

UNIVERSITY “UKSHIN HOTI” PRIZREN



REGULATION FOR SCIENTIFIC RESEARCH

Prizren, April 2023



Based on the legal provisions of Article 42 and 47 paragraph 1 subsection 1.1. of the Statute of the University "Ukshin Hoti" Prizren (hereinafter referred to as the University), the Senate of the University in the meeting held on: 24.04.2023 approved the following:

REGULATIONS FOR SCIENTIFIC RESEARCH

General provisions

Article 1

This Regulation organizes the work and scientific research activities, the rights and obligations of the competent bodies of the University and participants in scientific research, participation in scientific congresses and conferences, workshops, seminars and symposia, as part of the University 's scientific research.

Organization of scientific research activity

Article 2

The academic staff and students of the University realize and implement the scientific research activity in accordance with their academic and professional skills, as well as the obligations arising from the University's strategic plan, the strategic plan for scientific research and the strategic plans of the academic units. The academic staff of the University performance and contribution to the scientific research activity is evaluated at least once a year.

Article 3

The University is dedicated to creating appropriate infrastructural conditions and supporting scientific research work and helping academic staff and students to achieve competitive research and scientific results at the national and international level.

Article 4

Scientific research activities at the University include:

- 4.1 Basic and applied research aimed at the development of scientific research in the areas of interest of the University, such as economic sciences, legal sciences, computer sciences and information technology, philology, agribusiness and environmental sciences, preschool and primary education, language and literature and other areas of interest;
- 4.2 Research in private enterprises in order to identify their needs for specific personnel profiles;
- 4.3 Organization of local, regional and international scientific conferences;
- 4.4 Organization of workshops and seminars with a scientific and professional character;
- 4.5 Cooperation with local and international research institutions;
- 4.6 Providing scientific and professional research services for the needs of government institutions (Municipal Assemblies, Ministries, Government of Kosovo, etc.).



-
- 4.7 Providing scientific and professional research services for the needs of the local industry in close cooperation with the Industrial Advisory Boards (BKI) of the academic units;
 - 4.8 Feasibility studies, business plans and audit services for private and public companies,
 - 4.9 Expertise and super-expertise in areas of interest (courts and similar);
 - 4.10 Legal Due Diligence reports for multinational corporations;
 - 4.11 Investment programs and other professional programs;
 - 4.12 Organization of seminars for the professional development of academic personnel in scientific fields relevant to the University;
 - 4.13 Continuous professional education (CPE) for academic staff;
 - 4.14 Other scientific research activities in the fields of study programs of the University.

Establishment and operation of the Center for research, innovation and knowledge transfer

Article 5

In order to develop scientific research work and disseminate scientific research, the University will develop scientific research activities in coordination with:

- 5.1 Center for research, innovation and knowledge transfer at University level,
- 5.2 Scientific research units/departments at the level of scientific programs and academic units.
- 5.3 Other functional offices and commissions (Office for scientific research; Office for projects; Ethics Council for scientific research; etc.)

Article 6

The Center for Research, Innovation and Knowledge Transfer organizes basic and applied research in accordance with the needs of the University, the business community, industry, government and other stakeholders.

Article 7

The center for research, innovation and knowledge transfer and scientific research units/departments are responsible for:

- 7.1 The leadership of scientific research activities at the level of the University and academic units, in accordance with the mission and strategic plan of the University;
- 7.2 The drafting of the annual plan for scientific research work, including the proposal for the annual budget for scientific research work at the level of the University and academic units;
- 7.3 Payments for compensation of completed works, services and supply of materials and work tools for parties involved in scientific research works;



-
- 7.4 The development of the system of recording and archiving documentation related to the activity of the Center for research, innovation and knowledge transfer and scientific research units/departments;
 - 7.5 Chronologically documenting the Center's documentation for research, innovation and knowledge transfer in an integrated system tailored to the Center's needs;
 - 7.6 Updating the register for the evidence of the property of the Center for research, innovation and knowledge transfer and to make an inventory of the property once a year;
 - 7.7 The reporting of the leader/coordinator of the Center for research, innovation and knowledge transfer to the Governing Council, the Senate and the Scientific Council of the University, regarding the scientific research activities,

Article 8

8.1. The organization and functioning of the Center for research, innovation and knowledge transfer and scientific research units/departments at the level of scientific programs and academic units is defined by a separate Regulation.

Establishment, duties and responsibilities of the Scientific Council

Article 9

9.1 The Scientific Council of the University is established by decision of the University Senate, with the following composition:

- a. Vice Chancellor for teaching, student affairs and scientific research;
- b. From one representative member of each academic unit, academic personnel with proven experience in scientific research work, proposed by the Rector in consultation with the Council of the academic unit/Dean;
- c. The leader/coordinator of the Center for research, innovation and knowledge transfer (ex-officio),
- d. Head of the Office for Scientific Research (ex-officio, non-voting)
- e. A student representative, proposed by the Student Parliament, and
- f. An external advisor, proposed by the Industrial Advisory Board of the University's academic units.

9.2 The work and operation of the Scientific Council is based on the provisions of the University Statute and special regulations.

9.3 The Scientific Council verifies and checks the compatibility of scientific research achievements of academic staff in the database for scientific research work.

9.4 Drafts and proposes policies for the development of scientific research activity at the University.

9.5 The Scientific Council organizes meetings at least six (6) times a year or more, depending on the needs of the University.



9.5.1. Scientific Council meetings are held according to the agenda prepared by the Vice-Rector for teaching, student affairs and scientific research.

9.5.2. The vice-rector for teaching, student affairs and scientific research determines the responsible person of the University's administration, for keeping and drawing up the minutes of the meetings of the Scientific Council.

9.6 The Scientific Council discusses and approves requests and proposals for the organization or co-organization of congresses, scientific conferences, workshops and seminars at the University level.

Policies and incentive measures for financial support for scientific research

Article 10

10.1. In order to build incentive policies aimed at increasing the competitiveness, visibility and advancement in the international ranking of the University, financial support is offered to the academic staff in connection with 5 incentive measures for scientific research work at the University:

10.1.1. Measure 1: Financial support for scientific works published in scientific journals covered by the Web of Science platform (Clarivate Analytics);

10.1.2. Measure 2: Financial support for scientific papers published in scientific journals covered by the Scopus platform (quartiles Q1 and Q2);

10.1.3 Measure 3: Financial support for participation in congresses, conferences, workshops and Continuing Professional Education (CPE).

10.1.4. Measure 4: Small research grants

10.1.5. Measure 5: Financial support to encourage inter-academic mobility

10.2. In order to be eligible for financial support from Measures 1 and 2, academic staff who publish the results of research work must argue the following:

10.2.1. Full-text scientific papers (original empirical papers, literature review, etc.) bearing the address of the University (affiliations), published in scientific journals covered by Web of Science - Clarivate Analytics (core collection SCIE, SSCI and AHCI). Scientific works published in this category benefit from the financial support of EUR 1,000 (one thousand euros).

10.2.2. Scientific works with full text (original empirical works, literature review, etc.) that bear the address of the University (affiliations), published in scientific journals not covered by Clarivate Analytics - Web of Science, indexed in Scopus (quartiles Q1 and Q2).



Scientific works published in Scopus (quartile Q1) benefit from financial support of 800 EUR (eight hundred euros), while scientific works published in Scopus (quartile Q2) benefit from financial support of 600 EUR (six hundred euros).

Preference for financial support according to measure 1 and 2 will have scientific publications co-authored by a teacher/student. In which case the students also benefit from financial support according to the provisions of this regulation.

10.3 To be eligible for financial support from Measure 3, academic staff who publish the results of research work must argue the following:

10.3.1. Scientific works with full text (original empirical works, literature review, etc.) that bear the address of the University (affiliations) published in national and international scientific congresses and conferences, approved by the faculty councils and the University senate according to Article 11 point 11.7 .6.

10.3.2. Preference for financial support according to measure 3 will have scientific publications co-authored by a teacher/student. In which case the students also benefit from financial support according to the provisions of this regulation.

10.4. To be eligible for financial support from Measure 4, academic staff applying for research grants must:

10.4.1. Present the idea of the research project, which must show in detail the purpose of the research, the benefits of the research, the impact of the research on the society and the economy of the country, the expected results, the details related to the materials/equipment necessary for the research and the time plan for the realization of project (detailed).

10.4.2 In order to justify the money earned, at the end of the year, the result of the project must be reported with the grants won, otherwise the grant winner is forced to return the funds.

10.4.3. The amount and number of grants will be published when the call for funding is opened.

10.5. To be eligible for financial support from Measure 5, academic staff can benefit in case of:

10.5.1. Promotion of mobilities and participation in scientific research at the national and regional level.

10.5.2 The value of the financial support for this measure cannot exceed the value of 100 euros.

10.6. works that are financially supported by Measure 1 and 2 must have an impact factor (IF) higher than or equal to 0.3 ($IF \geq 0.3$). The impact factor for scientific papers in Web of



Science refers to Journal Citation Indicator (JCI), while for scientific papers in Scopus it refers to Scimago Journal Ranking (SJR).

10.7. Depending on the budget allocated for financial support, the Governing Council of the University, with the recommendation of the Scientific Council, may change the impact factor (IF) of scientific journals. In case the number of requests for financial support is higher than the University's planned budget, then priority is given to the funding of scientific works in journals with a higher impact factor (IF).

10.8. Scientific works that benefit from financial support must be published by publishing houses outside the Republic of Kosovo and outside neighboring countries of the Republic of Kosovo.

10.9. works that are published in dubious journals and publishing houses are not financially supported by the University. The check for dubious scientific journals is verified at the site: <https://beallslist.net/standalone-journals/>, while the check for bogus publishers is verified at the site: <https://beallslist.net/>

10.10. Based on relevant information, we reserve the right to check scientific journals and publishing houses that may have verifiable histories in questionable journals/publishing houses. Scientific works published in these journals/publishing houses with dubious history cannot benefit from financial support from the University.

10.11. The scientific council reserves the right to reject the submitted requests after a detailed evaluation and audit of the journals/publishing houses based on relevant information researched and verified in advance by the scientific council.

10.12. The academic personnel must bring evidence that they have not benefited financially from the Ministry of Education, Science and Technology for the same publication in a scientific journal or publication presented at the conference, if there is no possibility of providing evidence, they must make the declaration according to form 3.

The procedure of application, verification and approval of the request for scientific support

Article 11

11.1. In order to benefit from the financial support provided for in point 10.2 (10.2.1 and 10.2.2), the academic staff must apply in writing to the Scientific Council (Form 1).

11.2. The Scientific Council drafts the report of the verification and control of the authenticity of the scientific works. This report must respect the conditions and criteria set forth in point 10.2 (10.2.1, 10.2.2 and 10.2.3), 10.6, 10.7, 10.8, 10.9, 10.10, 10.11 and 10.12 of this Regulation (Report 1).



11.3. The report of the verification and control of the authenticity of the scientific works is periodically approved at the meetings of the Scientific Council and signed by the members of the Scientific Council.

11.4. In cases where a scientific paper is written by two or more authors, who are academic staff of the University, then 70% of the financial support belongs to the first author of the scientific paper, while 30% of the financial support is distributed equally to the co-authors others. If, in cases where the academic staff of the University are not the first authors of the scientific work, then they only get the right of 30% of the financial support.

11.5. Co-authors of scientific papers from other universities (within and outside the Republic of Kosovo) cannot benefit from financial support from the University.

11.6. After drafting the report of the Scientific Council, foreseen according to point 11.2 of this Regulation, it is sent to the Governing Council of the University for approval.

11.6.1. After the approval of the Report of the Scientific Council by the Governing Council, the execution of the decision of the Governing Council is taken care of by the Vice-Rector for budget, finance and infrastructure and the Finance Office of the University.

11.6.2. The execution of payments to the beneficiaries of the financial support of Measure 1 and 2 is carried out at the end of the fiscal year.

11.7. In order to be eligible for financial support from Measure 3, academic staff who plan to participate and present papers in international congresses, international conferences, workshops and Continuing Professional Education (CPE), must argue the following:

11.7.1. Submission of the request with justification regarding the importance of participation in the congress/conference/workshop/EVP, and prior approval of the request in the Council of the academic unit.

11.7.2. Submission of the report of planned participation expenses, including participation tax, accommodation expenses, transportation expenses and per diems.

11.7.3. The proposal for approval of the request for participation in congresses, conferences and EVP is reviewed and approved/rejected by the Vice-Rector for teaching, student affairs and scientific research, while the final decision for financial support is approved/rejected by the University's Governing Council.

11.7.4. The execution of payments to the beneficiaries of the financial support of Measure 3 is carried out periodically after approval by the Governing Council of the University.

11.7.5. When students are involved in research, proof that they are regular students of the University must be attached to the request.

11.7.6. The faculty council must propose the list of congresses and national and international scientific conferences or indexing platforms of congresses and conferences of interest to the faculty and academic staff which must be approved by the Senate of the University.



11.8. To be eligible for financial support from Measure 4, academic staff planning to apply for small research grants must demonstrate the following:

11.8.1. Submission of the request with justification related to the importance of scientific research.

11.8.2. Submission of the report on planned research expenses.

11.8.3. The scientific council opens the public call for small grants at least once a year.

11.8.4. The scientific council analyzes the applications and prepares a report for the governing council with proposals for funding, the final decision is taken by the University Governing Council.

11.9. To benefit from measure 5, academic staff must present the invitation to participate and the mobility program.

11.9.1. The proposal for the approval of the request for measure 5 participation in academic mobility and participation in scientific research at the national and regional level is previously reviewed and approved/rejected by the Vice-Rector for teaching, student affairs and scientific research, while the final decision on financial support it is approved/rejected by the Governing Council of the University.

11.10. Incentive measures for publishing university books and monographs are regulated by the Regulation for the University Publishing House.

11.11. The University's budget provided for the financing of scientific works, according to Article 10 of this regulation, is allocated in equal proportion to each of the 6 academic units of the University ($1/6 = 16.66\%$).

11.12. Academic staff who have not benefited financially from any other local institution have the right to benefit from measures 1, 2 and 3. Beneficiaries of this measure must sign the affidavit (form 3).

11.13. Academic staff for Measure 1 and 2 are supported only with 1 (one) paper per year and for Measure 3 they are supported only with 1 conference participation per year.

11.14. In order to benefit from the financial support provided for in point 11.7, academic staff must address the Vice-Rector for teaching, student affairs and scientific research with a written request (Form 2).

11.15 In case of non-use of the planned budget funds by any of the academic units, then financial support is applied to other academic units of the University, giving priority to scientific works (in Measure 1) with a higher impact factor (IF).

11.16 Financial support for Measures 1, 2, 3, 4 and 5 is realized from the relevant budget code in each fiscal year.



11.17. Financial support payments are made only within the fiscal year, proportionally according to the relevant budget category, in accordance with the Budget Law.

11.18. Financial obligations related to financial support must be executed in the fiscal year of application for financial support. It is not allowed to carry over the financial obligations of the financial support in the following fiscal year.

Academic integrity and ethical behavior in scientific research work

Article 12

12.1. Academic integrity means commitment to the values of honesty, trust, justice, respect, responsibility, legality and distribution.

12.2. To support academic integrity, the University is committed to:

12.2.1. Maintaining the highest standards of scientific research integrity in all aspects of research;

12.2.2. Ensuring the criteria that the research is carried out according to the relevant ethical, legal and professional frameworks, obligations and standards;

12.2.3. Supporting a research environment based on a culture of integrity, good management, best practices and institutional support for the development of academic staff and researchers;

12.2.4. Using transparent, robust and fair processes to deal with allegations of research misconduct if they arise;

12.2.5. Working together to strengthen the integrity of scientific research and regular and open review of progress.

12.2.6. Integrity and professionalism also means:

a) Behavior in an ethical and responsible manner;

b) The accuracy of the results;

c) Avoidance of conflict of interest;

d) Preserving the dignity, safety, well-being of the persons involved in the search.

12.3. Ethical behavior in scientific research means fulfilling the criteria for responsibility in scientific research, guides, educates and monitors scientific researchers in compliance with ethical standards.

12.4. Unacceptable ethical behavior in scientific research activity is considered:

12.4.1 Fabrication, falsification, deception: creating false data or other aspects of scientific research, including documentation and participant consent;



12.4.2 Improperly manipulating or selecting someone else's data, images, quotes, or any other type of deceptive behavior;

12.4.3 Plagiarism: This includes copying or misusing ideas, text, software, or data/results or any combination thereof, without proper permission and citation. Researchers are strongly encouraged to agree in advance with any co-author or contributor to the study;

12.4.4 Self-plagiarism (presenting a previously published work as if it were new). This is considered wrong behavior if we are dealing with surface reworking and updating, presenting it as a completely new scientific product;

12.4.5 Misrepresentation/misrepresentation of data/results knowingly or unknowingly, negligently or by presenting a wrong interpretation of data;

12.4.6 Duplication of publication, including undetected copying during manuscript submission for publishing;

12.4.7 Non-disclosure of conflict of interest, including non-disclosure of material interests of either the researcher or the funders of the research, including failure to disclose the fact that the research is funded by any entity;

12.4.8 Wrong/false presentation of qualifications or scientific experience;

12.4.9 Misrepresentation of authorship, such as inappropriate claims of authorship or denial of authorship or contribution.

Transparency and equality of allocation of financial support funds

Article 13

13.1. The Governing Council, every year, publishes the final list of beneficiaries of financial support.

13.2. The final list of beneficiaries must contain: the name of the beneficiary, the field or activity financed and the amounts allocated.

13.3. The publication of the beneficiaries of the financial support is done on the website of the University.

Organization and co-organization of scientific conferences

Article 14

14.1. The academic staff of the University is encouraged to organize/co-organize conferences, congresses, workshops or seminars with a research and scientific character. The University will support the organization of conferences, congresses, workshops or seminars, offering:

14.1.1. The infrastructure within the University campus; AND



14.1.2. Financial support for the progress of these scientific activities.

14.2. Student representatives, with the support of management and academic staff, organize the Student Scientific Conference at least once a year. This conference is organized every year in the May/June period and the same will be organized at the level of each academic unit.

14.3. The University will support the organization of the Student Scientific Conference, by:

14.3.1. Planned the budget for financial support for the organization of the Student Scientific Conference;

14.3.2. Provided infrastructure within the University campus; AND

14.3.3. Academic, administrative and technical support provided.

Financial planning of meeting the objectives of scientific research work

Article 15

15.1. In order to fulfill the duties and obligations of this regulation, the Vice-Rector for Budget, Finance and Infrastructure is obliged to plan:

15.1.1. Annual budget allocations of the University; AND

15.1.2. Budget allocations in the medium-term financial planning framework of the University.

Drafting of the annual report of scientific research work at the University

Article 16

16.1 The vice-rector for teaching, student affairs and scientific research, in cooperation with the Scientific Council/Office for scientific research, drafts and publishes the annual report of the scientific research work at the University.

16.2 This report should summarize the scientific and research works and other scientific activities of the academic units and regular academic staff of the University.

16.3 Academic units are obliged to draw up detailed annual plans for scientific research work, as well as the budget plan for their realization. Academic units are obliged to draft a report on scientific and research works and other scientific activities of the academic unit.

Entry into force, amendment and application

Article 17

17.1 This regulation enters into force after approval by the Senate of the University .

17.2 With the entry into force of this regulation, the Regulation for scientific research with no. prot. 01-59/A dated 15.02.2022.



17.3 This regulation can be completed and changed at the Rector's request and approved by the University Senate.

The President of the Senate

Prof. Assoc. Dr. Samedin Krrabaj



REQUEST FOR FINANCIAL SUPPORT OF SCIENTIFIC PUBLICATION

(Form 1)

1. APPLICANT:

NAME AND SURNAME: _____ SCIENTIFIC CALL: _____
ACADEMIC UNIT: _____ ACADEMIC CALL: _____
PRINCIPAL AUTHOR: _____
CORRESPONDING AUTHOR: _____
CO-AUTHORS: _____

2. PUBLICATION DETAILS:

AUTHOR AFFILIATION: _____
TITLE OF THE WORK: _____
DOI: _____
NAME OF THE MAGAZINE: _____
PUBLISHING HOUSE: _____
INDEXING ON THE PLATFORM: _____
IMPACT FACTOR (IF): _____ WOS or SCOPUS (Q1-Q2): _____ IF: _____
DATE OF ACCEPTANCE: _____ PUBLICATION DATE: _____
PUBLICATION LINK: _____

3. PRESENTATION IN THE ACADEMIC UNIT (THE CO-EXISTERS WITNESS):

IT IS PRESENTED AS AN ACTIVITY IN:

	yes	NO
CONFERENCE	<input type="checkbox"/>	<input type="checkbox"/>
ACADEMIC UNIT	<input type="checkbox"/>	<input type="checkbox"/>

IF YES, CLARIFY THE METHOD OF PRESENTATION:

4. REPORT FROM THE DEAN OR LEADERS OF THE ACADEMIC UNIT:

Note: this part must be supported by a letter explaining the scientific benefit from the publication of the scientific paper for the University "Ukshin Hoti" Prizren and must be presented to the rectorate from the higher levels of the academic units, such as deans of faculties or heads of departments .

5. INFORMATION IF THE WORK HAS BEEN PRESENTED AT A CONFERENCE/SYMPOSIUM (IF APPLICABLE):

Enter the details of the organization of the conference or symposium:



CONFERENCE

LINK:

VENUE OF THE CONFERENCE: _____

DATE: _____

6. BANK DETAILS OF THE BENEFICIARY – FIRST AUTHOR OR CORRESPONDING AUTHOR:

APPLICANT'S NAME AND SURNAME: _____
THE NAME OF THE BANK: _____
BANK ACCOUNT NUMBER: _____
SWIFT CODE: _____
PLACE: _____
AMOUNT REQUESTED: _____ MARK IN WORDS: _____

7. APPLICANT:

NAME AND SURNAME: _____
SIGNATURE: _____
DATE AND PLACE: _____

TO BE COMPLETED BY THE SCIENTIFIC COUNCIL OFFICER

8. REVIEW OF THE REQUEST:

DATE OF ADMISSION TO ZKSH: _____
ADMISSION OFFICER: _____
DOCUMENTATION CHECK:
COMPLETED
INCOMPLETE

SIGNATURE: _____

DATE: _____

Attention: Completing all fields is mandatory, otherwise the request will not be considered!



APPLICATION FORM FOR FINANCING PARTICIPATION IN THE CONGRESS/CONFERENCE/WORKSHOP/CONTINUED PROFESSIONAL EDUCATION (EVP)

(Form 2)

1. APPLICANT:

NAME AND SURNAME: _____ SCIENTIFIC CALL: _____
ACADEMIC UNIT: _____ ACADEMIC CALL: _____
PRINCIPAL AUTHOR: _____
PARTICIPANTS: _____

2. DETAILS OF THE IT CONGRESS , CONFERENCE, WORKSHOP OR CONTINUING PROFESSIONAL EDUCATION (EVP) :

EVENT NAME: _____
PLACE AND DATE: _____
ORGANIZER: _____
INVITATION AND PROGRAM: _____
TITLE OF THE WORK: _____

CONFIRMATION OF JOB ACCEPTANCE: _____

AUTHORS OF THE WORK (AFFILIATION): _____

LETTER/POSTER SPEAKER: _____

PRESIDENT/PANELIST: _____

EVENT PUBLICATION LINK: _____

3. DESCRIPTION OF THE SIGNIFICANCE OF PARTICIPATION AND THE BENEFIT FOR THE UNIVERSITY:

Font size 12 (Times new roman) with 1.5 line spacing should be used.



5. REPORT FROM THE DEAN OR THE LEADERS OF THE DEPARTMENTS/CHAIRS IN THE ACADEMIC UNIT:

Note: this part must be supported by a letter explaining the scientific benefit of the participation for the University "Ukshin Hoti" Prizren and must be presented to the rectorate from the higher levels of the academic units, such as deans of faculties or heads of departments.

6. BANK DATA OF THE BENEFICIARY - PARTICIPANTS:

APPLICANT'S NAME AND SURNAME:

THE NAME OF THE BANK:

BANK ACCOUNT NUMBER:

SWIFT CODE:

PLACE:

AMOUNT REQUESTED:

IN WORDS:

7. APPLICANT:

NAME AND SURNAME:

SIGNATURE:

DATE AND PLACE:

TO BE COMPLETED BY THE SCIENTIFIC COUNCIL OFFICER

8. REVIEW OF THE REQUEST:

DATE OF ADMISSION TO ZKSH:

ADMISSION OFFICER:

DOCUMENTATION CHECK:

COMPLETED

INCOMPLETE

SIGNATURE: _____

DATE: _____

Attention: Completing all fields is mandatory, otherwise the request will not be considered!



UNIVERSITY "UKSHIN HOTI" PRIZREN

UNIVERSITY "UKSHIN HOTI" PRIZREN

SCIENTIFIC COUNCIL

(Form 3)

Street of Letters No. 1, 20000 Prizren - Kosovo; Phone: + 381 (0) 29- 232 140; Homepage: www.uni-prizren.com

STATEMENT

I ----- declare under oath with ethical, moral responsibility and disciplinary that for this paper, for which I am applying for financial support at the scientific council at the "UKSHIN HOTI" University in Prizren, I have not been financially supported by any other institution.

Signature.....



REPORT OF VERIFICATION AND CONTROL OF SCIENTIFIC WORKS

No.	The authors of the paper	The title of the scientific paper	Title of scientific journal / Publisher	Indexed in Web Science (WoS) or Scopus	Impact Factor (IF)	The publishing house outside Kosovo's neighboring countries?	Scientific journal / questionable publisher?		Declaration Form 3	Recommendation of the Scientific Council
							Scientific journal	The publisher		
1.										
2.										
3.										

Members of the Scientific Council:

Prof. Asst. Dr. Name and surname _____, Vice-rector for teaching, student affairs and scientific research

Prof. Asst. Dr. Name and surname _____, Member, representative of the Faculty of Computer Sciences

Prof. Asst. Dr. Name and surname _____, Member, representative of the Faculty of Life and Environmental Sciences

Prof. Asst. Dr. Name and surname _____, Member, representative of the Faculty of Law

Prof. Asst. Dr. Name and surname _____, Member, representative of the Faculty of Economics

Prof. Asst. Dr. Name and surname _____, Member, representative of the Faculty of Education

Prof. Asst. Dr. Name and surname _____, Member, representative of the Faculty of Philology



Name and surname _____, Leader /coordinator of the Center for research, innovation and knowledge transfer

Name and surname _____, Member, representative of the Student Parliament

Name and surname _____, External advisor, representative of the Industrial Advisory Board (BKI)