ALMA MATER EUROPAEA
CAMPUS COLLEGE REZONANCA

Tel: +383 38 544-754   URL: http://www.rezonanca-rks.com

No.Prot. :	
Date :	

WORK REGULATIONS
OF THE INSTITUTE FOR RESEARCH AND SCIENCE

PRISHTINA
2021

Pursuant to the Statute of Science and Research Institution (SRI) within the Alma Mater Europaea Campus College "Rezonanca", the Governing Council of the SRI in the meeting held on xx.xx.2021 approved the Work Regulation of the SRI.

I.   GENERAL PRINCIPLES

Article 1
The Work Regulation of the IKSH are based on Law no. 04 / L-135 on Scientific-Research Activities and in the Statute of IKSH.

Article 2
This Regulation is attached to the Statute of the SRI and include the regulation of issues related to the organization and functioning of the SRI, as well as the manner of financing scientific research activities.

General criteria for project acceptance and evaluation
Article 3
The institute carries out its activity on the basis of approved research programs and projects.

Research programs and scientific projects can be: annual and perennial.

The projects are drafted at the beginning of each academic year and, after being discussed, they are approved by the decision-making structures of the Institute.

Research projects are drafted in accordance with the development objectives of the College as well as major national or international projects in the field.

Projects at the institutional level can be designed as a product of projects proposed by the department, individually or in groups.

Project proposals for scientific research and organization of scientific meetings may be submitted by: individual scientific workers, the group of scientific workers, the Council of relevant scientific fields, as well as the Scientific Council of the Institute.

Applicants for research projects can also be persons who are not employed in SRI and in the College.

The request is submitted by filling in the unique form for Project-proposal of scientific-research (Form 1 or 2).

The request for the organization of scientific meetings is submitted by filling in the unique form for Allowing the organization of the scientific meeting (Form 5).

Article 4
Criteria for acceptance and evaluation of projects:
- evaluation of the project structure;
- general evaluation criteria
- scientific justification of the project

- qualifications of project leaders and researchers
- project dimensions
- rationality of project organization and implementation
- ecological suitability of the project
- evaluation of the financial plan and sources of funding

Article 5

Criteria for allowing the organization of scientific meetings::
- objectives of the scientific meeting;
- the importance of the scientific meeting;
- professional-scientific competence of the applicants
  - Chairman of the Organizing Council
  - deputy chairman of the Organizing Council
  - members of the Organizing Council
- meeting size
- rationality of organizing and conducting the scientific meeting
- organization period, duration and location
- evaluation of the financial plan and sources of financing

Article 6

The Council of the respective scientific field for the evaluation made, fills in the form for Evaluation of project-proposals of scientific-research (Form 3), or the form for Allowing the organization of the scientific meeting (Form 6), and submits it to the Scientific Council for further proceeding .

The final decision is made in the Senate of the College, based on the report of the Scientific Council.

Article 7

The leader of scientific research projects or scientific meetings can be the person:
- who is a doctor of science
- who has published scientific papers
- who has previous experience in leading scientific projects or organizing scientific meetings, which prove the ability to carry out projects and his organizational skills.

FUNDING

Article 8

IKSH carries out its scientific research activity through financial means provided by:
a) the own funds of the Institution
b) the means realized by SRI, with commercial scientific and professional services
c) foundations and other legal alternative donations
d) Kosovo budget funds intended for scientific research activity, respectively of projects for which MEST announces a competition
e) external grants to support the scientific-research activity
f) other legal sources.

Article 9

The funds allowed for the realization of projects can be used for:

  (a) implementation of scientific research project, development projects and construction of infrastructure
  (b) salaries and allowances necessary for scientific staff, researchers, management staff, professional, technical and support staff;
  (c) maintenance of equipment and storage of scientific research materials;
  (d) professional or practical development, in the form of scholarships for the improvement of any scientific method of interest to the scientific project;
  (e) international scientific relations;
  (f) publication of scientific research results;
  (g) updating the scientific library with scientific journals and other publications from around the world;
  (h) organizing scientific meetings;
  (i) other scientific activities.

Article 10

From the funds allowed for the realization of scientific projects, the payments foreseen according to article 9, point (b), can reach a maximum of 30% of the total value of the project budget.

Article 11

The Institute, in addition to its technical-administrative staff, also uses the joint administration of the College. The Institute uses the administration of the College in cases when it is technically possible and does not hinder, but, on the contrary, favors the functioning and work of the Institute. Within the Institute there are the following employees: the Secretary of the Institute, the accountant, the librarian of the scientific library, the archivist for scientific work, the official for the information-scientific service and the administrative assistant.

Article 12

The provisions of this Regulation and the Statute of the IKSH apply to all jobs.

Article 13

In addition to the general conditions set by the Statute of the College, special conditions are set for each job, depending on the type of work or job duties performed in the workplace. As special conditions, professional training and work experience in the same or similar jobs can be set.

Article 14

The Secretary of the Institute performs the following tasks and duties:

  o Organizes the work in the general sector,
  o Takes care of the dynamics of work in the Institute,
  o Takes care of the legality of the work of the Institute,
  o Participates in the drafting of normative acts,
  o Implements the decisions of the governing bodies,
  o Performs the administrative work of the Institute,

- o   Coordinates the work between the units of the Institute within the College
- o   Takes care of and follows competitions for research activities
- o   The Secretary of the Institute is accountable for his work to the Vice Rector for Science

The Secretary of the Institute must have a master's degree in law or economics, or be a graduate in law or economics and have at least 3 years of work experience in leadership work in similar institutions.

Article 15

The Financial Service takes care of the periodic and final account of the Institute, is responsible for statistical records and banks, accounts for financial and material documents and is responsible for financial affairs in general, if the College decides to keep a separate account for the Institute.

Article 16

The librarian performs the work and tasks of the library, is responsible for the work around the library processing of books and magazines, compiles the relevant catalogs for them. Organizes the supply of the library with necessary professional literature of the country and abroad, in cooperation with other collaborators of the Institute and the leaders of the Institute. Takes care of the exchange of the Institute's publications with similar institutions of the country and abroad, as well as performs other tasks related to the borrowing of the book from various libraries. The librarian works on compiling the bibliography and, as needed, provides information on the funds available to other libraries. Compiles subject catalogs. Tracks electronic literature online. The librarian must have completed college and be fluent in English.

Article 17

The archivist registers, systematizes and stores the materials submitted to the archive by the scientific staff of the Institute as well as by its external collaborators. Provides (internal) use of non-confidential archival material to interested persons, takes measures for the preservation and protection of confidential archival material in particular. It is responsible, takes care of and preserves from damage the archived documentation in the archive of the Institute. Compiles the catalog of archival material. The archivist must have completed the faculty and be fluent in English.

Article 18

The official for the scientific-information service takes care of the functioning of the scientific-information service of SRI. He or she achieves this through the organization of continuous work of the Scientific Information Service (SIS), in a systematic way. Throughout the calendar year, the official informs academic staff with the agenda of meetings, conferences and congresses, (domestic and international) from relevant fields, in order to improve the activity in the field of publications and adequate research in scientific information. He or she also performs the computer data archival in the SPSS analytical software of SRI for the needs of researchers.

Article 19

The administrative assistant takes care of the functioning of the administrative service of SRI, through the preparation and systematization of the administrative documentation of SRI, the preparation of the minutes of the meetings, the generation of the forms of documents according to the requests of the officials of SRI. Performs tasks related to the creation of computer archival data in the SPSS analytical software of SRI for the needs of researchers, as well as performs other tasks assigned by the supervisor.

II. FINAL PROVISIONS

Article 20

The Rector of the College takes care of the implementation and interpretation of this Regulation.

The regulation enters into force immediately after being signed by the Rector.

Chairman of the Board of the intitution for research and science

of Alma Mater Europaea Campus College Resonance

Prof. Ibrahim Behluli, MD, Vice Rector for Science

ANNEX

Content

Form 1. Draft-proposal of scientific research (for research in the medical field)

Form 2. Draft-proposal of scientific research (for research in non-medical fields)

Form 3. Evaluation of the project proposal of the scientific research

Form 4. Technical Implementation Report of the research project

Form 5. Request for permission to organize a scientific meeting

Form 6. Evaluation of the request for permission to organize a scientific meeting

ALMA MATER EUROPAEA
CAMPUS COLLEGE REZONANCA

FORM - 1

**PROJECT PROPOSAL
OF SCIENTIFIC- RESEARCH**

"[Click here and enter the PROJECT TITLE] **"**

[Click here and enter the YEAR]
P r i s h t i n a

SUBJECT: [Click here and enter the SUBJECT of REQUEST]

APPLICANT:

ADRESSED TO: SCIENTIFIC COUNCIL OF THE FIELD
                             [CLICK HERE AND ADD THE FIELD]

Project title: "[Click here and add the PROJECT TITLE] "

Reasearch field: [Click here and enter the RESEARCH FIELD]

Project holders:

1.   [Click here and enter the NAME OF THE PROJECT CARRYING INSTITUTION]
[Click here and enter the NAME OF THE PROJECT LEADER] - project leader
Address: [Click here and add the ADDRESS]
Tel./Fax.:   [Click here and enter the TEL. NUMBER.]
E-mail: [Click here and enter the E-MAIL]

Team: Research staff assigned by both institutions:

   1.   [Click here and enter the NAMES OF THE RESEARCH TEAM]

I.   PËRSHKRIMI I INSTITUCIONIT TË ARSIMIT TË LARTË PROPOZUES I PROJEKTIT/DESCRIPTION OF THE INSTITUTION OF HIGHER EDUCATION WICH PROPOSE THE PROJECT

I. 1. Emri i institucionit/Name of Institution:	
I. 2. Adresa/Address:	[Click here and add the Address]
I. 3. Viti i themelimit/Year of foundation:	XX.XX.XXXX
1. 4. Tel./Phone:	Fax. E-mail:
1. 5. Statusi legal / Legal status	☑ privat / private ☐ shtetëror / state
1. 6. Viti akademik aktual / Academic year	

The description of the research activities of the Project Submission Institution can be found attached to the annex of this project proposal.

1. INTRODUCTION

[Click here and enter the INTRODUCTION]

2. RESEARCH PROJECT-PROPOSAL

RESEARCH TITLE:	
OFFICIAL TITLE	
CENTERS WHERE THE RESEARCH IS CARRIED OUT	1. Address: Tel. Fax. E-mail:
PROBLEM FORMULATION:	
FORMULATION OF SUBPROBLEMS:	
DELIMITIONS:	
DEFINITION OF TERMINOLOGIES AND ABBREVIATIONS:	
NAME OF PROCEDURE TO BE TESTED / PRODUCTS TO BE RESEARCHED (applies to research in the field of medicine)	
TYPE OF RESEARCH RESEARCH DESIGN	
NAME OF THE SPONSOR	
NO. OF PROTOCOL (IDENTIFICANT - CODE)	
RESEARCH DEVELOPMENT PHASE	
RESEARCH STARTING DATE	
DATE OF COMPLETION OF NOTES: DATE OF RESEARCH END:	
NAME OF THE RESEARCH COORDINATOR	
NAME OF THE RESPONSIBLE PERSON FROM THE SPONSORING COMPANY (NO. TEL., FAX. E-MAIL)	

3.   SCIENTIFIC REASONING OF RESEARCH

The scientific and practical importance of research consists in
[Click here and enter the SCIENTIFIC REASON]

4. RESEARCH OBJECTIVES

The primary objectives of this research are:

1.   [Click here to mark objective one]

2.   [Click here to mark objective two]

5. FINAL RESULTS OF THE RESEARCH

 ➢ Rezultatet parësore përfundimtare (primary outcomes):

 ▪ [Click here and enter the final results]

 ➢ Rezultatet dytësore përfundimtare (secondary outcomes):

 ▪ [Click here and enter the secondary results]

6. RESEARCH PLAN

6.1.   Study design and plan (Type of research)

The research will be [Click here and enter the type of research]

6.2. Selection of the study population

6.2.1. Criteria for inclusion of patients in research:

[Click here and enter the criteria]

Age of patients: [Click here and enter the age]

Sex: [Click here and enter the sex]

6.2.2. Criteria for non-inclusion of patients in research:
 ▪ [Click here and enter the criteria]

6.2.3. Criteria for excluding patients from research

 ▪ [Click here and enter the criteria]

7. ETHICS

7.1 Respect of ethics during the study

The study is planned in full compliance with the ethical principles stemming from the Helsinki Declaration.

8.   RESEARCH QUALIFICATIONS

1) Project leader:	
2) Team members:	

9.   FINANCIAL PLAN

A. EXPENSES

1.   EXPENDITURE CATEGORY

No.	Category	Amount	Price	Total
	Subtotal (SUM. A. 1.)			

2.   EQUIPMENT

No.	Equipment	Amount	Price	Total
	Subtotal (SUM: A. 2.)			
	Total (Sum: A. 1. + A. 2.)			

B. RUNNING COSTS (OPERATION COSTS)

1.   Expenses category

No.	Category	Total
a.		
b.		
	Subtotal (SUM. B. 1.)	

C. COST OF OTHER ACTIVITIES

Publication, marketing, seminars, presentations, trainings, etc.

No.	Category	Total
	Subtotal (SUM. C. 1.)	

D. INDIRECT EXPENSES

No.	Category	Total
	Subtotal (SUM. D. 1.)	

E. FEES OR SALARIES PAYMENTS (If necessary)

1. STAFF

No.	Staff	Payment (Euro / month)	Duration (in months)	Total (Euro)
1.				
2.				
	Subtotal (Sum: E. 1.)			

2. TECHNICAL STAFF

No.	Technical Staff	Payment (Euro/month)	Duration (in months)	Total (Euro)
1.				
2.				
	Subtotal (Sum: E. 2.)			
	Total (Sum: E. 1. + E. 2.)			

TOTAL COST OF THE PROJECT (Sum: A - E)	

F. SOURCES OF FUNDING

No.	Source	Value (Euro)
1.		
2.		
	Total	

Signature of the project leader

_____

Signature of the person in charge from the Institution that permits the project

_____

Place _____   Date _____

Bartësi Privat i Arsimit të Lartë
Private Bearer of Higher Education

ALMA MATER EUROPAEA
CAMPUS COLLEGE REZONANCA

FORM – 2

**PROJECT PROPOSAL
OF SCIENTIFIC RESEARCH**

"[Click here and enter the PROJECT TITLE] **"**

[Click here and enter the YEAR]
P r i s h t i n a

SUBJECT: [Click here and enter the SUBJECT of REQUEST]

APPLICANT:

ADDRESSED TO: SCIENTIFIC COUNCIL OF THE FIELD
                             [CLICK HERE AND ADD THE FIELD]

Project title: "[Click here and add the PROJECT TITLE] "

Research field: [Click here and enter the RESEARCH FIELD]

Project holders:

2.   [Click here and enter the NAME OF THE PROJECT CARRYING INSTITUTION]
[Click here and enter the NAME OF THE PROJECT LEADER] - project leader
Address: [Click here and add the ADDRESS]
Tel./Fax.: [Click here and enter the TEL. NUMBER.]
E-mail: [Click here and enter the E-MAIL]

Team: Research staff assigned by both institutions:

- [Click here and enter the NAMES OF THE RESEARCH TEAM]

2.   PROJECT OVERVIEW

TITLE:

ESTIMATED BUDGET:

PLANNED DURATION:

RESEARCH PURPOSE:

OBJECTIVES:

ABSTRACT:

3.   ADMINISTRATIVE INFORMATION

PROJECT LEADER:

REALIZING INSTITUTION:

COOPERATIVE INSTITUTIONS:

PARTICIPATING INSTITUTIONS:

OTHER DONORS:

OTHER SUPPORT ADMINISTRATIVE DOCUMENTS:

4.   RESEARCH PROBLEM AND JUSTIFICATION

PROJECT RELATIONS WITH THE STATE DEVELOPMENT PRIORITIES:

SCIENTIFIC IMPORTANCE OF THE PROJECT:

PROBLEM SIZE AND THE IMPACT OF THE PROJECT ON ITS SOLUTION:

SPECIFIC IMPORTANCE OF THE PROJECT FOR INTEREST GROUPS:

5.   OBJECTIVES

GENERAL OBJECTIVES:

SPECIFIC OBJECTIVES:

6.   METHODOLOGY

CONCEPTUAL AND THEORETICAL FRAMEWORK:

PARTICIPANTS:

INSTRUMENTS TO BE USED:

DATA COLLECTION:

MANNER OF IMPLEMENTATION OF THE RESEARCH:

DATA ANALYSIS:

7.   RESULTS AND DISSEMINATION

8. PROJECT IMPLEMENTING STAFF WITH QUALIFICATIONS AND TERMS OF REFERENCES

STAFF :

9. IMPLEMENTATION SCHEDULE AND BUDGET

SCHEDULE AND DURATION:

BUDGET (FINANCIAL PLAN)

B. EXPENSES

1. EXPENDITURE CATEGORY

No.	Category	Amount	Price	Total
	Subtotal (SUM. A. 1.)			

2. EQUIPMENT

No.	Equipment	Amount	Price	Total
	Subtotal (SUM: A. 2.)			
	Total (Sum: A. 1. + A. 2.)			

B. RUNNING COSTS (OPERATION COSTS)

1. Expenses category

No.	Category	Total
a.		
b.		
	Subtotal (SUM. B. 1.)	

C. COST OF OTHER ACTIVITIES

Publication, marketing, seminars, presentations, trainings, etc.

No.	Category	Total
	Subtotal (SUM. C. 1.)	

D. INDIRECT EXPENSES

No.	Category	Total
	Subtotal (SUM. D. 1.)	

E. OVERTIME OR SALARIES PAYMENTS (If necessary)

1. STAFF

No.	Staff	Payment (Euro/month)	Duration(in months)	Total (Euro)
1.				
2.				
	Subtotal (Sum: E. 1.)			

2. TECHNICAL STAFF

No.	Technical staff	Payment (Euro/month)	Duration (in months)	Total (Euro)
1.				
2.				
	Subtotal (Sum: E. 2.)			
	Total (Sum: E. 1. + E. 2.)			

TOTAL COST OF THE PROJECT ***(Sum: A - E)***	

F. SOURCES OF FUNDING

No.	Source	Value (Euro)
1.		
2.		
	Total	

10. EVALUATION

11. ANNEXES

Signature of the project leader

_____

Signature of the person in charge from the Institution that permits the project

_____

Place   _____   Date _____

ALMA MATER EUROPAEA
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FORM - 3

EVALUATION OF THE SCIENTIFIC RESEARCH PROJECT PROPOSAL TITLED

"[Click here and enter the PROJECT TITLE] **"**

[Click here and enter the YEAR]

P r i s h t i n a

SUBJECT: EVALUATION OF THE SCIENTIFIC RESEARCH PROJECT BY THE SCIENTIFIC
FIELD COUNCIL: [Click here and enter the Field]

Project title: "[Click here and enter PROJECT TITLE]"

Scientific field: [Click here and enter the RESEARCH FIELD]

APPLICANT: [Click here and enter the APPLICANT]

ADDRESSED TO: SCIENTIFIC COUNCIL OF THE INSTITUTE

The Scientific Field Council _____ for the evaluation of the quality of the SCIENTIFIC PROJECT has used the evaluation methodology according to the general principles of the design of SCIENTIFIC PROJECTS and according to the structure of the Project, with evaluation of the components of the Project, in order to ensure rational judgment and quantification of its as: a) Acceptable; b) Partially acceptable and c) Unacceptable for realization.

A. PROJECT STRUCTURE ASSESSMENT::
1.   Project title:
2.   Introduction
3.   Research objectives:
4.   Research plan

B. GENERAL EVALUATION CRITERIA
1.   SCIENTIFIC REASONING OF THE PROJECT (scientific importance of the project, importance of the project for the development of Kosovo, etc.)
2.   QUALIFICATIONS OF THE PROJECT LEADER AND RESEARCHERS
3.   PROJECT DIMENSIONS (international, national, etc.)
4.   RATIONALITY OF PROJECT ORGANIZATION AND REALIZATION
5.   ECOLOGICAL SUITABILITY OF THE PROJECT, etc
C. VLERËSIMI I PLANIT FINANCIAR DHE I BURIMEVE TË FINANCIMIT

ASSESSMENT

In terms of structure, the project:

        ☐   - has all the necessary parts of a project,

        ☐   - does not have all the necessary parts of a project.

Remarks:

[Click here and enter remarks]

1.   Project title:

[Click here and enter the EVALUATION]

2.   Introduction

[Click here and enter the EVALUATION]

3.   Project objectives:

[Click here and enter the EVALUATION]

4.   Research plan

[Click here and enter the EVALUATION]

B. GENERAL EVALUATION CRITERIA

1.   SCIENTIFIC REASONING OF THE PROJECT (scientific importance of the project, importance of the project for the development of Kosovo, etc.)

[Click here and enter the EVALUATION]

2. QUALIFICATIONS OF THE PROJECT LEADER AND RESEARCHERS

[Click here and enter the EVALUATION]

3. PROJECT DIMENSIONS (international, national, etc.)

[Click here and enter the EVALUATION]

4. RATIONALITY OF PROJECT ORGANIZATION AND REALIZATION

[Click here and enter the EVALUATION]

5. ECOLOGICAL SUITABILITY OF THE PROJECT, etc.

[Click here and enter the EVALUATION]

C. EVALUATION OF THE FINANCIAL PLAN AND FINANCING SOURCES

1.   EVALUATION OF THE FINANCIAL PLAN

[Click here and enter the EVALUATION]

2.   FINANCING SOURCES

[Click here and enter the EVALUATION]

COMMENT

In general, based on quality, the PROJECT is evaluated as:

☐   ACCEPTABLE FOR REALIZATION

☐   PARTIALLY ACCEPTABLE FOR REALIZATION

☐   NOT ACCEPTABLE FOR REALIZATION.

RECOMMENDATION:

[Click here and enter RECOMMENDATIONS]

Signature of the leader of the Scientific Field Council

_____

Place   Prishtina,   Date   _____

ALMA MATER EUROPAEA
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FORM - 4

"[Click here and enter the PROJECT TITLE] "

REPORT

of the technical implementation of the research project 2021

and the financial report

Reports	Description	Time (reporting term)	Reporting period: months (year)
First report:	- progress report on implementation		
Second report:	- implementation report - third semi-annual		
Third report:	- implementation report – fourth semi-annual		
Fourth report:	- implementation report – fifth semi-annual		
Fifth report:	- implementation report – sixth semi-annual		
Sixth report:	- implementation report – sevent semi-annual		
Seventh report:	- implementation report – eighth semi-annual		
Eighth report:	- implementation report – nineth semi-annual		
Nineth report:	- implementation report – tenth semi-annual		

PART - I

FIRST REPORT :

IMPLEMENTATION PROGRESS REPORT

According to the Project [Click here and enter the PROJECT TITLE], in the first phase, which includes the period [Click here and enter the TIME PERIOD], activities will be implemented to meet the strategic objectives related to:

- o [Click here and enter the OBJECTIVE] (objective 1),

- o [Click here and enter the OBJECTIVE] (objective 2),

- o [Click here and enter the OBJECTIVE] (objective 3),

- o [Click here and enter the OBJECTIVE] (objective 4),

PART- II

TABLE OF PLANNED / REALIZED RESULTS

Ref. no.	Activity and results	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12

OBJ.1. COMPLETED ACTIVITIES AND RESULTS ACHIEVED

Objective	Realized activity	Month planned	Realized (month)
ACHIEVED RESULTS Success indicators			

PART - III

PROPOSALS AND FURTHER ACTIONS

Part III. a.: New action plan:

[Click here and enter the NEW PLAN]

Part III. b.: Statement of conclusions:

[Click here and enter the CONCLUSIONS]

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FORM – 5

**REQUEST FOR PERMISSION OF ORGANIZATION OF THE
SCIENTIFIC MEETING WITH TITLE**

"[Click here and enter the TITLE OF THE SCIENTIFIC MEETING] **"**

[Click here and enter the YEAR]

P r i s h t i n a

SUBJECT: REQUEST FOR PERMISSION OF ORGANIZATION OF SCIENTIFIC MEETING

Project title: "[Click here and enter the MEETING TITLE]"

APPLICANT: [Click here and enter the APPLICANT]

ADDRESSED TO: SCIENTIFIC COUNCIL OF THE INSTITUTE

We request from the Scientific Council of the Institute that, after the evaluation, to allow the organization of the scientific meeting entitled:

[Click here and enter the MEETING TITLE]

1. THE OBJECTIVES OF THE SCIENTIFIC

   MEETING ARE:

   [Click here and enter OBJECTIVES]

2. IMPORTANCE OF THE SCIENTIFIC

   MEETING:

 [Click here and enter the IMPORTANCE]

3.   QUALIFICATIONS OF APPLICANTS (PROFESSIONAL-SCIENTIFIC COMPETENCE)

   [Click here and enter the COMPETENCES]

   a. Chairman of the Organizing Council - is

   proposed:

   b.   [Click here and enter NAME AND SURNAME]

   [Click here and enter the COMPETENCES]

   c. Deputy Chairman of the Organizing Council – is proposed:

   [Click here and enter NAME AND SURNAME]

   [Click here and enter the COMEPETENCES]

   d. Members of the Organizing Council:

   [Click here and enter NAME AND SURNAME] ,

   [Click here and enter the COMPETENCES]

4. DIMENSIONS OF THE MEETING (international, national, etc.)

[Click here and enter the DIMENSIONS]

5. RATIONALITY OF THE ORGANIZATION AND REALIZATION OF THE

SCIENTIFIC MEETING

[Click here and enter the RATIONALITY]

6. ORGANIZATION PERIOD, DURATION AND LOCATION

[Click here and enter the PERIOD]

[Click here and enter the LOCATION]

7. FINANCIAL PLAN AND SOURCES OF

FINANCING

[Click here and enter the COST]

Note: A detailed financial plan and proposals for funding sources should be attached to this request.

8. FINANCING SOURCES

[Click here and enter the SOURCES]

Signature of the applicant

_____

Place   Prishtina,   Date   _____

ALMA MATER EUROPAEA
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FORM – 5-A

**CONFERENCE PLANNING
STEPS-PROCEDURE**

FIRST PROGRESS CONFERENCE

[Click here and enter the MEETING TITLE]
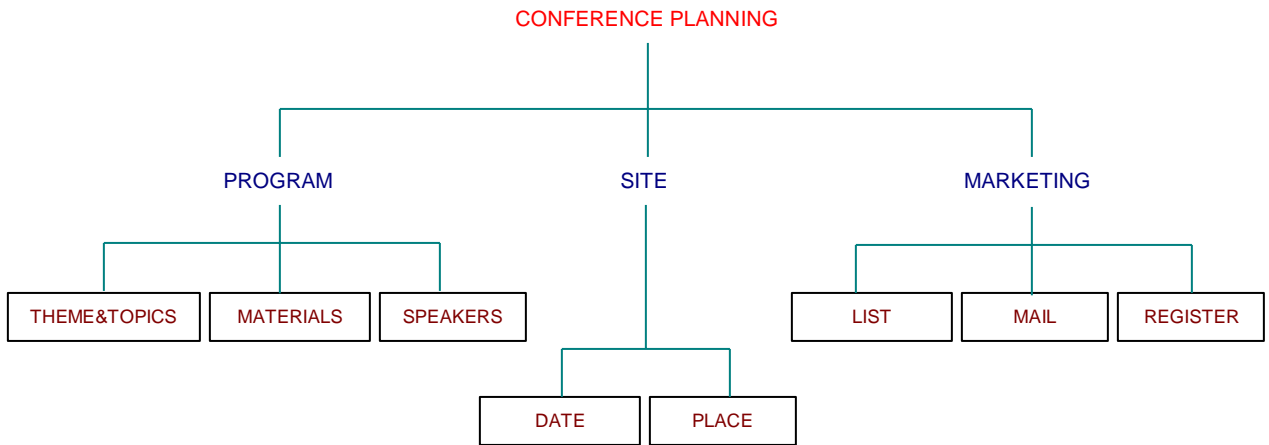Project No. xx-2021

1. PROGRAM

   1.1. Develop the Program
        1.1.1. Theme and Topics

   1.2. Decide Speakers

   1.3. Prepare Materials

2. SET THE CONFERENCE SITE AND DATE

   2.1. Set Conference Date

   2.2. Select Conference Site

   2.3. Confirm Arrangements

   2.4. Prepare Conference Room

3. IMPLEMENT MARKETING PLAN

   3.1. List of participants

   3.2. Print Conference Program and Invitations

3.3. Mail Conference Program and Invitation

3.4. Receive and Registrations

STRUCTURE OF THE CONFERENCE PLANNING

CONFERENCE PLANNING

PROGRAM

SITE

MARKETING

| THEME&TOPICS | MATERIALS | SPEAKERS |

| LIST | MAIL | REGISTER |

| DATE | PLACE |

ALMA MATER EUROPAEA
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FORM – 5-B

MEETING PROGRAM

[Click here and enter the MEETING TITLE]
Project No. xx-2021

INTRODUCTION

Introduction about the topic ....

OBJECTIVES – For certain topics, what should be researched- Example

1. To research and present new knowledge and advanced experiences on activating the sources of economic development in a developing, open economy - with special reference to the case of Kosovo.
2. To promote research activities in Kosovo related to economic and social development.
3. To strengthen relationships and partnerships with academia and economic development experts in Europe, the US and elsewhere, as well as with international organizations.

MAIN TOPICS - Example

1. Economic development and institutions
2. Human capital, intellectual capital and social capital
3. Industrial policies
4. Natural resources: Curse or blessing?
5. Absorption capacities for investments and job creation
6. EU integration and other forms of regional economic cooperation
7. Infrastructure and public services
8. Agriculture and rural development
9. High value-added services

FORMAT

The conference will be organized in plenary sessions and workshops / seminars;
(Example)

1. 13....: The opening of the conference will be dedicated to the 5th anniversary of ILIRIA (about 1 hour)

2. 14...... Conference proceedings in plenary sessions and workshops

PARTICIPANTS:

- International academics and experts, academics and experts from Kosovo (universities, government institutions, international organizations, etc.)

PAPERS

Papers can be of an academic nature or a contribution in the form of a policy paper.

- **Format for the abstract of academic works**
  - Title of the article
  - Name and surname of the author
  - Author's workplace
  - Article abstract (maximum 1 page)
  - Keywords
  - 2cm page borders, Times New Roman, 12pt for text, and single space.

- **Final paper research: Structure of the paper**
  - Title of the article
  - Name and surname of the author
  - Author's workplace
  - Abstract (maximum 1 page)
  - Keywords that describe the content of the paper
  - Introduction which contains the scientific problem of the article, innovations, purpose, works, objectives, and research methods
  - The text of the article
  - Conclusions
  - List of references of scientific papers
  - 2cm page borders, Times New Roman, 12pt for text, and single space.
  - The final work should be no more than 8-10 pages long
  - It is required that these papers are not published elsewhere.

Conference Dates: 14-15 September 2009

Venue: ILIRIA University

10000 Prishtina, Republic of Kosovo

Contact: (Example)

IMPORTANT DATES: (Example)

- **April 4, 2009:** Acceptance of topics and abstracts
- **July 10, 2009**: Submission of works (completed)
- **September 1, 2009:** Publication of the conference agenda
- **14/15 September 2009:** Conference.

FORM – 5-C

WORK PACKAGE ASSIGNMENT SHEET

	Project name:						Project Manager		
	Activity			**Schedule**		**Resource**			
No.	**Name**	**Description**	**Start**	**End**	**Money**	**Materials**	**Responsib.**	**Realisat.**	**Coment**

ALMA MATER EUROPAEA
CAMPUS COLLEGE REZONANCA

FORM - 6

EVALUATION OF THE ORGANIZATION OF THE SCIENTIFIC MEETING WITH THE TITLE

"[Click here and enter the TITLE OF THE SCIENTIFIC MEETING] **"**

[Click here and enter the YEAR]

P r i s h t i n a

SUBJECT: EVALUATION OF THE ORGANIZATION OF THE SCIENTIFIC MEETING

Meeting title: "[Click here and enter the MEETING TITLE]"

APPLICANT: [Click here and enter the APPLICANT]

ADDRESSED TO: SCIENTIFIC COUNCIL OF THE INSTITUTE

The Scientific Field Council _____ for the evaluation of the request for ORGANIZATION OF THE SCIENTIFIC MEETING has used the evaluation methodology according to the general principles of drafting the organizational plan of the meeting and according to the evaluation of the constituent parts of the Proposal, in order to ensure rational judgment and its quantification as: a) Acceptable; b) Partially acceptable and c) Unacceptable for realization

A. GENERAL EVALUATION CRITERIA
1.   TITLE OF THE SCIENTIFIC MEETING:
2.   MEETING OBJECTIVES
3.   THE IMPORTANCE OF THE SCIENTIFIC MEETING
4.   QUALIFICATIONS OF THE APPLICANTS
5.   DIMENSIONS OF THE MEETING
6.   THE RATIONALITY OF THE ORGANIZATION AND REALIZATION OF THE SCIENTIFIC MEETING
7.   ORGANIZATION PERIOD, DURATION AND LOCATION

B.   EVALUATION OF THE FINANCIAL PLAN AND FINANCING SOURCES

EVALUATION

1. EVALUATION OF THE MEETING TITLE:

        [Click here and enter the

        EVALUATION]

2. THE OBJECTIVES OF THE SCIENTIFIC

        MEETING ARE:

        [Click here and enter the

        EVALUATION]

3. THE IMPORTANCE OF THE SCIENTIFIC MEETING

[Click here and enter the EVALUATION]

3.   QUALIFICATIONS OF APPLICANTS (PROFESSIONAL-SCIENTIFIC COMPETENCE)

[Click here and enter the EVALUATION]

a.   Chairman of the Organizing Council – is

proposed:

[Click here and enter the EVALUATION]

b.   Deputy Chairman of the Organizing Council

– is proposed:

[Click here and enter the EVALUATION]

c. Members of the Organizing Council:

[Click here and enter the EVALUATION]

4. MEASUREMENTS OF THE MEETING (international, national, etc.)

[Click here and enter the EVALUATION]

5. RATIONALITY OF THE ORGANIZATION AND REALIZATION OF THE

SCIENTIFIC MEETING

[Click here and enter the EVALUATION]

6. ORGANIZATION PERIOD, DURATION AND LOCATION

[Click here and enter the EVALUATION]

7. FINANCIAL PLAN AND SOURCES OF

FINANCING

[Click here and enter the EVALUATION]

8. SOURCES OF FINANCING

[Click here and enter the EVALUATION]

COMMENT

In general, based on the evaluation, the SCIENTIFIC MEETING is evaluated as:

☐   ACCEPTABLE FOR REALIZATION

☐   PARTIALLY ACCEPTABLE FOR REALIZATION

☐   NOT ACCEPTABLE FOR REALIZATION.

RECOMMENDATIONS:

[Click here and enter RECOMMENDATIONS]

Signature of the applicant

                           _____

Place   Prishtina,   Date   _____

ALMA MATER EUROPAEA
CAMPUS COLLEGE REZONANCA

GUIDELINES FOR COMPLETING THE PROJECT-

PROPOSAL OF SCIENTIFIC-RESEARCH (FORM - 2)

P r i s h t i n a, 2021

1. PROJECT OVERVIEW

A research proposal project is a clear and detailed description of a study, which will investigate a given problem. This project proposal includes setting the purpose of the research, reasoning for the hypotheses raised, or clarifying the main research question, general or specific objectives of the project proposal, providing information about the administrative aspect of the project proposal, explaining the research problem and the justification for implementation of this project proposal, the methodological approach of conducting the research is determined and the budget and time period necessary for its realization are determined.

A project proposal provides, guides, shows the way of developing a research that from the moment of its approval until the presentation or publication of its results, is a vital process and strongly influences the success of the project.

TITLE:

Regardless of the type of research, the title should be clear, accurate in terms of content and language, specific in its content, informative, meaningful, engaging, current and ethical. Without compromising the content of the paper, the title is recommended to be as short as possible and should describe as clearly as possible the purpose of the research.

Contemporary methodologists estimate that the formulation of the research problem, the determination of the title of the research project, is often more essential than its solution itself, which may be a matter of experimental or mathematical skill. Therefore, initiating new questions, discovering new opportunities, looking at real problems from new perspectives, requires creative imagination but at the same time tireless work, uninterrupted reading, being in step with the latest studies or research in the field of your studies.

ESTIMATED BUDGET:

In this section are recorded in the clearest possible way the amount of approximate budget needed for the realization of the project.

PLANNED DURATION:

It is about determining the time at which or during which the whole course of the research will take place. When designing a project, type in more time than you think your project will last. This time period includes the moment of approval of your project proposal until the publication or presentation of the results of this project.

It is recommended to make a tabular presentation of the time plan, in which are specified the specific project activities and the period when they should be developed.

PURPOSE OF THE RESEARCH:

The purpose of your research project should be clearly stated here.

OBJECTIVES:

The objectives of the research project are summarized, which fulfill its main purpose. General or specific objectives are written in separate paragraphs, in function of the clarity of their content.

ABSTRACT:

The abstract is a summary that describes the most important aspects of the project proposal, which includes the investigation of the problem, the participants and the instruments to be used, the design of the research, the procedures for its development and the expected results. It is usually an integral part of a project proposal and contains from 80 to 100 words. The abstract should serve as a "replacement" of your project, ie to contain the essence of the work. Do not cite references in the abstract.

2. ADMINISTRATIVE INFORMATION

PROJECT LEADER:

In this section are provided accurate and complete information about the research project leader. Name, surname, institutional affinity, scientific degree, academic vocation, phone number, e-mail address.

REALIZING INSTITUTION:

Write complete and accurate information about the institution that will carry out your project. This includes the name and type of institution.

COOPERATIVE INSTITUTIONS:

In this section are written the data for other institutions which cooperate professionally in the realization of the project, which may or may not be partners in its financing.

PARTICIPATING INSTITUTIONS:

Complete and accurate data on the institutions that participate in the financing of the project, as well as the percentage or amount of their financial contribution to the project should be noted.

OTHER DONORS:

Data are recorded for all other institutions which contribute in any way to the successful implementation of the project, specifying the manner of contribution.

OTHER SUPPORTING ADMINISTRATIVE DOCUMENTS:

3.   RESEARCH PROBLEM AND JUSTIFICATION

PROJECT RELATIONS WITH THE STATE DEVELOPMENT PRIORITIES:

The main purpose of scientific research projects is to provide a system of knowledge formed by observing, studying the real world and life and making theoretical generalizations (for a certain field or branch) or even explaining, predicting and / or controlling phenomena, etc.

Seen in this light, in this section accurately describe the relationship that exists between your research project and the development priorities of the respective field in which your study is focused. Explain in what dimensions complement each other, and the respective benefits.

Below are some recommendations about the features that condition the choice and definition of the topic of research projects:

- **Innovations -** *when solving the research problem, it is recommended to eliminate duplicates of research already conducted, except in cases where we want to assess whether the achievements / results of those researches are valid even in the current time*. Every new research should contain innovations in the theory it represents, improving this theory or offering new solutions to various practical problems

- **Assessment of the importance of research** – different researches have different weight, rationality and applicability in a certain space and time, therefore the correct recognition and evaluation of this should be taken into account in choosing the research topic

- **Level of interest** – each research is a process that is associated with various difficulties, often unforeseen, which might make a not enough interested researcher in the topic he has chosen, to give up his research.

- **Professional ability -** *since each of us chooses his / her topic of study from the respective field of his / her professional training, the level of this training not only ours but also that of our colleagues or collaborators, closely associated with the characteristics of a scientific researcher as desire , perseverance, will, ambition etc. are often seen as important elements in choosing the research topic*

- **Time -** *regardless of whether it can be longitudinal or transverse, the research needs enough time, which we can often plan, but often the research may require more time, which the researcher / s should respect and take into account when choosing his study topic*

- **Actuality of research results -** *it may happen that when we publish our research results, they are no longer relevant because the process we have researched has already been completed*

SCIENTIFIC IMPORTANCE OF THE PROJECT:

If we refer to the definition of the term research, which refers to the systematic tracing of facts from which certain principles and scientific legalities can be derived , and in accordance with this, the fact that science actually consists of the results, the laws to which it is put through research, in this section explain in the simplest and most accurate way possible where the scientific importance of your project lies.

PROBLEM SIZE AND THE IMPACT OF THE PROJECT ON ITS SOLUTION:

In this section it is provided a clear and accurate explanation of the identified problem for further research, are clarified the dimensions of this problem in the relevant context, and explained how the

expected results of your project will affect the solution of your research problem, will there be theoretical benefits from this project or will the benefits be of a practical level etc.

SPECIFIC IMPORTANCE OF THE PROJECT FOR INTEREST GROUPS:

Here you should mention the groups, populations of interest which will directly benefit from the development of the project and its expected results. Be as clear as possible in your description.

4. OBJECTIVES

GENERAL OBJECTIVES:

SPECIFIC OBJECTIVES:

5. METHODOLOGY

CONCEPTUAL AND THEORETICAL FRAMEWORK:

This section refers to the construction of the conceptual and teoric framework of the project. It should include an explanation of how this project and its results will contribute to an existing theory, a policy system in a particular field or the solution of a practical problem, defining the research problem in a broader context. Part of this section is also the information gathered during the literature review process, which usually creates the opportunity to structure and define both the central project query framework, and the definition of the study approach.

PARTICIPANTS:

It includes a detailed and clear description of the data related to the sample to be researched, such as number, source, specific characteristics, reasonableness of its choice, but at the same time describe the population from which the research sample was taken.

INSTRUMENTS TO BE USED:

This section includes an accurate description of the instruments to be used as well as how to measure the variables defined in the research project. An instrument is a test or tool through which research data is collected. If you are going to use an already standardized instrument in your research, you need to describe the compatibility of this instrument with your study and population, its validity and reliability, and the process of administering and evaluating (scoring) it.

But if you are using a new instrument, your own, you need to describe how this instrument will develop, what it will measure, how it will measure, how you will determine its validity and reliability, and how this instrument is related to the hypothesis and sample of your research. If in your project you decide to use more than one instrument, then each of them should be described in detail, although it must be said that at this stage, you may not be able to describe these instruments in detail.

DATA COLLECTION:

In this section you should clearly and in detail describe the way you will use to secure your project data, as well as the time, place and by whom the data collection was done.

All types of scientific research require and contain data collection. Data is part of the information we collect and use to examine a research question or to validate or disprove a hypothesis raised. The scientific method is based precisely on the collection, analysis and interpretation of this data. There are three main ways in which research data is collected:

1. Administration of a standardized instrument
2. Administration of the instrument created by the researcher himself
3. Natural recording / recording of ready-made data

There are several hundred standardized or non-standardized instruments that can be used by any researcher. A standardized test is one that is administered, scored, and interpreted in the same way, regardless of when and where it is used.

RESEARCH APPLICATION MANNER

It should contain all the steps according to which the research will be conducted from the beginning to the end, a procedure that differs in the quantitative approach and the qualitative approach of the research projects. These steps need to be clarified precisely because they vary depending on the type of study.

Research assumptions and limits should also be included in this section. An assumption is a 'fact' that is presumed to be true but has not yet been verified as such, while limits are particular aspects of research that the researcher is aware of that may affect the research results.

It is highly recommended that this part of the project be precise to the point that anyone who reads it can develop your project as you would have developed it yourself.

DATA ANALYSIS:

Data analysis is an attempt by the researcher to generalize the data collected in a careful and reliable manner. It is the presentation of research findings in an undeniable and unequivocal way.

Each research project should also contain a data analysis section, in which should be described all the techniques that will be used to analyze the data collected. In most research, are required some statistical methods that will be used during data analysis. The choice of these techniques depends on a series of factors such as the number of groups being researched, the number of variables in the research, the type of data we have collected, etc. Although you may not yet be familiar with the multitude of techniques needed for data analysis, in your project you should certainly describe the type of analysis you will be doing.

6. RESULTS AND DISSEMINATION

This section should contain the expected results of your project. Describe clearly what your project expectations are and their rationale.

7. PROJECT IMPLEMENTING STAFF WITH QUALIFICATIONS AND REFERENCES

This section lists complete information for all members of the project implementation staff, including name, surname, academic degree, academic vocation, institutional affinity, position and duties of the research staff, telephone number, e-mail address.

8. IMPLEMENTATION SCHEDULE AND BUDGET

SCHEDULE AND DURATION:

It is recommended to make a tabular presentation of the timeline, specifying the specific project activities and the period when they should take place.

BUDGET (FINANCIAL PLAN)

The detailed financial plan created according to the categories of expenditures in tabular form.

The total amount should be presented separately in budget lines, which cover specific aspects or stages of project implementation.
Example : Describe the cost of staff income and secondary benefit information and other personal service costs, travel expenses, postage, supplies, instrument insurance, etc. Include project costs to be paid during program implementation. Submit a list of all other donation-based services including volunteers and indirect costs where possible justifying the performance of the work described.

9. ANNEXES

Here should be noted all the important materials that will be used during the study, e.g. questionnaires, raw data, forms for participation in the study, forms of data analysis, etc.

10. BIBLIOGRAPHY

The final bibliography is an essential part of any project and is usually placed before the part of the work appendices (if there are appendices). The bibliography should contain all the resources and writings that you have used and will use in any way in your work. This list of sources used is done alphabetically, according to the author / s surname. Those sources that do not have an author (encyclopedias, movies, etc.) should be alphabetized according to their title. Each source cited in the project should be included in the list of references / bibliography and vice versa.

SHTOJCA 1 APPENDIX 1

General writing rules:

➢ One of the most important rules in the project writing process is to ensure the connection and harmony of the content and completeness of the project idea.

➢ The project should be written in the clearest, simplest, most open way, respecting the rules of the language and punctuation.

➢ Respect the standard provided form of the institution in which you are competing with your project. S.R.I

Form and style of writing.

➢ Most reports, projects generally follow a system chosen for the form and style of writing. The form refers to the general models of organization and preparation of the report. Style refers to the application of the rules of grammar, the use of capital letters, punctuation marks, compliance with the standards set for such works, etc.

➢ Always and without exception use the 'Standard' style in the content of your work. Do not play with the content of your work using different styles or fonts for specific paragraphs

➢ Enter the project page numbers, respecting the number placement on the top right of the page. The numbers start on the page where the project trunk begins. Pages containing attachments, are not numbered.

➢ The use of 'Headers' and 'Footers' is not highly recommended and necessary.

➢ Respect the 'Standard' style rule in writing punctuation marks, such as; ,? !]}) etc., according to which: never use a space in front of them, but always use a space behind them. Also for opening brackets (ë {, never use a space behind them, but always use a space in front of them.

➢ Always use only one space before and after the signs <> = , etc.

➢ Try to avoid writing inside parentheses as much as possible.

➢ If the first letter of a sentence is a number, or if that number is nine or less, these numbers are usually expressed in words. Otherwise the numbers are all expressed as Arabic numerals (Four groups were organized; a total of 256 questionnaires were completed)

➢ Write the references of the paper in the same form. Divide authors by semicolons (Bredekamp & Copple 1997; Shala 2007). In cases where there is more than one author for a reference, only the last name of the first author is written and then 'others' (McKenzie et al. 1997). However, in case of publication of the results of your project, you will refer to the requirements of the relevant journal.

➢ Any of your references that are written inside the project proposal should also be on the list at the end of the project and vice versa.

➢ Write clearly and accurately, giving the essence of the content. Do not use too long sentences to risk losing the meaning of what you meant. Also try to avoid ambiguity in the words and sentences you use.

➢ The presentation of parallel ideas in the sentence should be expressed respecting the parallel grammatical constructions.

➢ The same point of view must be preserved throughout the work, ie the same subject, verbal form, persons, number and similar.

➢ Be very careful in mixing different constructions in the sentence, in placing the words in the wrong places within the sentences, not using the conjunction, etc.

➢ The font size is recommended to be 12, while the line spacing is 1.5 and do not make any changes to any paragraphs.

➢ The width of the margins should be the same on all four sides of the page (if the project proposal is linked, calculate the space that will take up the link and add the same to the relevant page).

➢ Use the 'Justify' command (Ctrl + J) for the entire interior of your project. This creates a more aesthetic and clear look of the content.

There are several different forms of bibliography writing, which depend on the nature of the writing, the type of subject but also on the author (s) and the system for which he / she is determined.

Below are some general guidelines for writing bibliography content:

* Do not put numbers in the bibliography list
*   Organize the works of the same author (when there is more than one title) according to the year of their publication and not by title.

For an author. Example:
Nushi, P., (2005). *Psikologjia e përgjithshme*. Prishtinë, Libri shkollor.

For two authors. Example:
Bredecamp, S. & Copple, C. (1997). *Developmentaly appropriate practices in early childhood programs.* Revised Edition. Washington, DC:NAEYC

When the author is not mentioned. Example:
 Kurrikula e edukimit parashkollor në Kosovë, 3-6 vjeç. (2006). Ministria e Arsimit, Shkencës dhe Teknologjisë. LIBRI SHKOLLOR, Prishtinë .

For encyclopedias. Example:
Enciklopedia Britanike, (1997). Volumi 7, 'Gorillas', f. 50-51

For magazine. Example:
Pica, R., **(**1997). *Beyond physical development : Why young children need to move.* Young Children, 52(6),4-11

For newspaper. Example:
Shala, M**.,** (2005). *Aktiviteti lëvizor në fëmijëri.* Shkëndija, Prishtinë, Nr. 9, fq.7

For unpublished thesis. (Master or Doctorate) Example:
Rose, B. (1994). *The importance of Gross Motor Coordination in the Psycho-social lives of Children.* Unpublished PhD Thesis. University of Western Australia.

For interview. Example:
Arta Berisha. Juriste. 19 Mars 2009

For movies. Example:
Braveheart, (1950*).* Dir. Mel Gibson, *Icon Productions.*

For CD. Example :
Compton's Multimedia Encyclopedia: Macintosh version, (1995). "Civil rights movement," p.3. Compton's Newsmedia.

Online resources
Burimet online vendosen gjithmonë në fund të listës së bibliografisë.

Internet. Example:

Ellen Block, (15 Shtator,1995). New Winners. *Teen Booklist* (Online). Helen Smith@wellington.com

World Wide Web:

http://www.boston.com. Today's News, 1 Gusht, 1996

http://www.nethelp.no. 12 Mars 2007.