoral study cycle.

- 3.2. When the funds are allocated by the PESRP, the expenditures must be allocated within the amount or quota provided by regulation, as follows:

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

- 3.3. The maximum amount of financial support per person for an event does not exceed the amount set by the UP Steering Committee. Proof of payment of the above mentioned expenses, including tickets and ticket invoices, accommodation invoices, registration of scientific events, must be presented or documented.

- 3.4. The academic staff can receive funding from PESRP only once a year, respectively once for the duration of the cycle of doctoral studies at the University of Prishtina, for participation in scientific activities. If the academic units have their PESRP programs financed from their budgets or a donor, the amount of contribution that will be provided by these programs should not exceed twice the amounts set under this regulation for group A. Presenting an international paper is a minimum necessity for support from the academic unit for participation in scientific events.

3.5. The support provided by the academic units can be used only once a year, regardless of the financial source according to paragraph 3.4 of this article. Support cannot be provided for a second time during the same year, even if it is for different events.

4. The financing of scientific projects is carried out pursuant to calls opened by the University of Prishtina twice a year. Funding procedures will take place in a competitive environment and the management of UP, regardless of the priority of UP, is obliged to draft the criteria according to which projects are financed by natural, applied, health, social, artistic, sports sciences, etc. The budget allocated for this category is up to 25% of the funds allocated to PESRP, however, with reasonable justification and by decision of the Administrative Board, the amount of funding for a project can be increased (Table 3).

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 Administrative Board, they can be redistributed within the categories in the second half of the respective year.

6. Considering the changes in the scientific fields and the effects of the support for valid publications, conferences, symposia, artistic events, etc., with or without the proposal of the University of Prishtina management, the Administrative Board may bring annual limitations of the support to natural and applied sciences, health, social sciences and arts.

Article 9

Funding scheme and financial incentives

1. The scientific research work will be financed as long as there are funds in PESRP and according to the "first-come first-serve" principle. University of Prishtina will finance the scientific research work until the upper budget limit (100%) allocated for PESRP is reached.

2. Except for the activities foreseen in articles 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 the planned funds are not used, they are reviewed in the second half of the respective year and the same funds are reallocated, depending on the success achieved in the publications, giving priority to the works 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 the PESRP

Field	Gr.1(article5.1.1)	Amounts	Works per year *
Natural / technical sciences Social Sciences / Arts / Sports, etc.	SCIE,SSCI,AHCI	€1,000.00	More than 1
Medical Science / Food / Agriculture, etc.	SCIE,SSCI,AHCI	€900.00	Up to3
Field	Gr.2(article5.1.2)	Amounts	Works per year
Natural / technical sciences Social Sciences / Arts / Sports, etc.	Scopus (Q1)Scopus(Q2)	€ 600.00 € 500.00	More than 1
Medical Science / Food / Agriculture, etc.	Scopus(Q1)	€ 500.00	Up to 3
	Scopus(Q2)	€ 400.00	
Natural / technical sciences Social Sciences / Arts / Sports, etc..	Scopus (Q3)Scopus(Q4)	€ 400.00 € 300.00	More than 1
	Scopus(Q3) Scopus(Q4)	€ 300.00 € 200.00	
Field	Gr.3(article5.1.3)	Amounts	Works per year
Different	<i>Publishing houses</i>	€600.00(book) €200.00(chapters)	More than 1

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

Table 2. Participation in scientific / artistic activities within the PESRP

Field	GroupA	Amount	Activities**
All-inclusive, academic staff and doctoral students.	Participants as presenters, speakers, panelists, section head, etc.	€ 600.00	Conferences, symposia, exhibitions, etc.
	GroupB	Amount	
	Participants as companions without presentation, etc.	€300.00	

**Management will direct the spending 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 is supported with half the value of the full quota.

Table 3. Scientific / research projects within PESRP

Field	UP call	Amount	Projects per year ***
All fields except Arts and Sports	January and June	€ 0.0 - € 8,000	1 project per an academic unit within the budget
Art/ Sports projects		€ 0.0 - € 25,000	

*** The management will direct the spending of these funds according to the priority of UP, article 7 of the regulation. Art projects can also be funded even without public calls, however not necessarily. If the

required budget is above the set limit, the University Board may issue an additional decision about the allocation of funds.

CHAPTER IV PROCEDURES FOR THE IMPLEMENTATION OF SUPPORT FROM SRPP

Article 10

Procedures and submission of the request for financing of scientific publications and evaluation

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

- 1.1. For academic staff applications for SRPP in a given year, at least one publication of the same year or a year earlier will be required for qualification. Such publications must meet the conditions set out in the provisions of this regulation.
- 1.2. In one year, the academic staff that has published twice or more, as defined in group 1, is entitled to financial support without a decision by the University Board, whereas for works which are categorized in group 2 and group 3, they may be eligible for financial support only once a year.
- 1.3. Applications for support must be accompanied by the application form for support from SRPP (Form 1), together with the following documents:
 - 1.3.1. Publications to be evaluated for SRPP (full article, <https://doi.org/>; name of journal and publishing house, indexing on the relevant platform, impact factor - IF, date of acceptance of the paper or online publication);
 - 1.3.2. Details on the presentation of the paper in the form of a seminar in the Department / Academic unit, where the author / co-author of the paper works;
 - 1.3.3. A letter explaining the scientific benefit of publishing a scientific paper on the University of Prishtina should be submitted to the Rectorate by higher levels of academic units, such as deans of faculties or heads of departments;
 - 1.3.4. Details regarding the scientific event to be attended, 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 sports event and their presence in the program of the event, 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 SRPP must be submitted within the year in which the paper was published or published a year ago. The request must be made to the ORSP, which transfers the documentation to the "Commission for the Evaluation of Incentives of Scientific Publications."

1.5. The application files for SRPP will be evaluated by the "Commission for the Evaluation of Incentives for Scientific Publications", formed by the university management and will be submitted to the

University Board as a report of the commission. The decision on the allocation of funds from SRPP will be taken by the University Board after evaluating the report of the commission.

1.6. The application will be carried out in written by the lead author and the corresponding author. Payment of financing is made for work, whereas the reimbursement of funds is made in the bank account, which is recorded on the application forms according to the verified bank data of the applicant.

1.7. In cases when the documentation is not complete, the commission requests from the applicant to complete the documentation, therefore the review of the request is suspended until the completion of the documentation. If the candidate does not complete the documentation within the deadline given by the commission, which cannot be shorter than 5 working days, it is considered that the request is withdrawn.

Article 11

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

1. For the applications of the academic staff for scientific and artistic events in a certain year, all the academic staff has the right to apply once a year, according to the conditions defined by this regulation. The request must be made to the ORSP, which transfers the documentation to the Commission for the Evaluation of Incentives for Scientific Publications.
2. In the applications for financial support, the application form SACS (Form 2) must be submitted, together with the following documents:
 - 2.1. Presentation or abstract to be evaluated for SRPP;
 - 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 work / poster, abstract for presentation at a congress, conference, symposium or artistic and sports event and its presence in the program of the event, as well as a personal letter of the invitation or acceptance for the presentation;
 - 2.4. Written documentation of the invitation to the activity or event for the candidate as a speaker or instructor;
 - 2.5 A letter which explains the scientific benefits of partaking in scientific events of the University of Prishina must be handed to the rectorate by administrators of higher units e.g. the deans of faculties or the heads of departments/divisions.
3. The request for SACS shall be done individually, at least one month ahead of the date of the event. The request shall be addressed to the Commission for the Evaluation of Incentives for Scientific Publications.
4. The application documents for SACS will be evaluated by the Commission for the Evaluation of Incentives for Scientific Publications, which is formed by the university management, and will be presented to the Steering Committee as a commission report at least once a month. The decision for allocating the funds from PESRP will be taken by Steering Committee of the university after having evaluated the report of the commission.

5. Funding payment will be done per person, whereas the refund will be done through the bank account the details of which shall be provided through the forms when submitting the request.

Article 12

The procedures to be followed throughout the process of applying for scientific, artistic and sports projects (SASP) and evaluation

1. The right to apply for scientific, artistic and sports projects during a particular year belongs to all academic staff and doctoral students identified with academic units or institutions at the University of Prishtina. Events of this kind should meet the conditions defined in this regulation, and must not be treated or funded by any other institution. The application for partaking in the project shall be done at SRPO.

2. The request for support should include the application form SASP (Form 3) and the documents that will be decided upon in the time of the announcement from the university.

3. The application documents for SACS will be evaluated by the Commission for the Evaluation of Incentives for Scientific Publications, which is formed by the university's management, and will be presented to the Steering Committee as a commission report at least once a month. The decision for allocating the funds from PESRP will be taken by the Steering Committee of the university after having evaluated the report of the commission.

4. Funding payment will be conducted for the project, whereas the refund will be done through the bank account the details of which shall be provided through the forms when submitting the request. The refund will be done in two installments. The first installment (60%) will be given in advance coverage for expenses, and the final (40%) will be given after the conclusion of the activity considering that participation has been completed and the report of the result of participation has been received. The results of the project must be published or must be acceptable for the scientific community.

Article 13

The Commission for the Evaluation of Incentives for Scientific Publications

1. According to the provisions of this regulation, the rector assigns the commission for reviewing and evaluating the requests for financial support.

2. The commission should include five (5) members from the academic staff of the university, who will ensure the fair and unbiased treatment of the requests of all applicants. The requests should be reviewed in accordance with the legal framework and the procedures set by UP so that equality, justice and transparency is ensured during the process.

3. The head of the commission will be the vice-rector for scientific research of the University of Prishtina.

4. The members of the commission for the evaluation of the requests for financial support for the activities defined by this regulation hold the responsibility of the just execution of the criteria for support.

5. The members of the evaluation commission, defined in this article, must beforehand declare the possibility of an existing private interest relating to decision making in certain cases, which would be the cause of initiating a conflict of interest as defined by the corresponding law on preventing the rise of conflicts of interest.

Article 14

The evaluation of requests and decision making

The commission reviews and evaluates the requests for financial support for the scientific activities within a reasonable timeframe which shall not be more than 60 working days from the moment of submitting the request.

2. The commission may come up with recommendations if the majority of the members are present.

3. The commission must keep a record during their meetings which must be signed by the members of the commission.

4. The activities of the commission will be facilitated bySRPO.

5. Through the vice rector of scientific research, the commission shall recommend the Steering Committee the decision on the list of the beneficiaries granted the criteria defined by this regulation have been met.

6. Within five working days the decision for the beneficiaries, after it has been approved by Steering Committee, shall be made public in the official website of the university.

7. Steering Committee may make changes and adjustments according to its assessment, and it may ask the evaluation commission to reevaluate the requests.

8. Steering Committee makes its decision in a timeframe of 15 working days taking into consideration the commission's recommendations.

Article 15

The reports of scientific projects

1. According to this regulation, the reporting period shall end within 30 calendar days after the conclusion of activities.

2. The report from the first paragraph of this article must be verified and a copy of it must be handed in the university's archive.

3. Steering Committee has the right of monitoring the beneficiaries to ensure the just usage of the distributed financial equipment, and it has the right to initiate the auditing of the beneficiaries on the usage of the finances distributed by 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 Committee within 7 days from the date of receipt of the decision.

Chapter V
TRANSITORY AND GENERAL PROVISIONS

Article 17
Transitory provisions

The allocation of financial means made before the entry to force of this regulation continues to be implemented according to the existing regulations.

Article 18
Annulment

1. With the entry into force of this document, the following are annulled:
 - 1.1 The regulation for the allocation of scholarships, awards and other forms of financial support from the University of Prishtina no. 3/542 dt. 19.12.2013;
 - 1.2 The decision of the Steering Committee of the University of Prishtina, no. 2/297 dt. 14.11.2014, on changes to the regulation no. 3/542, dt. 19.12.2013, on the criteria for the allocation of scholarships, awards and other forms of financial support of the University of Prishtina;
 - 1.3 The regulation on the mobility of the academic staff no. 1/140, dt. 2.6.2015 and all the other provisions connected to the objective of this regulation.

Article 19
Entry into force

This regulation enters into force after the approval by the Steering Committee.

