



## UNIVERSITY OF PRISHTINA

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The Steering Council of the University of Prishtina, based on the competencies defined in Article 14, paragraph 2, subparagraph 6, which relates to scientific research and knowledge, as provided in Articles 119 to 122 of the Statute of the University of Prishtina, in the meeting held on June 2, 2025 approved the following:

### **REGULATION ON FINANCING RESEARCH – SCIENTIFIC, ARTISTIC AND SPORTS ACTIVITIES AT THE UNIVERSITY OF PRISHTINA**

#### **Chapter I General Provisions**

#### **Article 1 Purpose and Scope**

1. This regulation defines the manner of financing scientific activities for the academic staff at the University of Prishtina.
2. With this Regulation the conditions, criteria, and procedures are defined, which enable the Steering Council of the University of Prishtina (UP) to allocate financial resources for the publication of high-quality scientific articles, for participation in scientific, artistic, and sports events, and for research projects.

#### **Article 2 Terms and Definitions**

1. SSACS (KSSHA) -Scientific, Sports and Artistic Conferences and Symposia
2. SASP (PSHAS) – Scientific, Artistic and Sports Projects.
3. ORSP (ZKPS)- Office for Research and Sponsored Projects.
4. UP- University of Prishtina
5. Financing- it indicates any form of allocation of financial resources for the purpose of financing scientific, artistic, sporting and similar activities.
6. Financial Support- For the purpose of this regulation, it includes the support of activities aimed at achieving a lawful objective in the interest of the university, academic staff, and students, in accordance with the purpose of this regulation.

7. Beneficiary – means the recipient of financial resources from the funds allocated under this Regulation and planned in the University budget, in accordance with the Law on the Budget for the Fiscal Year, the Law on Public Finance Management and Accountability, and the applicable Treasury regulations.
8. Financial report – means that the beneficiary of financial support must submit all evidence of original financial expenses, as requested in the project proposal (or in the application).
9. Progress report – means all data on activities carried out during the implementation of the activity, for which budgetary funds are allocated, which must be submitted by the beneficiary.
10. Academic staff means staff in a permanent working relationship with UP.

### **Article 3**

#### **General rules and procedures for applying for financial support**

1. University, through the relevant mechanisms, may allocate funds for financial support for scientific publications, participation in research and scientific activities, as well as artistic and sports activities, based on their request and in accordance with the provisions of this Regulation.
2. The procedure for allocating financial resources from the university is carried out on the basis of a public call for applications for projects.
3. During the allocation of funds for financial support through the university's public call, the field of financial support, the deadlines, the documents required for application, and other important information are clearly defined.
4. The examination of requests and the allocation of funds for financial support on the basis of public funds shall be carried out in accordance with the provisions of this Regulation.
5. The review and assessment of requests for the allocation of funds for financial support shall be within a reasonable time frame, but not longer than 45 calendar days for works and participation in scientific, sports and artistic activities, and no longer than 90 calendar days for projects, counting from the submission of the request.
6. In cases where the UP management considers that it does not have sufficient capacities to administer the projects allocated according to the type of project, and with the approval of the Governing Council, it may enter into agreements with third parties for the management of project costs, including the evaluation, administration and reporting process. The administration process must be carried out in close cooperation with the ZKPS.

### **Article 4**

#### **Transparency**

1. The Steering Council, each year, publishes the final list of recipients of financial support.
2. The final list of beneficiaries must contain: the name of the beneficiary, the field or activity financed and the amounts allocated.
3. The publication of the recipients is made on the university website.

### **Chapter II**

#### **FORMS OF FINANCIAL SUPPORT**

**Article 5**  
**Financial support for scientific articles**

1. According to this Regulation, Academic staff whose publications bear the institutional address (affiliation) of the University of Prishtina will be entitled to financial support. The results of such publications shall be wholly or partially produced within, and bear significance to, the University of Prishtina.
2. For financing purposes, support shall be provided for original scientific articles, review articles, and other articles published in peer-reviewed international journals indexed in one or more of the following platforms:
  - 2.1. Clarivate Analytics – Web of Science (SCI, SSCI, A&HCI, and ESCI)
  - 2.2. SCOPUS (Q1, Q2, and Q3)
3. An exception to paragraph 2 of this Article shall be made for case reports, short communications, book or paper reviews, comments published in scientific journals, abstracts and conference proceedings, as well as original scientific and review articles published in journals that offer exclusively open access publication (Open Access Journals) and require an Article Processing Charge (APC), unless such journals are indexed in the Web of Science and have an Impact Factor (IF) with a value higher than 0.1, according to the Journal Citation Reports (JCR) by Clarivate.
4. Chapters of books published by publishing houses indexed in the Web of Science (<http://wokinfo.com/mbl/publishers/>) will also be funded.
5. Academic staff will not receive financial support if their articles or chapters of the books are published in dubious journals or publishers, as defined in the regulation in force for the determined procedures related to the appointment of academic staff, are not financially supported.

**Article 6**  
**Financial support for participation in scientific, artistic and sports activities**

1. Scientific activities eligible for financial support under this regulation include participation in congresses, conferences, scientific symposia, as well as artistic and sports events organized within and outside the country. To be eligible for financial support, the above-mentioned events must be in full compliance with the definitions of the relevant regulations approved by the Senate of the University of Prishtina, and in force at the time of the evaluation of the scientific activities.
2. Scientific, artistic and sports activities in which the academic staff will participate, should correspond with the field for which he/she has received an academic qualification from the UP.
3. UP staff whose articles have been accepted for oral presentation at international congresses, conferences, symposia or that belong to their narrow field of research, or from general fields organized within the framework of the European Research Area (ERA) program, are eligible to apply for funding support.
4. Academic staff who participate in the scientific, organizational, executive boards of such events, as well as those who are invited as speakers, panelists, meeting/session chairs or in

similar positions, will be eligible to apply for financial support only if they will present results from their narrow field of research in oral presentations.

## **Article 7**

### **Financial support for scientific and research, artistic and sports projects**

1. The University of Prishtina announces calls for the support of scientific research, artistic, and sports projects, depending on the availability of budgetary funds. The assessment of budgetary possibilities shall be carried out by the Steering Council of the University of Prishtina (UP) on an annual basis.
2. The scientific projects eligible under this Regulation shall include group research projects conducted within the campuses of the University of Prishtina or elsewhere by academic staff and students, which can be demonstrated to be related to the goals of Research and Development (R&D). Each project shall be implemented entirely by the project team, and the engagement of third parties shall not be permitted. The projects shall aim to promote innovation and must be linked to national and broader priorities, while their implementation shall be limited exclusively to the territory of Kosovo.
3. The number of projects per department and per academic unit, the maximum amount allowed per project, as well as other specific project details are prepared by the management and approved by the Academic Council.
4. The results of scientific and research projects must be published or be acceptable to the scientific community, and the artistic and sports activities financed through the project program must be presented and be acceptable to the artistic or sports community as well as to the University of Prishtina, according to the criteria specified in this regulation.
5. In cases where UP has sufficient financial resources at its disposal, it can co-finance national and international scientific projects that are of interest to UP.
6. The University of Prishtina (UP) shall also reward academic staff (the project holder) who apply for Horizon Europe projects, other projects equivalent to Horizon Europe in terms of budget value, and Erasmus+ projects, in which the University of Prishtina is the main applicant, as follows:

6.1 Project holders whose applications are successful shall be rewarded with €3,000 for Horizon Europe and equivalent projects, and €1,500 for Erasmus+ projects.

6.2 Project holders whose applications are unsuccessful but positively evaluated shall receive a reward of €1,000 for Horizon Europe and equivalent projects, and €500, for Erasmus+ projects.

6.3 Projects that are disqualified due to technical issues, content-related problems, or professional shortcomings shall not be supported as provided under points 5.1 and 5.2 of this Regulation.

## **CHAPTER III**

### **ALLOCATION OF FUNDS AND FINANCING METHOD**

#### **Article 8**

##### **Allocation of funds**

1. The Steering Council, after assessing the budgetary possibilities and on an annual basis, determines the appropriate amounts for this purpose.
2. The funds intended for financing articles, works and participation in scientific activities will be planned each year during the drafting of the UP budget.
3. However, if the funds allocated according to the above categories (articles, projects and contributions to scientific activities) are not spent according to the initial destination, upon the proposal of the management or the Board of Directors, by decision they may be allocated within the categories in the second half of the respective year.
4. The activities foreseen under this regulation are financed from the budget of the University of Prishtina. In the case of financing scientific work, in accordance with the provisions of this regulation, it is mandatory to strictly observe the procedures set out in these regulations with the submission of a research report and proof of publication and/or invoices for expenses incurred, which are necessary proof.
5. The financing of scientific article publications shall be determined on an annual fixed basis (Table I) and shall be reimbursed upon submission of the application, provided that the authorship of the article is affiliated with the University of Prishtina. Financial support may be requested only by the first author or the corresponding author<sup>1</sup> (but not both), and for no more than four (4) articles per year. Of these four (4) articles eligible for financing, up to three (3) may be original scientific articles, while one (1) may be a review article or another type of scientific article.
6. Academic staff shall be financially supported for their participation in scientific or sports activities, in accordance with the scheme defined in Table 2. Compensation for participation in such activities may be requested no more than once per year. Academic staff from the field of arts shall have the right to be financially compensated for participation in individual artistic activities, with or without scientific outputs, up to four (4) times per year. Compensation for a specific artistic work may be granted only once, in accordance with the categories defined in the scheme of Table 3. Furthermore, for participation in the same activity, financial support may not be requested from more than one source (project).
7. For the academic staff of the University of Prishtina (UP) participating in scientific activities, specifically international congresses, conferences, symposiums, and artistic or sports events organized abroad, the expenses shall be covered for registration fees related to scientific, sports, and artistic events (conference fees), as well as a sum of financial means to cover accommodation, food, and travel expenses.

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<sup>1</sup> The corresponding author is the person who communicates with the journal during the submission, review, and submission of the scientific paper, as well as being responsible for answering questions or comments from reviewers and approving the final version of the paper.

8. The maximum amount of financial support for a person for an event cannot exceed the amount determined by the UP Governing Council.
9. The financing of scientific projects is carried out on the basis of calls opened by the University of Prishtina, if the UP has a sufficient budget. The financing procedures will be carried out in a competitive environment and the UP management is obliged to draft the criteria on which projects from natural and applied sciences, health, social, artistic, sports, etc. are financed.

**Article 9**  
**Financing Scheme and Financial Incentives**

1. Scientific research shall be financed to the extent of the funds allocated for the implementation of this Regulation, based on the principle of “first come, first served” both in terms of time and entitlement of the submitted financing application. The financing scheme, pursuant to paragraph 1 of this Article, is presented in the tables as follows:

**Table 1.** Scientific Publications

Group 1 (Article 5, point 1.1)	Amount
WoS: SCIE, SSCI, AHCI	€ 1,200.00
Group 2 (Article 5, 1.2)	Amount
Scopus (Q1)	€ 800.00
Scopus (Q2)	€ 600.00
Scopus (Q3) and WoS (ESCI)	€ 400.00
Scopus (Q4)	€ 300.00
Chapters of Books	Amount
Chapters of books indexed in WoS	€ 200.00

**Table 2.** Participation in scientific and sports activities

The Region	Maximum amount allowed
International conference organized in Kosovo	Registration fees for scientific events + € 100
International conference organized in the Western Balkans	Registration fees for scientific events + € 400.00
International conference organized in other Balkan countries (Croatia, Greece, Bulgaria, Turkey, Romania, Hungary, Slovenia)	Registration fees for scientific events + € 700.00
The international conference that is organized in the countries of Europe, West Asia, North Africa (except those mentioned above)	Registration fees for scientific events + € 1000.00

<a href="https://unstats.un.org/unsd/methodology/m+9/">https://unstats.un.org/unsd/methodology/m+9/</a>	
International conference organized in other countries of the world (except those mentioned above)  <a href="https://unstats.un.org/unsd/methodology/m+9/">https://unstats.un.org/unsd/methodology/m+9/</a>	Registration fees for scientific events + € 1500.00

**Table 3.** Participation in artistic activities

The Region	Maximum amount allowed
International cultural and artistic activities organized in Kosovo, including: Theater and film festivals, festivals and solo/recital concerts, as well as collective and individual exhibitions (in galleries, museums and institutions).	Accreditation for participation + € 100 euro
International cultural and artistic activities organized in the Western Balkans, including: Theater and film festivals, festivals and solo/recital concerts, as well as collective and individual exhibitions (in galleries, museums and institutions).	Accreditation for participation + € 400.00
International cultural and artistic activities organized in other Balkan countries (Croatia, Greece, Bulgaria, Turkey, Romania, Hungary, Slovenia) including: Theater and film festivals, solo/recital festivals and concerts, as well as collective and individual exhibitions (in galleries, museums and institutions)	Accreditation for participation + € 700.00
International Cultural and Artistic Activities organized in the countries of Europe, Western Asia, and Southern Africa, excluding those mentioned above, shall include: theatrical and film festivals, festivals and solo concerts/recitals, as well as collective and individual exhibitions (held in galleries, museums, and institutions).  <a href="https://unstats.un.org/unsd/methodology/m+9/">https://unstats.un.org/unsd/methodology/m+9/</a>	Accreditation for participation + € 1000.00
International cultural and artistic activities organized in the countries of Europe, West Asia, South Africa, (excluding	Accreditation for participation + € 1500.00

the countries mentioned above) including: Theater and film festivals, festivals and solo/recital concerts, as well as collective and individual exhibitions (in galleries, museums and institutions)

<https://unstats.un.org/unsd/methodology/m+9/>

## **CHAPTER IV PROCEDURES FOR IMPLEMENTING SUPPORT**

### **Article 10**

#### **Procedures and submission of requests for funding of scientific publications and evaluation**

1. In order to obtain financial support for research and scientific activities, as defined in this grant, everyone must strictly comply with the application procedures as follows:
  - 1.1 Academic staff will be financially supported for articles published within the current year or those of the previous year. Such publications must meet the conditions specified in the provisions of this regulation.
  - 1.2 In requests for support, the application form (Form I) must be completed, together with the following documents:
    - 1.2.1. Full article, <https://doi.org/>; name of journal and publisher, indexing on the relevant platform, impact factor – IF, date of acceptance of the article or online publication);
  - 1.3 The request must be submitted to the ZKPS (Office for the Evaluation of Scientific, Sports, and Artistic Activities), which forwards the documentation to the “Commission for the Evaluation of Scientific, Sports, and Artistic Activity.
  - 1.4 The application files will be evaluated by the “Commission for the Evaluation of Scientific, Sports, and Artistic Activities,” established by the university management, and will be submitted to the SC (Steering Committee) as the commission’s report at least once every two months. The decision on the distribution of funds will be made by the university’s SC following the evaluation of the commission’s report.
  - 1.5 The application is submitted by the main author and/or the corresponding author. The payment of the funding is made per article, while the reimbursement of the funds is transferred to the bank account indicated in the application forms, according to the verified banking information of the applicant.
  - 1.6 In cases where it is determined that the documentation is incomplete, the commission requests the applicant to complete the documentation, and the review of the application is suspended until the documentation is completed. If the candidate completes the documentation within the deadline set by the commission, which may not be shorter than 5 working days, the application is considered withdrawn.

## **Article 11**

### **Procedures followed during the application for participation in Scientific and Artistic Conferences and Symposia (SACS) and the evaluation process.**

1. For applications submitted by academic staff to participate in scientific, artistic, and sports events within a given year, all academic staff members are eligible to apply, in accordance with the conditions defined by this Regulation. The request must be submitted to the Office for Research, Projects, and Science (ORPS), which forwards the documentation to the Commission for the Evaluation of Scientific, Sports, and Artistic Activities.
2. Requests for financial support must include the SACS application form (Form 2), along with the following documents:
  - 2.1. The presentation or abstract that will be assessed;
  - 2.2. Details regarding the scientific/artistic event to be attended, such as date, purpose, achievements, activity program, composition of the editorial board, etc.;
  - 2.3. Documents showing the acceptance of the scientific, sports or artistic work for presentation at a congress, conference, symposium or artistic event abroad (exhibition, film festival, theater festival, concert, music festival) of the sport and its presence in the event program, as well as a personal letter of invitation or acceptance for presentation and participation;
  - 2.4. Written documentation of the invitation to the activity or event for the candidate as a speaker or instructor;
  - 2.5. The composition of the scientific council of the conference.
3. The request must be individual, at least 7 days before the event date, for which the request is done to the Commission for the Evaluation of Scientific, Sports and Artistic Activities.
4. Application files are technically evaluated by the ORPS and evaluated by the Commission for the Evaluation of Scientific, Sports and Artistic Activities, formed by the university management.
5. After returning from the conference, the applicant is required to complete the file with all the data requested according to this regulation, including relevant evidence such as boarding pass, travel tickets, accommodation invoice, certificate of participation, conference identification card, electronic copy of the abstract, presentation or similar materials, as well as a photo or short video recording during the conference presentation, showing the conference premises, preferably with identification materials, etc.
6. The applicant is invited to publish this material on the student's social media, such as LinkedIn, or on UP's, thanking the University of Prishtina for the financial support in his/her participation in scientific, sports or artistic activity.
7. The payment of the financing is made to the applicant, after he/she has completed the data file. The reimbursement of the funds is made to the bank account, which is indicated on the forms at the time of the request.

## **Article 12**

### **Procedures followed during the application for scientific, artistic and sports projects (SASP) and evaluation**

1. For applications by academic staff for scientific, artistic and sports projects in a given year, the right to apply is reserved to academic staff who are identified with an academic unit, institute or similar institution within the University of Prishtina. Such events must meet the conditions specified in the provisions of this regulation, and must not be part of the financing and treatment of another institution. The application for participation in the project is submitted to the ORPS.
2. In the request for Support the application form (Form 3) must be presented, together with necessary documents which are decided upon the call from the university.
3. The application files shall be technically evaluated by the ORPS, while the content shall be assessed by the "Commission for the Evaluation of Scientific, Sports, and Artistic Activities," established by the University management. The commission's report shall be submitted to the Steering Council (KD). The decision on the allocation of funds under this Regulation shall be made by the University Steering Council following the evaluation of the commission's report.
4. The funding payment is made per project. Requests for payment from the project are made by the project sponsor, based on the regulations and other applicable regulations. The results from the project must be published in journals indexed in WoS or Scopus (Q1, Q2 or Q3). Articles published within the framework of the projects are accepted for funding according to the schemes provided for in these regulations.
5. The duration of project implementation will be 2 years, with the possibility of extension for another six months, after approval by the SACS.
6. Academic staff are not allowed to apply (as project leader) with more than one project proposal in the same call for projects. They are also not allowed to compete for new projects before completing the current project.
7. Academic staff who have received a project under this regulation are not entitled to apply again for projects supported by this regulation, unless he/she has brought to UP funds from donors of value, at least double the amount received by UP.

### **Article 13**

#### **Committee for the Evaluation of Scientific, Sports and Artistic Activities**

1. The Rector, according to the provisions of this regulation, shall appoint a commission to review and evaluate requests for financial support.
2. The composition of the commission must be five (5) members from among the academic staff of the university, who ensure the fair and impartial treatment of all applicants' requests. The review of requests must be carried out in compliance with the legal framework and procedures established by the UP, in order to ensure the principle of equality, fairness and transparency.
3. The chairman of the commission is the vice-rector for scientific research, projects and innovation at the University of Prishtina.
4. The members of the commission for evaluating requests for the allocation of budgetary funds to support the activities perceived by this Regulation are responsible for the correct implementation of the criteria for support.
5. The members of the evaluation commission, provided for in this article, must declare in advance the possibility of the existence of their private interest in connection with

the decision-making in certain cases, which may be the cause of the emergence of a conflict of interest according to the special law on the prevention of conflict of interest.

#### **Article 14**

##### **Requirements assessment and decision-making**

1. The Commission reviews and evaluates requests for financial support for scientific activities within a reasonable time frame, but no longer than 90 working days from the moment of submission of the request.
2. The committee may issue a recommendation if a majority of its members are present.
3. The Commission shall prepare minutes of its meetings, which must be signed by the members of the Commission.
4. The committee is assisted by the ORPS.
5. Through the Vice-Rector for Science, the Commission shall recommend to the Steering Council the approval of the list of beneficiaries, in accordance with the criteria established and in compliance with the provisions of this Regulation.
6. Within five working days, after approval by the Governing Council, the decision of the beneficiaries is published on the official website of the university.
7. The Steering Council may propose changes and additions, according to its assessment, or request that the commission for the assessment of requests re-evaluate the requests.
8. The Steering Council shall make a decision, taking into consideration the recommendation of the application evaluation committee, within 15 working days.

#### **Article 15**

##### **Science Project Reports**

1. The reporting period, foreseen by these regulations, must be completed within 30 calendar days after the completion of the activity.
2. The report from paragraph 1 of this article is recorded by the project holder and a copy of it is submitted to the university archive and a copy to the ORPS.
3. The Steering Council shall have the right to monitor the beneficiaries regarding the proper use of the allocated funds in accordance with the decision on fund allocation, and shall have the right to initiate an audit of the beneficiaries concerning the manner in which the funds allocated by the University have been spent.

#### **Article 16**

##### **Right of Appeal**

1. Any subject dissatisfied with the decision to recognize or reject the right, according to the provisions of this Law, has the right to file an appeal with the Governing Council within 7 days from the date of approval of the decision.

### **CHAPTER V**

#### **TRANSITIONAL AND FINAL PROVISIONS**

**Article 17**  
**Transitional Provisions**

1. All requests for funding for publications and conference participation, submitted after December 10.2024 (after the suspension of Regulation no. 1-175, dated 18.04.2024), will be treated in accordance with the provisions of this regulation.

**Article 18**  
**Repeal**

1. With the entry into force of this regulation, the Regulation on the financing of research - scientific, artistic and sports activities at UP, no. 1-175, 18.4.2024, is repealed.

**Article 19**  
**Entry into Force**

1. This regulation enters into force after the approval of the Steering Council.

Steering Council

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Altin Sahiti, Chairperson