



3/41-V2  
Regulation  
October/2019

**REGULATION**  
**SCIENTIFIC RESEARCH AND PUBLICATIONS**

Pristina, October 2019

UBT, in accordance with its statute and mission, issues the Regulation on Scientific Research and Publications.

## **Article 1 General Provisions**

1.1. UBT's mission is to promote innovation, research, publication of research results and development of the academic capacity of its staff.

1.2. UBT sets the criteria for evaluating scientific research work through review.

1.3. UBT establishes Boards for scientific research work in all faculties, whose work is published in the Journal of UBT.

## **Article 2 Boards for scientific research**

2.1. Articles, books and other written materials which are not published by well-known national and international publishing houses for use in teaching activities at UBT will be circulated, discussed and reviewed by the Boards of the respective faculties for research work.

2.2. Faculty boards for research work will be part of the faculty and will be chaired by the Chairman of the Board. They will meet twice a year (once every semester). More detailed procedural instructions regarding the organization, structure and functioning of the Faculty Boards for scientific research work will be given by each Scientific Research Institute.

2.3. All decisions of the faculties regarding the establishment, systematization, and appointment of the members of the Boards for scientific research work, will be approved by the UBT Council.

2.4. These research institutes (boards) will be coordinated by the Rector of UBT, through the Vice-Rector for scientific research.

## **Article 3 Committee for scientific research**

3.1. At the level of UBT, the UBT Committee for scientific research will be established. The Committee will be chaired by the Vice-Rector for Scientific Research and will:

- a. approve the Annual Plan for scientific research work of UBT;
- b. oversees the proposed research activities of each faculty;
- c. supervise the individual achievements of the research work of the faculty staff.

## **Article 4 Recession**

4.1. The review of scientific research work is done by the relevant Board of the Faculty for scientific research work.

4.2. The relatives of the husband or wife of the authors of the reviewed materials may not be appointed as members of the Faculty Board for scientific research. Any appointment for the case of reviewers will include at least one foreign researcher or specialist in the field being reviewed.

4.3. The review process is anonymous. The Board of the Faculty for Scientific Research should not reveal the identity of the author (authors), nor the identity of the reviewers, until the Chairman of the Board of the Faculty of Scientific Research receives the reviews. The faculty board for research work should also not disclose the identity of the reviewers to other reviewers.

4.4. Reviewers may direct research to the Chair or the Faculty Board for research work on the materials submitted for review. The chairperson will appoint a member of the Faculty Research Board to discuss the research with the author (s) and report in writing to the chairperson, who will forward the reports to the reviewers.

4.5. Approval for classroom use of a material or research paper requires two positive reviews out of a total of three reviews. If the chairman of the board of the faculty for research works receives a positive review and a negative one, while another is undefined, then a third review should be taken to resolve the issue.

4.6. Re-submitted materials must pass the full review cycle. Re-submitted materials are those that have been previously rejected and subsequently revised.

4.7. The first responsibility of the reviewers is to ensure a correct and efficient process for the submitted materials and to set and maintain high standards of technical and professional quality. The quality criteria are:

- a. originality of treatment,
- b. treatment and implementation concepts;
- c. depth and weight for the discipline under consideration, as well as the
- d. compliance with international publishing standards, including the presentation of a critical bibliography.

## **Article 5 Evaluation**

5.1. Reviewers will make an impartial review of all submitted materials offered for use at UBT and will judge each on merit, regardless of personal relationship or familiarity with the author (s), or race, gender, sexual orientation, religious beliefs, ethnic origin, citizenship, professional affiliation or political philosophy of the author (s).

5.2. Reviewers will not disclose any information regarding the materials in question to anyone else, except those seeking professional advice regarding the publication of the manuscripts.

5.3. If a reviewer presents compelling evidence that the content, conclusions, references, or other material included in the materials intended for teaching at UBT are incorrect, he or she must submit a written notice to the Chair of the Research-Scientific Faculty Board, who will follow the procedure set out in Article 4.6.

5.4. If a reviewer presents compelling evidence that published materials or articles contain plagiarized material or falsified research data, he or she must submit this evidence to the chair of the Faculty Research Board. The President will present the evidence to the Vice Rector for Academic Affairs in accordance with the UBT Policy on the Administration of Personnel Misconduct.

## **Article 6 Publication**

6.1. Periodical publications, scientific-professional works, catalogs, compilations of normative acts as well as other publications can be published in UBT Journal.

6.2. Depending on the type of publication in accordance with the legislation for the publication of scientific research papers, relevant Editorial Boards for publication are established.

6.3. For other types of publications and their standards, the provisions of the editorial bodies of UBT will be respected in accordance with this regulation.

6.4. Regular and ad hoc (extraordinary) financial resources will be provided in support of the publications defined by this Regulation in accordance with the financial policies of UBT.

**Article 7**  
**UBT Journal**

7.1. Materials of scientific research papers and other materials, according to the need of UBT, are published in the Journal of UBT.

7.2. UBT Journal will be published twice a year (every 6 months) in English and with a summary in Albanian. Works that will be published in Albanian must be translated into English.

7.3. UBT Journal will be managed by the Rectorate which will appoint its Editor-in-Chief, the Publishing Council, and the Editorial Secretary. The secretary must have a master's degree and be fluent in English.

7.4. The nature of the works which will be published in the UBT Journal will be of two different fields:

- a) Analytical studies (using exactly scientific equipment), and
- b) Publication of research results

7.5. The responsibility of the author (s) is:

- a) Provide meaningful summaries of materials to be reviewed in English and Albanian.
- b) Provide detailed bibliography and
- c) Send electronic and printed version of the Paper.

**Article 8**  
**Entry into force**

8.1. This Regulation shall enter into force on the day of its signing by the President of UBT.

Prishtina,  
02.10.2019  
Edmond Hajrizi  
President of UBT

  
