

Bartësi Privat i Arsimit të Lartë
Private Bearer of Higher Education



ALMA MATER EUROPAEA
CAMPUS COLLEGE "REZONANCA"

Tel.+383 38 544-754

URL: <http://www.rezonanca-rks.com>

Reference no.	AD-450-8/23
Date:	31.01.2023

The Governing Council of the College, based on Article 13, point 1.4 of the College Statute and following the recommendation of the Senate, in the meeting held on January 31, 2023, has approved this:

Research Policy and Guidelines

Introduction

Purpose and Scope

This Research Policy and Guidelines document provides a comprehensive framework to guide and regulate research activities at the College. It establishes principles, standards, and procedures to ensure the integrity, quality, and impact of research conducted by faculty, students, and staff. The policy aims to align research practices with the College's mission of advancing knowledge, fostering innovation, and addressing societal needs.

Objectives

- Promote ethical, high-quality, and impactful research.
- Foster interdisciplinary collaboration and partnerships.
- Provide clear guidelines for intellectual property, research integrity, and data management.
- Ensure compliance with national and international research standards.
- Support the professional development of researchers.
- Enhance the visibility and societal relevance of research outputs.

Research Principles

Article 1: Academic and Research Freedom

Academic activity and research are built on the principle of academic freedom. Researchers have the right to define research questions, develop theories, collect empirical data, and use appropriate methodologies independently of ideological, political, economic, or technological influences.

Article 2: Ethical Standards

Research activities must adhere to the highest ethical standards, including integrity, transparency, fairness, and respect for research subjects and collaborators. These standards are vital for maintaining public trust and advancing scientific knowledge.

Article 3: Diversity and Inclusion

The College is committed to fostering diversity and inclusion in research activities. This includes promoting equal opportunities for all researchers, regardless of gender, age, ethnicity, or socio-economic background.

Research Ethics and Integrity

Article 4: Code of Conduct

Researchers must uphold the principles of honesty, integrity, and accountability in all stages of the research process, from conception to dissemination of results. This includes proper citation, avoiding conflicts of interest, and adhering to ethical research practices.

Article 5: Plagiarism Policy

Plagiarism is the use of another person's words, ideas, or data without proper citation. It includes the following:

- Direct copying from electronic or printed sources without acknowledgment.
- Paraphrasing another's work without proper citation.
- Using another person's opinions or concepts as one's own. Avoiding plagiarism enhances research quality and promotes creativity.

Article 6: Confidentiality

Researchers must respect the confidentiality of sensitive information and ensure data security during and after the research process. Personal data and proprietary information must be handled according to ethical and legal standards.

Article 7: Conflict of Interest

All researchers must disclose any potential conflicts of interest that could influence their research decisions, outcomes, or integrity.

Intellectual Property

Article 8: Ownership of Research Outputs

All intellectual property (IP) conceived, produced, or written using College funds or resources belongs to the College. Traditional academic products, such as books, monographs, and scientific papers, created without College resources are the property of the author.

Article 9: Commercialization of Research

The College encourages the commercialization of research outputs to benefit society. Policies and frameworks will be established to protect intellectual property and support researchers in bringing their innovations to market.

Article 10: Collaboration Agreements

Research collaboration agreements must clearly define intellectual property rights, responsibilities, and dispute resolution mechanisms to protect all parties involved.

Research Infrastructure and Support

Article 11: Research Facilities

The College provides state-of-the-art laboratories, libraries, and equipment to support research in all disciplines. Researchers have access to necessary tools and spaces to conduct innovative studies.

Article 12: Support Services

Dedicated research offices, grant management services, and IT support are available to assist researchers with project development, funding applications, and project implementation.

Article 13: Funding Opportunities

The College allocates internal funds for research projects and supports researchers in securing external grants from national and international funding agencies.

Article 14: Access to Databases

The College ensures access to leading academic databases, including Web of Science, Scopus, EBSCOhost, and others, to facilitate high-quality research.

Research Project Management

Article 15: Project Approval Process

Research proposals must be submitted for approval through a structured process involving departmental and institutional review committees. Ethical and scientific rigor will be evaluated before approval.

Article 16: Monitoring and Evaluation

Research progress will be monitored through periodic reviews, progress reports, and performance evaluations to ensure alignment with objectives.

Article 17: Risk Management

Research projects must include risk assessments to identify and mitigate potential challenges, including ethical, financial, and operational risks.

Research Training and Development

Article 18: Capacity Building

The College organizes training programs in advanced research methodologies, ethical standards, and grant writing to enhance researchers' skills.

Article 19: Mentorship and Supervision

Senior researchers provide mentorship to junior faculty and students, fostering professional growth and research excellence.

Article 20: Professional Development

Researchers are encouraged to participate in conferences, workshops, and seminars to enhance their expertise and network with peers.

Collaboration and Partnerships

Article 21: National and International Collaboration

The College actively fosters partnerships with research institutions, government agencies, industry, and NGOs to promote interdisciplinary and impactful research.

Article 22: Community Engagement

Research activities are designed to address societal challenges, with results disseminated to policymakers, practitioners, and the broader community.

Research Outputs

Article 23: Publication Guidelines

Publications must adhere to international standards and be submitted to high-impact journals. Categories of publications include indexed journals, books, conference proceedings, and patents.

Article 24: Dissemination of Findings

Research findings must be communicated transparently and made accessible to both academic and non-academic audiences to maximize impact.

Article 25: Knowledge Transfer

Mechanisms will be established to transfer research outputs to industry, government, and other stakeholders to ensure practical applications.

Data Management

Article 26: Data Collection and Storage

Researchers must securely store data and materials for a reasonable period, ensuring reproducibility and continuity.

Article 27: Data Access and Sharing

Data should be made as open as possible while respecting confidentiality, ethical considerations, and intellectual property rights.

Research Evaluation and Recognition

Article 28: Performance Metrics

Research performance will be evaluated based on publications, citations, grants secured, and societal impact.

Article 29: Awards and Incentives

The College will recognize and reward outstanding research contributions through awards, promotions, and funding opportunities.

Article 30: Annual Research Reporting

An annual research report will summarize the institution's research activities, outputs, and impacts.

Violations of Research Integrity

Article 31: Serious Violations

Fabrication, falsification, plagiarism, and submitting work to unqualified entities constitute serious breaches of research integrity.

Article 32: Other Violations

Other violations include self-plagiarism, selective citation, concealing results, and misuse of research resources.

Article 33: Reporting Mechanism

Researchers can report breaches of research integrity through a confidential process. Disciplinary actions will follow institutional policies.

Governance of Research

Article 34: Roles and Responsibilities

Research oversight is provided by institutional research committees, ethics boards, and administrative units to ensure compliance with standards.

Article 35: Policies and Regulations

All research activities must align with national laws, institutional policies, and international guidelines.

Sustainability in Research

Article 36: Strategic Goals

The College aims to enhance research funding, infrastructure, and human resources to sustain long-term research activities.

Article 37: Environmental Responsibility

Research practices must minimize environmental impact and align with sustainable development principles.

Annexes

1. Templates for Research Proposals and Progress Reports.
2. Guidelines for Publication Classifications.
3. Code of Ethics for Research Integrity.

RECTOR

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AL-QADISIYAH UNIVERSITY
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Template for Research Proposal

1. Title of the Research Project:

[Insert the title of the research project here]

2. Principal Investigator(s):

- Name(s):
- Department/Unit:
- Contact Information:

3. Research Team Members (if applicable):

- Name(s) and Roles:

4. Research Objectives:

- Primary Objective:
- Secondary Objectives:

5. Background and Rationale:

- Provide a brief literature review and justify the need for the study.

6. Research Questions and Hypotheses:

- Clearly define the research questions and any hypotheses to be tested.

7. Methodology:

- Study Design:
- Data Collection Methods:
- Data Analysis Plan:

8. Timeline:

- Include key milestones and a Gantt chart (if applicable).

9. Budget Estimate:

- Provide a detailed breakdown of costs, including personnel, equipment, and materials.

10. Ethical Considerations:

- Outline any ethical issues and how they will be addressed.

11. Expected Outcomes:

- Describe the anticipated contributions of the research.

12. References:

- List all cited sources.

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Template for Research Progress Report

1. Research Project Title:

[Insert the title of the research project here]

2. Reporting Period:

[Insert the reporting period, e.g., January – March 2025]

3. Principal Investigator(s):

- Name(s):

4. Summary of Activities Conducted:

- Provide an overview of the work completed during the reporting period.

5. Key Findings/Results (if applicable):

- Summarize preliminary results or observations.

6. Challenges and Mitigation Strategies:

- Highlight any difficulties encountered and actions taken to address them.

7. Budget Utilization:

- Provide a summary of funds spent compared to the approved budget.

8. Timeline Update:

- Indicate progress against the planned timeline, including delays or adjustments.

9. Next Steps:

- Outline the planned activities for the next reporting period.

10. Annexes (if applicable):

- Include supporting materials such as data, graphs, or tables.

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Code of Ethics for Research Integrity

1. Introduction

The College is committed to fostering a culture of ethical research practices. This Code of Ethics establishes principles and guidelines to ensure integrity, transparency, and accountability in all research activities conducted by faculty, students, and staff.

2. Core Principles

- **Integrity:** Conduct research with honesty and accuracy.
- **Accountability:** Take responsibility for the validity and reliability of research findings.
- **Respect:** Treat all research participants, colleagues, and collaborators with dignity and fairness.
- **Transparency:** Ensure openness in research processes and findings.
- **Ethical Compliance:** Adhere to national and international ethical standards.

3. Responsibilities of Researchers

- Uphold the principles of honesty, integrity, and respect.
- Ensure all research activities comply with legal and ethical guidelines.
- Obtain informed consent from research participants.
- Disclose potential conflicts of interest.
- Safeguard the confidentiality and privacy of research participants.
- Properly acknowledge contributions from collaborators and sources.

4. Ethical Conduct in Research Activities

- **Plagiarism:** Avoid using others' work without proper acknowledgment.
- **Data Management:** Ensure accurate recording, analysis, and reporting of research data.
- **Collaboration:** Promote respectful and transparent communication among collaborators.
- **Animal and Human Research:** Conduct studies involving humans or animals in compliance with ethical standards and regulations.

5. Reporting and Addressing Misconduct

- Misconduct includes fabrication, falsification, plagiarism, and other unethical practices.

- Researchers must report suspected misconduct to the appropriate institutional body.
- The College will investigate allegations and enforce disciplinary measures when necessary.

6. Research Oversight

- Research oversight committees will monitor compliance with this Code of Ethics.
- Regular training sessions on research ethics will be conducted to raise awareness and promote best practices.

7. Conclusion

By adhering to this Code of Ethics, the College ensures that research activities reflect the highest standards of integrity, contributing to advancements in medical sciences and societal well-being.

RECTOR

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