



UNIVERSITY OF PRISHTINA

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Protocol No.: [1/953](#)

Date: [21/ 8/ 2025](#)

The Steering Council of the University of Prishtina, based on the competencies defined under Article 12, paragraph 1, Article 14, paragraph 2, Article 39, and Article 45 of the Statute of the University of Prishtina, and pursuant to the provisions of Article 19, points 1, 2, and 3, and Article 28, point 1, subpoint 1.1, of the Rules of Procedure no. 280 dated 13.02.2025, on 19.08.2025 approved:

REGULATION ON THE PRINCIPLES OF OPERATION AND FUNCTIONING OF INSTITUTES AND CENTERS AT THE UNIVERSITY OF PRISHTINA

I. GENERAL PROVISIONS

Article 1

Purpose

This Regulation aims to regulate the procedures for the establishment and management of institutes and centers operating within the University of Prishtina, either at the central level or within academic units. The Regulation also defines the principles of operation, internal organization, and operational autonomy of the institutes/centers. Through this Regulation, the University of Prishtina seeks to align its activities with the university's third mission, namely the direct contribution to the country's economic and social development, including the promotion of entrepreneurship among academic staff, students, and the wider community.

Article 2

Scope

This regulation applies to all institutes and centers established within the University of Prishtina, either at the central level or within academic units, which operate in the fields of scientific research, professional development, provision of consulting and training services, as well as the promotion of interdisciplinary, inter-institutional, and international cooperation, in accordance with the Statute of the University of Prishtina and the applicable legislation. The provisions of this Regulation also apply to the galleries and theaters of the University of Prishtina.

Article 3

Nature of the Functioning of Institutes and Centers

1. The institutes/centers — at the central level or within the academic units of the University of Prishtina — are incorporated into the structure of the university and/or the academic unit and enjoy operational autonomy in accordance with the applicable laws.
2. The institutes/centers (whether central or within academic units) do not possess legal personality but are considered to have delegated competences in the areas of contracting, financial management, reporting related to donations, research grants, self-financing, and authorizations as defined by the applicable legislation, including the Statute and this Regulation.
3. The main purpose of the institutes/centers is to develop scientific research in fields of strategic importance for the university and society, as well as to advance research of an interdisciplinary nature and beyond. The institutes/centers have the right to use the physical and scientific infrastructure of the University of Prishtina, in accordance with the regulations in force at UP, and may also provide consulting and commercial services to the private sector.
4. In special cases, the University of Prishtina may establish institutes/centers with the support or in partnership with external institutions. Such institutes or centers may be founded as part of cooperation programs with various local or international institutions, or within research and development projects, provided they serve the interests of the University of Prishtina and align with national priorities and strategies.

Article 4

Purpose and Activities of Institutes and Centers

1. The purpose and activities of the institutes/centers include, but are not limited to:
 - 1.1 Developing and implementing scientific and research projects, independently and/or in collaboration with local and international institutions or organizations;
 - 1.2 Providing professional and consulting services;
 - 1.3 Conducting teaching and training activities;
 - 1.4 Promoting and supporting artistic and cultural activities.

2. The institutes/centers are obliged to develop strategies for attracting funding, carrying out activities, and utilizing academic, scientific, and artistic results in accordance with the mission of the University of Prishtina.

II. ESTABLISHMENT AND INTERNAL ORGANIZATION

Article 5

Initiation and Procedures for the Establishment of Institutes and Centers

1. The request for the establishment of an institute/center at the central level is initiated in the Steering Council by the Rector.
2. The request for the establishment of an institute/center within an academic unit is initially addressed to the council of that academic unit. Subsequently, the request for establishment at the level of the academic unit is submitted to the Steering Council by the Rector.
3. The request for the establishment of an institute/center, whether by the Rector or the academic unit, must include a detailed justification, which shall be in accordance with this Regulation.
4. The Steering Council of the University of Prishtina makes the final decision regarding the request for the establishment of the institute/center.
5. After approval for the establishment of the institute/center, the Steering Council, upon the proposal of the initiator, approves the internal regulation of the institute/center, which must be in harmony with this Regulation and other applicable regulations.
6. After the approval of the request by the Steering Council and the approval of the internal regulation of the respective institute/center, the academic unit may proceed with the election of the institute's/center's bodies, specifically the election of the institute/center council.
7. Existing institutes/centers must harmonize their work regulations with this Regulation, and these regulations must be submitted for approval to the Steering Council of the University of Prishtina within 60 days after the adoption of this Regulation.

Article 6

Organizational Structure

1. The bodies of the institute/center are:
 - 1.1. The Council of the institute/center;
 - 1.2. The Director;
 - 1.3. Supporting staff, the secretary, etc.;
2. In the case of an expansion of the activities and engagements of the institute/center, the Steering Council of the University of Prishtina, upon a well-justified request, may approve the expansion of the organizational structure.
3. If the director and the supporting staff intend to engage in activities outside the University of Prishtina, such engagement must be in accordance with the provisions of the Law on Public Officials.

Article 7
The Council of the Institute/Center

1. The Council of the institute/center is responsible for defining research and development strategies, providing guidance for the advancement of research activities, as well as supervising and evaluating their implementation. The Council contributes to strengthening cooperation with academic, scientific, artistic, sports, and professional institutions both within and outside the Republic of Kosovo.
2. The Council of the institute/center at the University of Prishtina level consists of five (5) members appointed by the Rector:
 - 2.1. Three (3) members shall be from the regular academic staff of the University of Prishtina or external academic collaborators of the University, who have experience in the field of activity of the institute/center and represent different academic units.
 - 2.2. Two (2) representatives nominated by stakeholders and/or donors.
3. The Council of the institute/center at the academic unit level consists of five (5) or seven (7) members as follows:
 - 3.1. One representative appointed by the Rector of the University of Prishtina;
 - 3.2. One representative appointed by the Dean of the academic unit;
 - 3.3. The Head of the respective department (if the institute/center is supported by multiple departments, the Dean of the academic unit appoints one representative).
 - 3.4. One member of the academic staff, elected by the respective department (or, in cases involving multiple departments, elected by the council of the academic unit).
 - 3.5. One or three external members from the academic or professional community, the business sector, or entrepreneurship, either from Kosovo or abroad. External members are proposed and approved by the council of the respective academic unit.
4. In cases where the institute/center is established in partnership with third parties, the management of the University of Prishtina requires the partner institution to delegate representatives to the council of the institute/center. However, the number of representatives from the University of Prishtina on this council must always be greater than that of the partner institutions.
5. The mandate of the council members is four (4) years, with the possibility of reappointment for only one additional term.
6. In its first constitutive meeting, the council elects the chairperson from among its members.
7. The chairperson convenes and leads the meetings of the council, which must be held at least three times per year.
8. Decisions within the council are made by a majority of votes from the members with voting rights.
9. The Director of the institute/center is an ex-officio member of the council, without voting rights.
10. Upon the Director's proposal, the council of the institute/center approves the list of external experts for engagement in the provision of services.

Article 8
Director of the Institute/Center

1. The institute/center is led by the Director, who is responsible for:
 - 1.1. Managing research and educational activities, and ensuring the achievement of the defined objectives;
 - 1.2. Effectively managing financial resources, equipment, and human resources, while ensuring transparency and efficient use of these resources;
 - 1.3. Setting research priorities and fostering collaboration with other research groups within the university and with third parties (e.g., industry) for the development of joint projects.
2. The Director is elected by the Council for a four (4)-year term, with the possibility of re-election for one additional term.
3. The Director may be from the ranks of the regular academic staff of the University of Prishtina, or may be appointed from outside the university, provided that they possess proven expertise relevant to the field of activity of the institute/center and managerial experience.
4. In carrying out their duties, the Director is supported by the institute's/center's supporting staff.
5. The Director is responsible for the organization and management of all activities of the institute/center.

Article 9
Supporting Staff

1. Within the framework of human resources, the institute or center may have support staff who contribute on the functioning of the institute/center. The support staff includes positions covering administrative, technical, and managerial services, in accordance with the specific needs of the institute or center.
2. Depending on the field of activity of the institute/center, the Director may appoint heads of specialized research units or thematic structures, in line with the relevant scientific and academic fields of the institute/center, based on the requirements of its activity and mission. The heads of research units are appointed according to their expertise and in accordance with the criteria set out in this regulation and other relevant acts of the University of Prishtina.
3. Support staff are proposed by the Director and approved by the Council of the institute/center, based on the criteria defined in this regulation and the relevant acts of the University of Prishtina.
4. The Secretary may be from the ranks of the academic staff of the University of Prishtina, the respective academic unit, or department, or may be appointed from outside the university if they possess proven expertise related to the field of activity of the institute/center and managerial experience.
5. The Secretary performs administrative duties and oversees the internal administration of the institute/center also ensuring that administrative activities operate in accordance with the university's regulations and procedures.

6. The Secretary reports to the Director and is responsible for organizing meetings, maintaining documentation and records of the institute/center, and carrying out other duties assigned by the Director.

Article 10 **Creation of Research Units**

1. An institute/center operating within a faculty consists of professional staff, composed of academic and research personnel, who contribute directly to the development of research, scientific, artistic, sports, and professional projects.
2. To advance the research agenda and promote interdisciplinary collaboration within academic units, the institute/center may establish research units (working groups), composed of teams of academic personnel.
3. The institute/center also has the right to form specialized research units or thematic structures, in accordance with the relevant fields of its scientific and academic activity.
4. The creation, organization, functioning, and scope of these units are determined by the internal regulations of the institute/center.

III. FINANCING AND SOURCES OF FUNDING

Article 11 **Sources of Funding**

1. Institutes/centers with special interest¹, for the purpose of financing from the budget of the Republic of Kosovo, are treated as separate programs within the organizational structure of the University of Prishtina. The University of Prishtina is a budgetary organization, in accordance with the Law on the Budget of the Republic of Kosovo, and consists of various budgetary units and programs, including its institutes and centers.
2. The activities of institutes/centers are financed from the following sources:
 - 2.1. Public funds, including financing from the University of Prishtina, only for institutes/centers of special interest to the University, e.g., the Center for Excellence in Teaching;
 - 2.2. Projects financed by domestic or international donors;
 - 2.3. Self-generated activities that generate revenue.
 - 2.4. Donations;
 - 2.5. Any other legal source of funding, in accordance with the applicable legislation, the Statute of the University of Prishtina, and other acts issued by the University.
3. For the purposes of paragraph 2, subparagraph 2.1 of this Article, an institute/center is designated as “of special interest” for the University of Prishtina based on a detailed professional analysis, prepared by a team of five instructors from the field

¹ Institutes and centers of special interest are those institutions established with specific institutional and/or financial support from the University of Prishtina, state institutions, or strategic partners, and are part of projects with strategic importance for the University of Prishtina and national interest for the Republic of Kosovo.

corresponding to the activity of the center. The final decision on this designation is made by the Steering Council of the University of Prishtina.

Article 12

Sub-accounts / Program Codes and Their Management

1. Institutes/centers operate with sub-accounts/program codes within the University of Prishtina's main account.
2. In accordance with the provisions of the Statute of the University of Prishtina and the Law on Higher Education, institutes/centers have the right to maintain bank accounts/sub-accounts/program codes, managed by the institute or center itself. These accounts/sub-accounts/program codes may be used for self-generated revenues, donor-funded projects, grants, and donations that do not originate from the budget of the Republic of Kosovo. The opening, maintenance, and reporting of income and expenditures in these accounts/sub-accounts/program codes are the responsibility of the director of the institute/center and must be included in the regular planning and reporting of the institute/center.
3. Notwithstanding the provisions of paragraph 2 of this Article, all income and expenditures must comply with the procedures applied by the University of Prishtina and with applicable legislation, and must be included in the regular reports of the institute/center.
4. The University of Prishtina conducts all procurement activities for its constituent units, including institutes/centers and other organizational units within it.

Article 13

Financial Planning and Allocation of Funds

1. Payments for completed work are made in accordance with the relevant regulations of the University of Prishtina (UP).
2. The allocation of financial resources shall be based on the nature of the project or contract, whether it concerns a scientific project or services provided by the institute/center to external parties.
3. The implementation of projects² and the allocation of funds is carried out in accordance with the approved project proposal by the donor. The way projects are implemented within UP is regulated according to the "Regulations for the Office for Research and Sponsored Programs" and the "Regulations for the Management of Projects with External Funding."
4. For services³ that institutes/centers provide to third parties, all costs necessary to carry out the work and services must be included in the expenses, including indirect costs, which are calculated according to the following formula:

² In the context of this regulation, **projects** are structured initiatives with clear objectives and defined timelines, carried out by institutes/centers in support of scientific, educational, technological, or institutional development, and financed from internal or external sources.

³ **Services** for third parties are professional activities offered by institutes/centers to external public or private entities, aimed at providing expertise, analyses, training, or practical consulting, in exchange for financial

Total gross funds realized = A^4

- A) If services are provided without a laboratory: $U = \text{minimum } 15\% \times A$ (5% for the faculty and 10% for the university, or a minimum of 15% for the university if the service is provided at a central UP-level institute/center).
 - B) If services are provided with a laboratory: $U = \text{minimum } 25\% \times A$ (5% for the institute/center, 5% for the faculty, and 15% for the university, or a minimum of 25% for the university if the service is provided at a central UP-level institute/center).
 - C) The price list for the services of the institute/center is initially prepared by the director and must then be approved by the council of the institute/center. The price list for services offered by the institute/center must be public.
 - D) Payments to the personnel of the institute/center are first proposed by the director and must then be approved by the council of the institute/center, based on UP regulations and the applicable legislation.
- 5. For services provided free of charge by the institute/center to UP personnel and students, UP is obliged to compensate the service providers according to the relevant regulations.
 - 6. Fees for forensic expertise carried out individually or in groups by professors or by institutes/centers are exempt from the percentage deduction for the university/faculty; therefore, they are paid directly to the engaged experts.

Article 14

Personnel Engagement

- 1. Within the framework of projects and services offered, the institute/center may engage:
 - 1.1. Regular academic and administrative personnel of the University of Prishtina;
 - 1.2. UP students;
 - 1.3. External personnel, including experts in relevant fields as well as administrative personnel, for a maximum of 120 days within the calendar year or according to the needs and specifications of the project, who are engaged through special contracts for specific work and tasks or according to the project's requirements and the institute/center's needs.
- 2. Engagement of regular UP personnel is carried out as follows:
 - 1.1. In accordance with their professional preparation, through selection from the lists of experts recognized by UP;
 - 1.2. Through a special service contract and in compliance with the relevant UP regulations.
- 3. This engagement is not considered part of the existing employment relationship but is carried out through service contracts or specific task assignments.
- 4. Contracting of external personnel is carried out through selection from the list of external collaborators or through an open public call, in accordance with transparent procedures and clearly defined criteria in the public call.

Article 15

compensation, utilizing institutional capacities and knowledge in service of the community and socio-economic development.

⁴ A = Total gross funds realized; U = Funds allocated to the university.

The Right to Contract Work and Services

1. Institutes/centers have the right to enter into contracts with natural and legal persons, domestic or international, for research, academic, advisory, and professional purposes, in accordance with their mission and objectives. These contracts include academic collaborations, project implementation, provision of services, or engagement of experts.
2. Contracts are signed by the director of the institute/center, as the person authorized in writing by the UP rector, within the limits of the authorization. Each contract must comply with UP's financial, procurement, and internal control rules and must be reported according to the applicable legal procedures.
3. If a contract has implications that exceed the director's competencies, prior approval from the rector is required. The contract must include at least the elements specified in Articles 13 and 14 of this regulation.

Article 16

Services and Their Types

1. The services that institutes/centers offer to the public or private sector include, but are not limited to:
 - 1.1. Conducting research, analyses, and feasibility studies for the public and private sectors;
 - 1.2. Providing technical support in drafting planning, policy, and legal documents;
 - 1.3. Offering professional consultancy through centers, institutes, and other units under the University of Prishtina;
 - 1.4. Providing expertise in the respective fields covered by the units of the University of Prishtina;
 - 1.5. Transferring or granting the use of technology, patents, licenses, trademarks, and other products from the fields of intellectual and industrial property;
 - 1.6. Providing courses and training for entities in the public and private sectors;
 - 1.7. Establishing incubators for business/start-up development;
 - 1.8. Other agreements through which the University of Prishtina may provide services to entities in the private or public sector, within or outside the Republic of Kosovo.

Article 17

Definition of Rights and Obligations by Agreement

1. All rights and obligations of the parties shall be defined through an agreement concluded between the institute/center and the respective public or private sector entity.
2. The agreement shall include, among others:
 - 2.1. the scope of services to be provided;
 - 2.2. the duties and responsibilities of the parties;
 - 2.3. the timeline for service delivery and the specific deliverables to be provided;
 - 2.4. the definition of matters related to intellectual property rights;
 - 2.5. the terms and deadlines for payment;
 - 2.6. provisions determining the conditions under which the agreement may be terminated;
 - 2.7. the method for resolving disputes;
 - 2.8. the preservation of business confidentiality and protection of personal data;

2.9.matters related to copyright.

2.10. other provisions as required, depending on the specific service.

3. The institute/center, when negotiating the terms of a service provision agreement, must ensure that the University of Prishtina benefits from such an agreement on the basis of a cost-benefit analysis.
4. When concluding an agreement for the provision of services between the University of Prishtina, respectively the institute/center, and another budgetary organization from the public sector, the provisions of the Law on Public Financial Management regarding Transfers of Goods and Services between Budgetary Organizations shall apply. Accordingly, the other budgetary organization must compensate for such services based on cost recovery.

IV. REPORTING AND ACCOUNTABILITY

Article 18

Reporting and Accountability

1. At the beginning of each calendar year, the Director of the institute/center shall present the annual report for the previous year and the annual work plan for the upcoming year before the Council of the institute/center.
2. The Council of the institute/center approves the annual report and the annual plan.
3. In the case of institutes/centers established at the level of an academic unit, following the approval by the Council of the institute/center, the Director of the institute/center shall first submit the annual report of the institute/center, as well as the annual plan approved by the Council, to the Dean of the academic unit, who shall then forward them to the Office of the Rector.
4. In the case of institutes/centers established at the university level, following approval by the Council of the institute/center, the Director of the institute/center shall submit the annual report of the institute/center and the approved annual plan directly to the Office of the Rector.

Article 19

Performance Evaluation and Auditing

1. The performance of institutes/centers is evaluated based on research results, scientific publications, innovations, and their impact on society.
2. In the case of institutes/centers established at the level of an academic unit, the performance evaluation is carried out by the Dean of the academic unit, who then forwards it to the Office of the Rector.
3. In the case of institutes/centers established at the university level, the performance evaluation is conducted by the Office of the Rector.
4. The activities of institutes/centers are subject to regular internal audits by the University of Prishtina, national audits, as well as any other independent audit (if foreseen in a contract/project), in order to ensure that budget expenditures are made in accordance with the principles of transparency, integrity, and the applicable legislation.

Article 20

Data Storage

All data related to the functioning of institutes and centers must be stored in a standardized and electronic format. These data will be stored in the central database of the University of Prishtina and in the database of each institute/center. The database must include data on the number and composition of engaged personnel, budget figures, data on infrastructure, work reports, and periodic evaluations.

V. STANDARDS OF RESEARCH WORK

Article 21 Scientific Independence

All research activities must be independent from external influences that may affect the quality and objectivity of the research work and must maintain full public transparency.

Article 22 Ethics and Integrity in Scientific Research

1. All research activities must be conducted in accordance with the ethical standards of scientific research, upholding integrity, honesty, and the rights of individuals and groups involved, while respecting the regulations of the University of Prishtina and the applicable legislation in force.
2. All publications and outputs resulting from project activities or services within institutes and centers must include the affiliation of the institute/center, the academic unit (if applicable), and the University.

Article 23 Intellectual Property and Data Protection

1. If the results of the research represent an innovation, the institute/center shall implement the procedure for the legal and commercial protection of research results, in compliance with the applicable legal framework.
2. The project holder or team, based on a contractual agreement with the University of Prishtina, is obliged to authorize the University to hold and use the intellectual property rights for the commercialization of the invention or innovation, as well as to allow further scientific research if necessary. The author retains moral rights over the invention or innovation, regardless of who holds the commercial rights.
3. In cases where an invention or innovation is achieved during a research project supported by industry, authorization of intellectual property rights shall be determined according to the obligations set forth in the prior agreement between the respective parties.
4. In cases of commercialization, the profit generated from the commercialization of scientific inventions and innovations may be used by the University for capital investments, further research, and for rewarding the authors, based on the agreed contract and the applicable legal framework.

5. The institute/center is obliged to ensure the protection of personal data of all parties involved in its activities, in accordance with the legislation in force on personal data protection.

Article 24
Conflict of Interest Situation

1. Every member of any organizational structure within the institutes/centers is obliged to declare any conflict of interest, if such exists, in accordance with the relevant legislation of the Republic of Kosovo and the internal acts of the University of Prishtina.
2. Effective management of conflicts of interest requires transparency, open communication, and commitment to ethical standards, in order to ensure that decisions are made in the best interest of all parties involved.
3. Conflicts of interest must be declared and made public in all presentations or publications of research studies, to ensure transparency, maintain integrity, and strengthen trust within the scientific community and among the general public, in accordance with the regulations of the University of Prishtina and the applicable laws of the Republic of Kosovo.

VI. FINAL PROVISIONS

Article 25
Identification with the University of Prishtina, Public Naming of the Institute/Center

In every case and form, without exception, the public name of the institute/center must include, as a suffix following its own name, the name of the University of Prishtina.

Article 26
Inactive Status and Dissolution of Institutes/Centers

1. In cases where an institute/center has no activity for three (3) consecutive years, it automatically acquires the status of an inactive institute/center.
2. If an institute/center with inactive status continues to have no activity for an additional two (2) consecutive years after acquiring such status, the respective institute/center is automatically considered dissolved.
3. Dissolved institutes/centers must undergo an audit, and all assets, material and intellectual of a dissolved institute/center shall automatically be transferred to the direct management and ownership of the University of Prishtina.

Article 27
Transitional and Final Provisions

1. With the entry into force of this regulation, the Regulation on the Establishment and Principles of Functioning of Institutes at the University of Prishtina "Hasan Prishtina", protocol number 2/513, dated 25.10.2013, is hereby repealed.

2. All regulations of the existing institutes and centers must be harmonized with this regulation no later than 60 days from the date this regulation enters into force.

Article 28
Entry into Force

This regulation enters into force on the date of its signing by the Chairperson of Steering Council of the University of Prishtina.

Steering Council,

Altin Sahiti, Chairperson