

CODE OF RESEARCH CONDUCT AND RESEARCH ETHICS

The integrity of research and the researchers including the professional ethical behavior is the utmost importance to the “Universum” College. Our institution aims to focus on promoting and supporting the ethical and responsible conduct of research across all disciplines: public administration, political science, sociology, international relations and diplomacy, justice, human rights, security studies, informatics, language, literature and translation, communication and media, economics, business, ecology, energy and health and other fields from the socio-economic field and modern sciences and technologies.

Article 1

Research Objectives

The research reflects the mission-driven objectives and is our high priority in addressing resources, expertise, responsibility, innovation, and credibility of our “Universum” College through systematic inquiry involving all instruments of qualitative and quantitative research methods. The Research and Development Committee, with the input from all the stakeholders, has developed a Research plan/policy that is consistent with the nature and mission of the institution as well as recent requirements by Kosovo Accreditation Agency (KAA). In attaining these institutional objectives, “Universum” College has set various long-term goals as a part of our research plan/policy to expand knowledge on current issues through a process of data collection, to handle new problems or phenomenon’s that have not been explored before, and, to understand the impact of scientific changes and innovation in various areas. Hence, responsible conduct of research in a manner that is based on ethical principles and professional standards is the main goal of our institution.

The following objectives are pursued collectively with faculty, students, staff members and industry partners:

- Undertake research projects and research activities that are following the nature and mission of the institution.
- Providing a research friendly environment and infrastructure to conduct preeminent research and maintain the public's trust.
- Encouraging faculty to join and conduct research projects and other research activities according to institutional regulations as well as national requirements (KAA).
- Motivating students to conduct research in their course projects as well as have their papers published at Student Research Journal.
- Linking research and teaching in curriculum and course syllabi activities.

Article 2

Research Ethics

Academic staff is required to conduct research in accordance with all legal, ethical, and contractual obligations including respecting of unwritten social norms.

- The research shall be published in a form that is available to the public and should be made available in an open access form upon publication.
- In different research circumstances depending on the nature and stage of the research exceptions may be allowed if the Research and Development Committee deems that appropriate.
- Such exceptions require strict adherence to any contractual obligation, confidentiality, or privacy in connection with the research or the need to ensure the protection of any intellectual property arising from the research.
- Researchers are required to fully comply with “Universum” College Policy.

Article 3

Activities of scientific research

Scientific research activity includes the following activities:

1. Conducting basic, advanced, and applied research in order to develop scientific research in the fields of public administration, political science, sociology, international relations and diplomacy, justice, human rights, security studies, informatics, language, literature and translation, communication and media, economics, business, ecology, energy and health and other fields from the socio-economic field and modern sciences and technologies.
2. Organizing of local, regional, and international scientific conferences, workshops, seminars, scientific research networks and cooperation with other research institutions in the country and abroad.
3. Research conduct and analyses on themes such as: public administration, judiciary, economics, linguistics and literature, informatics, environment, health, and the like.
4. Processing and analysing the technical documentation from various research areas.
5. Patenting.
6. Preparation of expertise in the above areas and quality control of technical documentation.
7. Compilation of investment programs and other programs.
8. Organizing seminars for the professional development of the academic staff in the scientific fields relevant to the college.
9. Publishing activity (publishing books, university textbooks, monographs and scientific journals); - other scientific research activities in the fields covered by the study programs in the college.

Article 4

Academic staff engagement and student involvement in scientific research

The “Universum” College is committed to create proper conditions for scientific research and research activities so that academic staff can achieve competitive results nationally and internationally, and it acts in accordance with the Equal Opportunities Policy on engagement of researchers. Periodical and consistent meetings shall be held between departments to ensure that resources on research are fully utilized. Managing staff in cooperation with faculty is actively engaged in seeking other opportunities that can increase the capacities of “Universum” College in allocating additional human and capital resources for conducting ethical scientific research.

The academic staff of “Universum” College shall engage in scientific research and research work projects in accordance with their professional skills and the obligations arising from the contract. The academic directors, as well as all the teaching staff are mandated to engage in research through contractual agreements and job descriptions.

Moreover, academic staff involvement in collaboration activities with other Universities, locally, regionally and/or internationally is required, based on the respective courses taught. Engagement in research activities of the academic staff shall be taken into consideration in staff evaluation processes and recommendations for potential promotion will be considered. Students shall be encouraged to participate and contribute to the research projects during their coursework and based on their significant practical or intellectual contribution they shall be listed as authors as well.

In addition, academic staff must publish at least one scientific paper per year.

Article 5

Joint contribution of authors

Authorship should be restricted to those authors who have contributed to the research paper or project. No person who fulfils the criteria for authorship should be excluded from the submitted research work. The work of all contributors must be recognized and listed. An author or authors of any research paper or project shall undertake the responsibility for their contribution on research work activity being it a scientific paper or research project. Moreover, all collaborators and others who have supported the research but who do not meet the criteria for authorship must be acknowledged in publication.

Article 6

Indexation of published articles/papers/reports

Academic staff shall carefully choose journals for publication to avoid predatory journals and/or predatory publishers. As per the Administrative Instruction of the Ministry of Education, Science, Technology and Innovation (MEST no. 01-2018), publications of research papers shall be made at well-ranked peer reviewed journals indexed in the following indexing databases:

1. Web of Science
2. Scopus
3. Ebsco
4. WorldCat
5. DOAJ

Academic Directors are expected to publish only in journals that are indexed in the following databases:

1. Web of Science (SSCI, SCI-E and AHSCI)
2. Scopus

Article 7

Research data protection

Research data is defined as any information that has been collected, observed, generated, or created to produce original research findings. They may be primary data generated or collected by the researcher, or secondary data collected from existing sources and processed as part of the research activity. The research data may exist in digital and non-digital formats. Data may include personal data or sensitive data. The management of all research data should adhere to the national Law on Personal Data Protection (Law No. 06/L-082).

Article 8

Intellectual Property Rights and Intellectual Property Ownership

The “Universum” College shall conduct its research and publication activities based on the domestic legislation on ownership of Intellectual Property Rights, in line with internationally recognized standards and procedures. Regulation on research work also provides a specific provision on academic integrity, protection of intellectual property as well as support provided by the legal office at UC. The Intellectual Property Rights includes, but is not limited to, the results of research in the form of data, inventions, notes, records, books, papers, designs, software, business methods, art design, and schemes for processing and assessing information. Intellectual Property Ownership and the Intellectual Property Rights generated by our academic staff or students belongs to the “Universum” College. In case of misuses or theft of intellectual property published by Universum staff or students, the legal office at “Universum” College provides the necessary support and guidance to the victim of theft or misuse.

Article 9

Research misconduct

The Universum” Collage adopts the definition of the Federal Government of USA (2000) on research misconduct indicating as follows:

Research misconduct is fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

In this regard, academic staff, students, and other staff involved directly or indirectly in research activities or projects are obliged to act in a good faith and to adopt all standards of integrity during the conduct of scientific research through avoiding the following non-ethical research behaviours:

- Plagiarism
- Incorrectly attributing authorship or gift authorship
- Falsifying or fabricating data such as manipulating research materials, changing, or omitting inputs, results, or conclusions
- Unauthorized involvement or participation in research.

Article 10

Dissemination of research findings

Publication and wider dissemination of research and research findings must adhere to the core principles of openness, transparency, and accountability. Communicating intellectual contribution and its impact is quite crucial and it is done through various conferences, workshops, trainings, seminar in cooperation with various stakeholders. All scientific and research products such as journal articles, conference proceedings, monographs, textbooks, book chapters and similar material, where copyright allows, should be made available in an open access form upon publication. Moreover, faculty members through scheduled semester-based research seminars and workshops, shall engage in discussions on recently published papers, topics and trends, and ways to break new ground for future research collaboration. Authors are encouraged to disseminate their research and research findings in an appropriate form without violating the consent agreements made with the respective publishers.