



DRIVE DEVELOPING RESEARCH
AND INNOVATION CAPACITIES IN ALBANIA AND KOSOVO

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RISS Regulation, Job description, Strategy & Action plan

Faculty of Electrical and Computer Engineering (FECE)

University of Prishtina “Hasan Prishtina”



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1. FECE Mission

The Mission of FECE derives from the fundamental mission of the University of Prishtina (*Article 6 of the Statute of the University of Prishtina, states the mission of the University as an autonomous public institution of higher education, which advances the academic education, scientific research, artistic creations, professional consultancy and other fields of academic activities*). Based on this, the Faculty of Electrical and Computer Engineering has defined its mission in educating the youth in the fields of Electric and Computer Engineering, at all levels of higher education, with the aim of preparing them for the demands of the labour market in the country and beyond, and for the continuous education in this highly dynamic field, and also to contribute directly to the sustainable technological, social and scientific development of Kosovo.

FECE as one of the academic units of UP is committed to the integration in the European Higher Education Area (EHEA) as well as the European Research Area (ERA). This commitment and strategic orientation has been stated in many approved documents related to higher education at a national level, university level, as well as at the faculty level (Law on Higher Education, Statute of UP, Regulation for Bachelor, Master, Doctoral studies at UP etc.).

2. FECE Vision

FECE's vision is oriented towards the national and international model of a contemporary and innovative faculty with integrated teaching, whereby practice complements theory and professional skills and research skills are developed for the benefit of society. This is achieved by providing quality education to prepare qualified professionals, but also dedicated, well-educated and socially responsible researchers who will contribute to the overall progress of society in general, and academia in particular. Ultimately this will provide our staff and students with an inspiring environment that will improve teamwork opportunities, by fostering initiatives and academic programs that attract and retain Kosovo's best students and teaching staff. FECE develops and communicates the vision of UP for excellence in teaching by building a reputation for leadership in academic education and research and promoting academic programs that maximize the contributions of UP in the economic development of Kosovo.

2.1. Strategy for achieving the mission and vision

FECE is committed to providing quality education to new generations of experts in the areas of electrical and computer engineering who will be the drivers of economic development of the country, through:

- the provision of fundamental quality education and adequate skills to individuals in order to support the dynamic developments in modern technologies
- research in the field of engineering on national level to ensure technical and technological progress of Kosovo
- the development of fundamental and applicable knowledge in the field of electrical and computer engineering
- the provision of a wide variety of study programs which will help develop creativity, and necessary skills and competences among students to meet the requirements of contemporary technologies
- the provision of opportunities for our alumni to work in areas where management skills, team work, decision making and problem-solving skills are required
- Being a catalyst of industrial development in Kosovo.

The strategic orientation of FECE is to enhance its own overall performance, in teaching and research, through the implementation of reforms in the study structure, the content of study programmes as well as in teaching methods, research and skills attainment. FECE shall reach this strategic orientation:

- through implementation of courses with up to date contents, comparable with programs in universities of developed countries;
- with flexible programs which will easily follow the rapid developments in modern technologies and the requirements of industry and economy;
- by establishing a strong connection between industry and the FECE activities to ensure appropriate environment for mutual cooperation and support;
- through capacity building with people educated in universities abroad, who will bring new experiences and practices;
- by setting up modern laboratories, which would meet the needs of students to gain practical skills, as well as the requirements for research and scientific activity.

3. RISS Regulation

Research is a fundamental process in each university. For this reason our university formulated this regulation to organize, develop and evaluate this process.

This regulation lays down the rules that govern the use and management of the Research and Innovation Center/RISS , hereinafter referred to as “the HUB”, established and located at the Faculty of Electrical and Computer Engineering, University of Prishtina. All activities at the HUB must be performed in compliance with the Statute of the University of Prishtina, its regulations and bylaws.

In case of conflict between this Regulation and the Statute or other regulations issued by the University of Prishtina, the latter shall supersede.

3.1. Mission And Objectives of Riss Regulation

The HUB is affiliated with the Faculty of Electrical and Computer Engineering of the University of Prishtina. It is a dedicated space for graduate students and academic staff. The dedicated laboratory will be the center for innovation, creative education, research, development, and networking opportunities. It will serve as a HUB to link students, academic community and industry.

The Hub will be used by master and PhD students and also by academic staff to perform research for the courses they are teaching at accredited study programs offered by institution.

In addition to the development of content for the courses, the HUB will also serve to help students and staff to plan, initiate and conduct the research in respective fields, and also to liaise with industry in the process of planning and piloting the research and professional projects.

The HUB is a designated space to support education, research, innovation, and networking. This space aims to create a knowledge-based community between different stakeholders to support advancements in the field and their implementation and applications in the education area. The HUB can include different combinations of different sectors, local, national, and international partners and is open for cooperation with interested non-governmental organizations, scientific and educational institutions.

The HUB will have its laboratory/space for students and academic staff to help learning processes and research. Graduate students as defined on syllabuses and curricula will have the right to use the equipment of the laboratory. HUB staff can/will provide trainings for graduate students on best practices on how to do research and use international digital libraries

The HUB will serve as a research center allowing researchers to experiment, test, and generate their ideas. Academic staff will have the right to use the laboratory and the services the HUB offers for discussing and presenting their ideas, and other research purposes. The HUB will also serve as a platform to strengthen communication between Faculty of Electrical and Computer Engineering , business, and community, in order to create, discuss, research, and implement the latest advances of the field and implement solution into community and foster industryuniversity, university-community, and university-industry .

3.2. Organisational Structure and Management of Riss Regulation

The HUB will function with the status of laboratory within the Faculty of Electrical and Computer Engineering (FECE). It will be registered as an integral part of faculty and will be listed as one of

faculty laboratories. The day to day activities of the HUB will be managed by a junior full -time academic staff of faculty, that will be appointed by the Dean.

For the duration of the DRIVE project, project team members will contribute to the daily management of the HUB. The management team of the HUB will report to FECE Dean regarding the HUB activities at periodical basis and upon the request and will organize periodic meetings with industry representatives, HUB users and other stakeholders.

The equipment's of HUB will be registered as assets of University of Prishtina. The maintenance of equipment's, space, payment of utilities, upgrades etc. are responsibility of FECE.

To ensure the sustainability of HUB, FECE will ensure:

- Existence of autonomous activities
- Academic system that holds ethics, professionalism, and quality as its core values
- Conducive environment that welcomes national and international top academics, experts, quality students, and business representatives.
- Opportunities for internship
- A supportive infrastructure for national and international networking and collaboration spirit.
- Active innovation and commercialization
- Vibrant industry and community
- Excellent academic and entrepreneurial leadership

FECE will also develop detailed rules and regulations regarding the financial framework to support the activities listed in above, depending on the financial situation.

3.3. Code of Conduct

- RISS HUB will be available to the university community, and the greater community.
- Everyone that wants to use the space and equipment of the HUB shall be responsible for describing the use and nature of events on the premises and shall be required to obtain written permission from the HUB team for all activities that take place.
- For every scientific result, innovative idea produced by the team or the individual using the equipment of HUB/lab, the HUB will make no claims for the idea or the scientific results (patent or copyright).
- Everyone will be morally and legally responsible if damaging on purpose the equipment according to the prior agreement done with the HUB.
- All facilities must be returned to the condition in which they were found by the time specified in the agreement.

- Everyone must sign in for every use.
- No food or drink is allowed in the laboratory 8. Smoking is not allowed inside the premises.

3.4. Communication and Documentation

The communication and documentation within HUB should follow the below mentioned procedures:

- Every official communication must be written in hard copy and/or soft copy and properly archived.
- Every meeting will be documented through official minutes of the meeting.
- Beneficiaries of projects implemented and financed by the HUB will be responsible for documenting their activities, academic, scientific through periodic reports.
- The HUB team is responsible for developing detailed rules for periodic reporting.

3.5. Complaints

As for the complaints regarding the HUB procedures the following rules will be applied:

- Defamatory or disparaging comments about the HUB or other members are not ethically accepted and will be treated in accordance with the UP Code of Ethics.
- Complaints regarding any activities performed at the HUB should be directed to the HUB team. The team shall respond to complaints as soon as possible but no later than 30 days after the complaint is made.
- In case of the unsatisfactory resolution of the complaint, the complainant may further address the complaint to the FECE Dean who will treat it in accordance with FECE and UP Regulations.

4. Action Plan

Objective / Step	Actions / measures	Timeline (starting date- target date for completion)
<ul style="list-style-type: none"> HUB inauguration/promotion 	<ul style="list-style-type: none"> Promote the HUB in social media Have inauguration day of the HUB with students, staff and representatives of industry 	September-October 2022
<ul style="list-style-type: none"> Capacity building 	<ul style="list-style-type: none"> Questionnaires to graduate students and junior staff regarding their needs to have training on research conducting <ul style="list-style-type: none"> No. of participants in the trainings 	By the end of 2022
<ul style="list-style-type: none"> Identification of potential research areas 	<ul style="list-style-type: none"> Organize brainstorming sessions with research staff within FECE Organize brainstorming sessions with industry representatives Draft a list of potential research areas 	By the end of 2022
<ul style="list-style-type: none"> Cooperation with regional, European partner HEIs to establish the research network 	<ul style="list-style-type: none"> Make a list of potential contacts: <ul style="list-style-type: none"> Previous collaborators Previous HEI partners Alumni now working in regional, international HEI or research institutes Active participation in workshops/conferences/roundtables organized by each HEI 	By the end of 2022
<ul style="list-style-type: none"> Establishment of contacts with local industry partners 	<ul style="list-style-type: none"> Make a list of potential contacts: <ul style="list-style-type: none"> Previous collaborators 	By the end of 2022

	<ul style="list-style-type: none"> ○ Main companies in the industry ○ Alumni ● Active participation in industry events <ul style="list-style-type: none"> ○ No. of MoU's signed 	
<ul style="list-style-type: none"> ● Participate in research projects 	<ul style="list-style-type: none"> ● No. of research projects awarded for FECE team 	2022-2025

5. References

[1] University of Prishtina, Development Strategy

[2] Statute of University of Prishtina