



Universiteti · University
FEHMI AGANI
GJAKOVË

RISS regulation, Job description, Strategy & Action plan

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INTRODUCTION

RISS regulation, Job description, Strategy & Action plan is an important act of the DRIVE Project “Developing Research and Innovation Capacities in Albania and Kosovo – DRIVE” granted under the Erasmus+. The Consortium is composed of 9 partners that represent the diversity of European as well as the diversity of Western Balkan social and cultural environments. It includes the following:

1. POLIS University
2. European University of Tirana
3. Polytechnic University of Tirana
4. University of Prishtina “Hasan Prishtina”
5. University of Gjakova “Fehmi Agani”
6. Universum College
7. Hamburg University of Technology, Germany
8. Politecnico di Milano, Italy
9. Aalborg University, Denmark

The general objective of DRIVE project is to contribute in the development of the research and innovation capacities of HEIs in Albania and Kosovo by enhancing their institutional capabilities, staff skills and networking.

Specifically, the project intends to:

1. Enhance the teachers’ capacities and their methodologies so that they effectively equip the students (graduate level and beyond) with the skills to conduct independent research;
2. Enhance the mentors’ capacities to effectively guide the students in their research activity;
3. Enhance the research capacities of the academic and managerial staff through study visits and tailored trainings;
4. Strengthen the managerial capacities for research activities and innovation in institutional level by setting or strengthening dedicated research and innovation support structures (RISS);
5. Promote research excellence and innovation by developing a network that eases the interdisciplinary and cooperation among local and international actors.

These objectives have been designed to directly address the needs identified in the proposal, namely:

- The need to improve the HEIs capacities for research and innovation;
- The need to foster the links and cooperation among the actors in the innovation ecosystem.

Respectively the first need corresponds to the specific objectives 1-4 which consist in developing the capacities for research of the target groups within the higher education institutions, whereas the specific objective 5 corresponds to the identified need to strengthen the cooperation among the higher education institutions as such with other entities such as businesses and local and international partners. The objectives also serve as a basis to identify the target groups that require capacity building actions. Therefore, the set of activities that contribute to capacity development such as trainings, study visits, new structures, development of guidelines, etc. are grouped into work-packages that focus respectively on the identified target groups within the institution. While in response to the second need, a network among researchers, institutions and other actors will be established at country and regional level.

DRIVE Project do support **RISS regulation, Job description, Strategy & Action plan**

Acknowledgement and disclaimer

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UNIVERSITY YESTERDAY, TODAY AND TOMORROW

Gjakova was established as a settlement at the end of the 16th century in the middle of the Dukagjini Plain on the vertical road Prizren-Peja. Once, a branch of the Zeta road passed through this locality, which was divided into two directions, one from Prizren and the other Kukës-Kruma-Qafa Prushit-Gjakova. The city of Gjakova is located in the tectonic valley of the Dukagjini Plain, between the Cursed Mountains, Pashtrik, Sharr and Moknes. It is important to mention that the Municipality of Gjakova has connections with the Republic of Albania, through two border points, Qafa e Prushit and Qafa Morina. The Normal School was opened in 1946/1947 and is known as the only Albanian language school in Kosovo. This school was at first of two years and then passed to four years. Normalja school remained opened in Gjakova from 1946-1953, when it was transferred to Prishtina. In the academic year 1967/1968 in Gjakova was opened the Higher Pedagogical School with three departments: Albanian Language and Literature, History-Geography and Mathematics. A year later, 1968/1969, the Department of Biology-Chemistry was opened, while in the academic year 1975/1976, the department of class teaching was opened. Until 30.09.2004 in the Higher Pedagogical School of Gjakova graduated a total of 3940 students who studied in Albanian language. Therefore, the establishment of the University of Gjakova "Fehmi Agani" (UGJFA) is not accidental, it is a continuation of the Higher Pedagogical School. In 2001, the Faculty of Education was established as a unit of the University of Prishtina with curricula based on the Bologna Declaration for the Bachelor level. University of Prishtina, Faculty of Medicine - Gjakova branch started working in the academic year 2011/2012, in the programs of Nursing and Midwifery. University of Prishtina, Faculty of Mathematical and Natural Sciences – in branch of Gjakova started working in the academic year 2011/2012, in the program of Chemistry Education. University of Prishtina, Faculty of Philology – in branch of Gjakova started working in the academic year 2010/2011, in the programs Albanian Language and English Language and Literature. University "Fehmi Agani" in Gjakova as an independent institution started working on October 1 st, 2013 with the Faculty of Education, the Faculty of Medicine and the Faculty of Philology with programs accredited by the Kosovo Accreditation Agency.

Institution's naming - The University was established at the same time with two other public Universities which were named after the cities where their activity would take place and the headquarters would be located. In the meantime, concrete proposals were given for changing their name so that the Steering Council of the University of Gjakova in the meeting held on December 13th,

2013, reviewed the proposal and unanimously approved the name of the University of Gjakova "Fehmi Agani" based in Gjakova. The establishment of the university has foreseen its functioning with an temporary statute which would be replaced by consolidated statutes based on the specifics of each university. The permanent statute does not fully adapt to the circumstances of the university and its provisions and as such had to be changed. After the meeting with the working groups at the University of Gjakova, then its presentation by the Ministry of Education and Science, and the Committee of Education in the Parliament of Kosovo, the parliament has approved the permanent statute and hence the name of the institution is: University "Fehmi Agani" in Gjakova with acronym UFAGJ

Legal form – Based on the legal point of view, the University "Fehmi Agani" is a public institution which was established on the basis of the Law on Higher Education of the Republic of Kosovo that offers academic studies bachelor, master and doctorate. University activity, management, organization, teaching process, scientific research, etc. are based on the Law on Higher Education and the Statute approved by the Parliament of Kosovo. Currently, UFAGJ counts over 2869 students, out of this number of students 75.6% or 2168 are female while 24.4% are male students. Data on the number of students who have applied, enrolled and those active in the last three years at the Bachelor level, which is also sufficient evidence that our institution is in high demand by our youth, is presented on the table form in the following. The programs at our University are study programs organized according to the Bologna system, three years with 180 ECTS, respectively 4 years with 240 ECTS at the Bachelor level. Based on the data arising from the University Management System (SMU), the number of students for the academic year 2020/2021 is 2869, while the number of academic staff in UFAGJ that is in the process of teaching in both semesters is 105. UFAGJ owns the premises of the Faculty of Philology, the Faculty of Education, the Faculty of Medicine, the sports hall, the Rectorate building (Medical Laboratory and Chemistry Laboratory) and currently has 11697.5 m² available. On this occasion it should be noted that UFAGJ for the construction of the new University Campus with an area of 12.8 hectare and facilities over 35 thousand m², has provided financial support and has received a construction permit from the Municipality of Gjakova. Has developed procurement procedures and is in the final evaluation phase. Based on the dynamics of the winning company, campus is expected to be completed within the period of this strategic plan (2021-2025).

UGJFA MISSION, VISION AND VALUES

Mission

University “Fehmi Agani” in Gjakova is committed to create knowledge through contemporary methods of teaching and research, fostering student enthusiasm and promoting academic integrity. The University offers academic and research experiences by collaborating with the community and contributes to the social and economic development of the country and the region, through unique and quality study programs.

Vision

University “Fehmi Agani” in Gjakova is a higher education public institution that through continuous development and transformation offers studies in human and medical sciences, where teaching, learning and scientific research are adopted to socio-economic needs of the society.

Values

- Tradition in education, teaching, cultural tradition.
- Academic integrity and ethics – guarantees the academic freedom, expression, scientific research.
- Transparency and accountability – we build relationships based on transparency, honesty and mutual respect, in teaching learning relationship.
- Respects equality between genders, ethnicities, as well as treats viewpoints and contribute of all, without distinction.
- We take responsibilities for decisions and results, We monitor and review performance to promote improvement at work.
- Cooperation and promotion, national and international partnerities.
- Orientation towards labour market.
- Democracy, key and universal principle.
- Modern infrastructure, sufficient and recreate spaces.

- UFAGJ is flexible and trustful institution offering harmonized services to improve teaching and learning quality.

STRATEGIC OBJECTIVES 2021-2025:

Organizational and institutional empowerment, aiming development of necessary capacities and their offering for implementation of objectives emerging during the implementation of the strategic document.

- Quality assurance and academic integrity, by analyzing and linking programs with the needs of society;
- Quality programs, teaching, learning and scientific researches, easily accepted and distinct from other existing programs.
- Internationalization and networking, of university and student structures with other universities in country, region and wider;
- Students and partnered with community, effective and easy services for students, partnered with the community;
- Contemporary infrastructure and appropriate environment, as a need to fulfill the commitments made by this document and other UFAGJ documents.

RESEARCH STRATEGY

Our Research Strategy there are three Priorities:

- Matching Strengths with Opportunities,
- Increasing Research Capacity, and
- Driving Innovation.

Combined with a commitment to promotion campus culture will propel the University “Fehmi Agani” in Gjakova do onward in our mission to achieve our refreshed “Research 2021-2025” over the next 5 years. We will demonstrate through discovery, creativity, and innovation the impact a research intensive university with our region measurement can have on societal goals and aspirations, and we

will create a student experience that will produce the next generation of leaders for the specialised fields. As with Open Eyes, our Research Plan is an evolution of the previous plan that enabled us to advance on the national stage in almost all research competitions and to be declared as second public university for academic integrity . Our clear articulation of research priorities, reflecting our scholarly excellence, and our institutional investments in them, were key components in our success.

One of the key activities for research is to integrate students in the research and giving them research culture. We will contribute through all three of our priorities and engage with strategic partners to achieve innovative advances in the areas of health, education, philology, media communication and social wellbeing. Of course, our collaborations and partnerships extend well beyond Dukagjini region and we will engage with our national and international communities to mobilize our research capacity on major initiatives.

Basic determinants of scientific activity development

Scientific activities at the University "Fehmi Agani" in Gjakova include:

- Encouraging scientific activity;
- Encouraging teaching staff to engage in various local and international research projects;
- Participation in local and foreign projects;
- Support for participants in the application procedures in "Calls for proposals" and participation in scientific events;
- Regular information on our website about published competitions and programs related to scientific research projects;
- Monitoring and analysis of scientific activities at the University - by faculties and individuals;
- Organizing gatherings, round tables and other forms of scientific activities;
- Organizing and holding lectures, seminars with personalities from the academic community in order to develop research - scientific activity;
- Financial support for scientific publications and professional publications. The development of scientific activity along with the development of higher education are the foundations of the development and competitive capabilities of a society, which encourages economic

progress and builds a bridge between science and application by encouraging mutual development.

Statutory provisions of scientific activity

The Statute of the University of Gjakova "Fehmi Agani" defines the scientific activity. The scientific activity of the University is carried out in accordance with the Law on Science of the Republic of Kosovo, the University Strategy and the Regulation on scientific activity. Scientific research is realized through individual and team work at the University. Research teams outside the University may also be included in research teams, as well as researchers from other universities and research institutions in the country and abroad. University students can also engage in certain research activities.

In the framework of scientific activity, the University Senate:

- Monitors the development of science and harmonizes study programs with scientific achievements;
- Encourages the development of talented students for scientific research;
- Realizes and encourages scientific cooperation in the country and abroad;
- Takes care of the provision of equipment and scientific-information documentation;
- Makes decisions for the organization of scientific gatherings;
- Undertakes measures and other activities for the systematic improvement of scientific research;
- Performs other tasks related to the realization of the scientific activity of the University.

University bodies for the implementation of scientific work

The bodies in the Universities that are responsible for the organization, development of scientific-research work are:

- University Senate;
- Rector of the University;
- Science Council;

- Vice Rector for Scientific Research;
- Faculties / Institutes and Research Centers.

The statutory provisions define the rights and obligations of each of these bodies of the University in relation to scientific activity.

Scientific potential analysis of UFAGJ

The organizational units where the scientific research activity takes place are the Faculties, Institutes and Research Centres.

There are currently five (5) Faculties, one (1) Institute and two (3) Research Centres at UFAGJ:

1. Faculty of Education;
2. Faculty of Medicine;
3. Faculty of Philology;
4. Faculty of Applied Sciences;
5. Faculty of Social Sciences;
6. Institute for Environment and Health;
7. Didactic Centre for Excellence in Teaching;
8. University Centre for Psychosocial Counselling;
9. Practice-Based Research Labs¹.

Faculties, institutes and research centres are key drivers of scientific and academic work at the university. Therefore, strategic planning and conducting scientific research is constitutionally linked to the faculties, institutes and centres that form the basis of scientific studies and research. The responsibility for leading and managing the work and scientific research activities belongs to each organizational unit.

¹ This is a proposed change that needs to be approved by the Senate

Promotion of scientific research work

1. Scientific and professional journals. UFAGJ has established successful practices of promoting scientific research work through scientific publications, professional (monographs), as a result of research, evaluations, opinions. UFAGJ publishes the BULLETIN² of the University (promotion of the scientific work of the academic staff) and the Scientific Journal "JOURNAL OF SOCIAL EDUCATION AND INTERDISCIPLINARY SCIENCE"³.
2. Scientific conferences. UFAGJ has a successful tradition of organizing scientific and professional conferences, local and international, which promote the results of scientific research and scientific achievements in general. Scientific conferences where UFAGJ is the organizer and / or co-organizer with other institutions are:
 - i. Conference "Triage, diagnosis and treatment";
 - ii. Nursing Week; o Conference on Language and Social Sciences (ECLSS 2021a);
 - iii. Conferences and journals of the Institute for Scientific Research and Development-Ulcinj;
 - iv. Conferences co organised with the Institute of Knowledge Management;

Expected statistics for scientific publications 2021-2025:

Type of work published	Papers in international scientific journal ⁴	Author of books ⁵	Other titles ⁶
Total	150	30	250

Expected statistics for projects 2021-2025:

Type of projects	Erasmus+ participant	Erasmus+ coordinator	Other projects
Total	5	1	20

² <https://uni-gjk.org/en/faqe/180/buletini-shkencor>

³ <https://jseis.uni-gjk.org/index.php/jseis>

⁴ Magazines with an international recession

⁵ Monographs, Publications

⁶ Publications in journals local character, conferences and symposia

Strategic objectives of scientific research

According to the Development Strategy of the University "Fehmi Agani" in Gjakova, the strategic objectives of scientific research are related through:

- lifelong study and education;
- quality assurance system;
- scientific research work;
- inter-institutional cooperation and scientific mobility;
- human capacity - financial and material resources; and
- recruiting new academic and research staff.

The activity of the University "Fehmi Agani" in Gjakova includes teaching, research and professional work, so the goals of the Strategic Research Program are harmonized with the declared activities. The strategic objectives within the scientific research activity of UGJFA is the continuous development of scientific research in the field of social sciences, philology, medicine and interdisciplinary sciences, to ensure continuity and long-term perspectives of the University "Fehmi Agani" in Gjakova in the local and international environment.

The following goals contribute to the achievement of these strategic objectives:

1. Development of international cooperation and networking in the field of scientific research;
2. Encourage the expansion and increase of scientific research projects and involvement in international scientific projects;
3. Advancing the quality of scientific research;
4. Increase the quality of existing scientific publications and work for their greater international indexation / recognition;
5. Opening of doctoral studies; 6. Creation of new teaching-scientific organizational units with specific character, for the purpose of research and interdisciplinary cooperation with other local and international scientific institutions.

RISS REGULATION

Research is an essential function of the University, as the foundation of teaching and a means for the progress of society. RISS is created to transform the institutional support for research and innovation activities to ensure our support services provide an improved researcher experience and comply with internal and external regulations.

The main objective of PRACTICE-BASED RESEARCH LABS (PBRL) structures is to organize, develop and basic and applied research programs. They also collaborate with the rest of the University and with society by providing technical advice and promoting scientific updating, pedagogical renewal and permanent training. The research support structures, which share functions with the institutes, differ from these in that they can be created by the University, shared with other universities or entities or even simply linked to the University

The aims of the RISS are to enable:

- High-quality end-to-end research and innovation support that adds value to the academic mission;
- Improved compliance with terms and conditions, policies and guidelines;
- Professionalization of, and investment in, research and innovation as a discipline and a career.

Our vision is to enable excellent research and innovation by providing efficient, effective and flexible advisory and administrative services.

Practice-based research labs (PBRL) and other innovation support structures

Practice-based research labs (PBRL) is one the research support structures that with time will be much stronger and contributing to the research done by UFAGJ staff.

Other research and innovation structures within the institution are:

1. Institute for Environment and Health;
2. Didactic Centre for Excellence in Teaching;
3. University Centre for Psychosocial Counselling;

4. SUSWELL Space maker;
5. THE JOURNAL OF SOCIAL EDUCATION AND INTERDISCIPLINARY SCIENCE ect.

Linking Scientific Research with Externally Funded Projects

Where appropriate, externally-funded projects will support a variety of research activities, such as conducting pilot projects, developing research instruments, collecting primary data, or analyzing secondary data, worth mentioning here is European Value Studies⁷, projects supported by US Embassy ect.

JOB DESCRIPTION FOR THE POSITION OF RESEARCH HEAD

The director of research and innovation within the University will be in charge of leading and harmonising the actions associated to the analysis and development of the university's research accomplishments. The head of research is essential to bring a wide range of applied research expertise, a good understanding of the research and innovation policies and a consolidated background in domestic and/or regional project management.

The main tasks of this job position would include:

- Plan, direct and coordinate research and innovation activities to create procedures, products, knowledge or ways of using new or improved materials;
- Plan the general research and development program of the university, define the goals of the projects and set their budgets;
- Direct and manage the activities of research and development staff;
- Coordinate and control the development of research projects in external research centers, supervising deadlines, costs and quality;
- Establish and manage budgets, control expenses and ensure the efficient use of resources;
- Establish and direct operational and administrative procedures;

⁷ <https://europeanvaluesstudy.eu/denis-spahija/>

- Plan and organize the daily work/activities;
- Control the selection, training and performance of staff;
- Determine the objectives, programs and calendar of the university's innovation strategy.

The university's R&D department carries out actions related to updating the university's existing products, as well as the development and evaluation of new research actions and activities. This professional has to be up to date with market trends in order to detect new opportunities for the institution. The head of Research has to collaborate with the other departments within the university in order to be able to properly study the needs related to productive innovation. This professional would also be in charge of other technical professionals in R&D.

Skills and abilities needed for the head of research

The head of research would also be required to possess the following skills and abilities:

- Initiative;
- Interest in innovation;
- Creativity;
- Analytical and synthetic capacity;
- Team leadership skills;
- Good communication;
- Flexibility;
- Project management skills;
- Capacity for teamwork

This professional must have basic training in the field of project management, innovation and scientific research, and also other complementary training to help him/her manage projects or teams.

ACTION PLAN

Month	Year	ACTION	KPI	Structure in charge
ongoing	2021-2026	CAPACITY BUILDING	No of trained staff	UFAGJ Staff and PBRL
ongoing	2021-2026	COOPERATION WITH OTHER ECOSYSTEM ACTORS	No of signed MoUs and Joint activities	PBRL and
ongoing	2021-2026	PARTICIPATE IN RESEARCH PROJECTS	No of applications in national/international level	UFAGJ Staff, IRO, PBRL and Research Office
December	2021	ASK THE EXPERT WORKSHOP: INTRODUCTION TO BUSINESS MODEL CANVAS	No of trained staff and students	PBRL and Research Office
January	2022	ASK THE EXPERT WORKSHOP: DIABETIC FOT	No of trained staff and students	PBRL and Research Office
March	2022	ASK THE EXPERT WORKSHOP: LEADERSHIP AND TEAM BUILDING	No of trained staff	PBRL and Research Office
July	2022	ASK THE EXPERT WORKSHOP: ADVANCED TECHNIQUES OF TEACHING	No of trained staff	PBRL and Research Office
July	2022	ASK THE EXPERT WORKSHOP: RESEARCH AND PUBLICATION	No of trained staff	PBRL and Research Office
October	2022	ASK THE EXPERT WORKSHOP: FUNDING AND GRANTS	No of trained staff and students	PBRL and Research Office
January	2023	ASK THE EXPERT WORKSHOP: DIABETIC NURSERY	No of trained staff and students	PBRL and Research Office
February	2023	ASK THE EXPERT WORKSHOP: BURN CARE INFIRMARY	No of trained staff and students	PBRL and Research Office
March	2023	ASK THE EXPERT WORKSHOP: GREEN DIGITAL LIFE	No of trained staff and students	PBRL and Research Office

April	2023	ASK THE EXPERT WORKSHOP: TOXILOGY OF WATERS	No of trained staff and students	PBRL and Research Office
May	2023	ASK THE EXPERT WORKSHOP: LEADERSHIP AND TEAM BUILDING	No of trained staff	PBRL and Research Office
May	2023	ASK THE EXPERT WORKSHOP: WATER PHIOTHERAPY	No of trained staff and students	PBRL and Research Office
July	2023	ASK THE EXPERT WORKSHOP: ADVANCED TECHNIQUES OF TEACHING	No of trained staff	PBRL and Research Office
July	2023	ASK THE EXPERT WORKSHOP: RESEARCH AND PUBLICATION	No of trained staff	PBRL and Research Office
October	2023	ASK THE EXPERT WORKSHOP: FUNDING AND GRANTS	No of trained staff and students	PBRL and Research Office
February	2024	ASK THE EXPERT WORKSHOP: DIABETIC NURSERY	No of trained staff and students	PBRL and Research Office
March	2024	ASK THE EXPERT WORKSHOP: BURN CARE INFIRMARY	No of trained staff and students	PBRL and Research Office
April	2024	ASK THE EXPERT WORKSHOP: GREEN DIGITAL LIFE	No of trained staff and students	PBRL and Research Office
May	2022	ASK THE EXPERT WORKSHOP: TOXILOGY OF WATERS	No of trained staff and students	PBRL and Research Office

The list will be updated with new actions according to the needs and day to day activities! Some actions are foreseen for each year since there will be new staff and students joining our university.