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STATUTE

INSTITUTE OF SCIENCE AND ARTS

PEJA, 2023

According to Article 11 of LAW No. 04/L-135 for scientific research activities, article 82, point 2, of the Statute of the "Haxhi Zeka" University in Peja, by the Law on Higher Education No. 04/L-037, the Steering Council of UHZ, at the meeting dated 03.02.2023, approved:

STATUTE OF THE INSTITUTE OF SCIENCE AND ARTS

I. GENERAL PROVISIONS

Purpose

Article 1

The Institute for Science and Arts (hereinafter the Institute), at the "Haxhi Zeka" University, aims to increase, spread and protect science; it promotes and implements scientific research projects collaborating with academies, universities, organizations, and Research Centers, at the national and international level.

Scope

Article 2

This Statute regulates the position and organization of scientific research and artistic activity at "Haxhi Zeka" University, namely: planning and realization of the general interest in the field of scientific research and artistic activity, the provision of qualitative scientific research work as well as the principles general related to the regulation of the labor relationship, engagement in work, organization and management of general interest based on the conditions for conducting this activity for the achievement of general interests, financing of programs of general interest, as well as other issues with importance for conducting scientific research and artistic activities.

Article 3

Scientific research and artistic activities are areas of special importance for the development and prosperity of "Haxhi Zeka" University (hereinafter UHZ), based on knowledge, and together with the teaching part, are considered the main driving factors in academic, economic as well as social development in general.

Scientific research and artistic activities, as areas of special importance for the UHZ, are inseparable from the approach to cooperation in international, scientific, artistic, academic, and social spaces. The institute also conducts joint scientific research projects.

ISA activities

Article 4

The Institute performs these activities:

- a) Continuously takes care of the advancement of students in the scientific research and artistic spheres which are conducted at UHZ;
- b) promotes scientific research and artistic activity with the aim of integration into the international scientific space, instilling the principles of scientific methodologies and the development of new knowledge among the younger generations and society in general;
- c) develops activities for the intensification of cooperation in the field of scientific research and artistic activities with other local institutions and abroad, in terms of the development of joint research programs, conducting studies and research of a theoretical, practical, and artistic character from various fields with special interest;

- d) motivates and supports all its academic staff for systematic creative work, with the aim of research and development of new knowledge, as well as the use and implementation of these results in practice;
- e) plans the necessary infrastructure for genuine scientific research and artistic activity and undertakes activities for the development of research laboratories;
- f) creates collaborations with the Statistical Entity of Kosovo and similar institutions, inside and outside the country, to help academic staff and students with data from areas of interest;
- g) takes care of the proper equipment and operation of the scientific library;
- h) support the scientific publishing activity;
- i) deals with the evaluation of scientific research project proposals according to the general criteria for project acceptance;
- j) design the plan of scientific research activities every calendar year and analyzes their realization;
- k) evaluates the professional-scientific competencies of the project implementers and other scientific workers involved in the projects;
- l) supports industry and stakeholders in specific research in areas of interest for social, economic development and other areas of common interest;
- m) Develops databases from the fields of the five academic units of UHZ to identify, register and provide scientific solutions in the relevant fields;
- n) evaluates the fulfillment and respect of the ethical norms of the proposed scientific projects;
- o) initiates the procedures for the approval of research by the Chambers of professionals for the fields of social sciences and arts;
- p) deals with activities for the realization of professional meetings, symposiums, conferences, congresses, concerts, etc., as independent organizations;
- q) organizes the ongoing work of the Scientific Information Service (SIS). SIS, together with the information office at UHZ, systematically, throughout the calendar year, notify the academic staff of the agenda of meetings, conferences, and congresses, national and international in the relevant fields, to advance the activity in the field of publications as well as adequate scientific research and artistic information;
- r) commercial activity within the scope of ISA.

Article 5

The Institute, in particular, closely cooperates with the academic and organizational units within the UHZ and is put at the service of the advancement of the research activity in the institutions, while for its work it responds to the UHZ Steering Council.

Organization and governance

Article 6

The internal organization of the Institute is determined by this Statute.

ISA bodies

Article 7

The bodies of the Institute are:

- 1) Steering Council,
- 2) Scientific Council,
- 3) Director of the Institute.

Steering Council

Article 8

- 1. The Steering Council is a collegial governing body of the Institute.
- 2. The council consists of:

- 1) Rector,
- 2) Director of the Institute,
- 3) Representatives from five academic units approved by the Faculty Councils. The elected member must be at least an assistant professor by academic title.
3. The Steering Council is led by the Rector.
4. The mandate of the members from this article, point 2.3 lasts 4 years.

Duties of the Steering Council

Article 9

The Steering Council is the governing body of the institute, which has the task of:

1. Approval of ISA annual work plans;
2. Drafting the annual budget of ISA, and sending it for approval to the Steering Council of UHZ;
3. Drafting and approval of the regulation for the work of the council;
4. Approval of ISA strategic plan for 3 years;
5. Monitoring the implementation of the ISA strategic plan;
6. Issue a six-monthly report on ISA activity;
7. Approval of rules and guidelines for ISA activity;
8. Proposes changes to the ISA Statute to the Steering Council of UHZ;
9. Everything else that is not covered by the tasks foreseen for the Scientific Council and the Director of the institute is decided by the Steering Council of ISHA

Scientific Council

Article 10

1. The Scientific Council consists of:
 - 1) Vice-rector for Science
 - 2) Vice deans for the science of academic units,
 - 3) Leaders of councils of special scientific fields (up to 5 members),
 - 4) Scientific advisers (up to 5 members).
 - 5) External scientific advisers (up to 5 members)
2. Members of the Scientific Council can also be elected scientific workers who are not employed at the Institute but are engaged in the realization of scientific projects.
3. The selection of members from points 1.3, 1.4, and 1.5 of this article is made by the UHZ Senate.
4. The Scientific Council is chaired by the vice-rector for science.
5. The mandate of the members from points 1.3, 1.4, and 1.5 of this article lasts 4 years, with the possibility of re-election for one more term.

Duties of the Scientific Council

Article 11

1. The Scientific Council is a professional body of the Institute that:
 - a) reviews and decides on the scientific and artistic activity;
 - b) drafts the annual work plan of the Institute;
 - c) helps with the drafting of the annual financial plan;
 - d) approve the research project proposal proposed by the Councils of the scientific and artistic fields;
 - e) prepare progress reports on the implementation of scientific projects;
 - f) proposes the allocation of funds for scientific research activity, as well as
 - g) performs other work by this Statute;

Director of the Institute

Article 12

1. The Director of the Institute is the leading body in the performance of his duties within the competencies defined by the provisions of the Statute of this Institute;

2. For his/her work, he/she answers to ISA Steering Council;
3. The Director's term is 4 years with the possibility of re-election for another term;
4. The Director of the Institute is appointed by the Steering Council of the Institute on the proposal of the Scientific Council, after transparent procedures, and with meritocracy;
5. The same can be dismissed by the Steering Council with/without the proposal of the Scientific Council of ISA.

The reasons for the dismissal of the director of ISA

Article 13

The reasons for the dismissal of the director of ISA:

1. When convicted by a final verdict for the criminal offense;
2. Due to poor performance which must be justified about the annual plan.

Duties of the Director of ISA

Article 14

The Director of the Institute manages and coordinates the works related to the performance of the Institute's activity and leads such works, takes care of the implementation of the decisions of the governing and scientific and artistic bodies of the Institute, represents the Institute, and takes care of legality in the work of the Institute and its bodies.

In performing these functions, the Director of the Institute deals specifically with the following tasks:

- a) Leads and organizes the scientific research and artistic work of the Institute;
- b) Draws up the draft plan and program for scientific research and artistic work;
- c) Engages the workers in the implementation of the annual and long-term plan program and is responsible for the timely implementation of the tasks foreseen by the plan and program;
- d) Orients and coordinates the work of scientific research and artistic groups as well as individuals, whether these are Institute workers or external collaborators involved in the realization of the Institute's plan;
- e) Explains and justifies proposals for the engagement of external collaborators and takes care of professional development related to various projects and works;
- f) Participates in the realization of the scientific research and artistic tasks of the Institute;
- g) He is responsible for cooperation with external institutions and individuals within the work of the Institute;
- h) It organizes the scientific, professional, and artistic work within the activity and the activities determined by the work program and plans;
- i) Takes care of the progress of work methods and proposes measures for the progress of work and activity of the Institute as well as the popularization of this activity;
- j) Take measures for the development of cooperation with similar institutions in the country and abroad;
- k) Takes care of the training of scientific and professional staff;
- l) Takes care that the material-financial work is developed based on the provisions of the normative acts of the UHZ and the Institute;
- m) Participates in meetings of the leading bodies of UHZ, its academic units, and the Institute;
- n) Concludes and signs contracts on behalf of the Institute in coordination with the ISA Steering Council, for issues approved in the annual budget;
- o) Represents the Institute before courts, bodies, or third parties;
- p) Decides on the use and expenditure of the Institute's funds up to the amount determined by the Steering Council and according to the Rector's authorization;

- q) Regularly reports to the bodies of the Institute regarding the work, implementation of the programs, and work plans of the Institute or related to the various problems of the Institute;
- r) Draws attention and gives opinions regarding the legality of decisions;
- s) Take measures related to the protection of legality in the work of the Institute;
- t) In the framework of the normative acts of the Institute and the decisions of the UHZ, issues ordinances to successfully implement the activity of the Institute;
- u) Analyzes the Institute's problems and submits a report on the situation found;
- v) Exercises other rights and duties, provided by normative acts of the University and the Institute.

Article 15

The scientific research and artistic activity of the Institute are organized through the academic units of UHZ represented in the Institute.:

- 1) Institute unit – Faculty of Business;
- 2) Institute unit – Faculty of Management in Tourism, Hospitality, and Environment;
- 3) Institute unit – Faculty of Law;
- 4) Institute unit – Faculty of Agribusiness;
- 5) Institute unit – Faculty of Arts;

Article 16

- 1. The work of the Institute's separate units is coordinated by the vice dean for the science of each academic unit.
- 2. Institute units are composed of 3 members, appointed by the Faculty Council;
- 3. The duties and responsibilities of these members are determined by special regulations drawn up by the Scientific Council.

Article 17

The fields that the institute's units deal with are:

- 1. business, economics, finance, and information technology sciences;
- 2. tourism and hospitality sciences;
- 3. sciences of justice and international relations;
- 4. agribusiness and environmental sciences;
- 5. artistic-musical sciences.

The scientific council can also define other scientific fields, as needed.

Article 18

- 1. The scientific research and artistic activity of the Institute are conducted by scientific workers with scientific titles.
- 2. Along with scientific workers, researchers are also involved in scientific research and artistic work. In addition to scientific workers and researchers, the research and scientific work in the Institute is also conducted by the professors selected in scientific teaching titles.

Scientific workers and researchers

Article 19

- 1. For the organization of work in the Institute, the workplaces are assigned. The workplace means a series of jobs, respectively work tasks within the employee activity in the Institute where one or more employees work. Each workplace has a corresponding name. The name of the workplace is determined depending on the activity, type of work, and work duties.

2. The Steering Council of the Institute issued special regulations for the systematization of workplaces and the description of work tasks at the Institute.

Article 20

1. Each workplace must include the jobs and work tasks that must be performed at that workplace.

Article 21

1. Scientific and research titles are defined according to the provisions of Law no. 04/L-135 for scientific research and artistic activity.
According to this law, such titles are:

1) Scientific titles:

- 1.1. Scientific associate;
- 1.2. Senior scientific associate; and
- 1.3. Scientific adviser.

2) Research titles:

- 2.1. Scientific researcher; and
- 2.2. Independent scientific researcher.

2. The Scientific Council of ISA proposes to the UHZ Senate for approval of the regulation for appointment/reappointment and personnel recruitment procedures according to point 1 of this article.

Scientific associate

Article 22

The scientific associate must be a doctor of sciences and have evaluated scientific works.

Senior scientific associate

Article 23

The senior scientific associate must have a doctorate in the relevant field, and have published scientific papers, which are evaluated as a scientific contribution.

Scientific adviser

Article 24

The scientific adviser must be a doctor of sciences and must have reached a high degree of scientific maturity that is proven through published papers of special importance for the Institute with which he works.

Scientific researcher

Article 25

The candidate must have completed the faculty at the bachelor's level, have registered for master's studies, and have professional and scientific papers positively evaluated.

Independent scientific researcher

Article 26

The independent scientific research candidate must have completed the master's degree, as well as have published professional-scientific papers positively evaluated.

Associates

Article 27

Workplace:

- 1) senior scientific associate,
- 2) scientific associate,

- 3) independent researcher and scientific researcher.

Workplaces can be filled by the regular teaching staff of UHZ.

Under the reelection process are:

- i. the senior scientific associate and the scientific associate, every five years, while
- ii. independent researcher and researcher every three years.

The persons chosen above, if they meet the conditions stipulated by the UHZ Statute, can be engaged in teaching in the UHZ units, without the need for competition procedures.

Technical - administrative personnel

Article 28

1. The institute has its technical-administrative staff.
2. The technical-administrative service of the Institute consists of:
 - 1) Secretary of the Institute,
 - 2) Librarian,
 - 3) Archivist for scientific work,
 - 4) The official for the informative-scientific service and
 - 5) Administrative assistant.
3. Technical and administrative services are performed by the personnel of the UHZ administration for whom, if allowed by law, additional compensation can be provided.
4. Compensation and engagement procedures are done by applicable law.
5. The working infrastructure used by ISA, including the services of the UHZ administration, the employees of the Institute as well as the systematization of workplaces, are determined and regulated by the Institute's work regulations together with the assistance of the UHZ senior management.

Article 29

1. The scientific library is an integral part of the UHZ Library, in which publications and works resulting from ISA activities will be placed;
2. All services of the UHZ Library are available to ISA.

FUNDING

Article 30

The institute conducts its scientific research and artistic activity through financial means provided by:

1. ISA's funds;
2. the means that the Institute realizes, with commercial scientific and artistic services;
3. foundations and other legal alternative donations;
4. MESTI budget funds intended for the UHZ and allocated for scientific research and artistic activity, respectively of projects for which MESTI announces a competition;
5. external grant for the support of scientific research and artistic activity;
6. other legal sources.

Article 31

1. UHZ every calendar year determines the value of its funds, as the initial budget of the Institute for the fulfillment of its activity for that calendar year.
2. The institute's budget, i.e. all incomes and expenses from work and its activity are transferred through the budget of the UHZ by the law in force.
3. The amount and rates of staff and researcher payments for completed projects, including the costs for the use of UHZ's resources, are regulated by a special Regulation that is approved by the UHZ's Steering Council.

Article 32

Every calendar year, the Institute compiles the list of commercial, scientific, and artistic services it offers to other institutions, which it publishes on the Institute's official website for the corresponding calendar year.

Article 33

The way of using the funds provided by Article 29, paragraph 1, points a, b, c, d, e, and f, are determined especially with a specific Regulation.

Article 34

Everything that is not defined by this statute, the relevant provisions of Law no. 04/L-135 on scientific research activity, Law on higher education No. 04/L-037, and the Statute of "Haxhi Zeka" University in Peja.

II. FINAL DISPOSITION

Article 35

With this Statute, all previous Regulations that regulate these issues are repealed.

Article 36

1. The Steering Council of ISA takes care of the implementation and interpretation of this Statute.
2. The Statute enters into force immediately after approval by the Steering Council of UHZ.

Prof.ass.dr. Majlinda Belegu

Chairperson of the Steering Council of UHZ

