



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

KOLEGJI "BIZNESI"
Nr. 309-1/20 Data 25.09.2020
PRISHTINË

Pursuant to Article 81 and 21 point h. of the Statute of "Biznesi" College in Prishtina, the High Teaching Scientific Council of "Biznesi" College, on 25 September 2020 approved the following:

REGULATION

ON BUSINESS COLLEGE POLICIES FOR REVIEW AND EVALUATION OF ACADEMIC STAFF

Biznesi College in the framework of its research function evaluates the academic staff, promotes innovation, research, publication and development of academic staff. For this purpose, the review is professionally carried out by experts in the field. Biznesi College has established the Center for Scientific Research (CSR) to conduct scientific research.

1. Review process

1.1 Articles, books and other written materials, which are not published by well-known international publishing houses for use in teaching activities at the College will be subject to reviews by the Professional Scientific Commissions of the Center for Scientific Research and publications in Biznesi College.

1.2 The Center for Scientific Research at Biznesi College is part of the College, and will be led by the Director of the Center for Scientific Research and Publications. The scientific work of the academic staff will be evaluated by HTSC through a commission which is selected by HTSC to evaluate the scientific contribution of the academic staff. The drafting of scientific publications will serve as a basis for the promotion or non-promotion of the teaching staff.

1.3 HTSC establishes the scientific commissions of the Center for scientific research and publications, systematization and election of members, as well as the approval of the work plan.

1.4 The Center for Scientific Research and Publications for the research and publishing activity will be responsible for HTSC.

1.5 The Commission for Scientific Research will meet three times a year (June, October and February) and has the following competencies:

- approve the Annual Plan for scientific research of Biznesi College;
- oversees the proposed research activities of each department;
- supervises the individual achievements of the research work of the staff of Biznesi College.

1.6 The works of the authors and materials are subject to review by the review committee appointed by HTSC. Any appointment for the case of reviewers may include at least one external researcher or specialist in the field being reviewed.

1.7 The review process is anonymous. HTSC should not reveal the identity of the author (authors), nor the identity of the reviewers, until he receives the reviews. Nor should it disclose the identity of the reviewers to other reviewers.

1.8 Reviews of scientific papers are sent to the Director of the Center and HTSC, regarding the materials submitted for review.

1.9 To accept or not to accept, the scientific works are evaluated by the Evaluation Commission, the works submitted and not approved by the commission are not returned to the authors and can not be used for other purposes.

1.10 The working materials, namely the re-submitted publications, must complete the review cycle. Re-submitted materials are those that have been previously rejected and subsequently revised.

1.10 The first responsibility of the reviewers is to ensure a correct and efficient process for the submitted materials and to set and maintain high standards of technical and professional quality. Quality criteria are: originality of treatment, concept and/or implementation; the depth and weight of the discipline under consideration, as well as adherence to international publishing standards, including but not limited to the presentation of a critical bibliography.

1.11 The reviewers will make an impartial review of all the submitted materials offered for use in Biznesi College and will judge each according to merit, regardless of personal relationship or familiarity with the author(s), or race, gender, sexual orientation, religious beliefs, ethnic origin, citizenship, professional affiliation or political philosophy of the author(s).

1.12 Reviewers will not disclose any information about the materials in question to anyone other than those seeking professional advice regarding the publication of the manuscripts.

1.14 If a reviewer presents compelling evidence that the content, conclusions, references or other material contained in the materials intended for teaching in the College are incorrect, that reviewer must submit a notice regarding the issue to HTSC which will follow the further procedure.

1.15 If a reviewer presents compelling evidence that the published materials or articles contain plagiarized materials or falsified research data, the reviewer must submit this evidence to HTSC.

2. Manner and conditions for the publication of the journal in Biznesi College

Periodical journals with scientific-professional works, catalogs, compilations of normative acts, as well as other publications can be published in Biznesi College.

Depending on the type of publication, in accordance with the legislation for the publication of scientific research papers, councils, respectively publishing commissions, review commissions etc. are formed.

For other types of publications and their standards, the provisions of the editorial bodies of Biznesi College will be respected in accordance with this regulation.

In order to support the publications defined by this Regulation, regular and ad hoc financial means will be provided in accordance with the financial policies of Biznesi College.

2.1 The scientific-research journal for economic, legal and emergency issues "BIZNESI" of the College will be published twice a year (every 6 months) and the language of the journal will be Albanian. Papers that will be published in Albanian must be accompanied by summaries in English.

2.2 The journal of Biznesi College will be managed by the Center for Scientific Research, which will appoint the editor-in-chief of this journal, the Publishing Council and the editorial secretary. The secretary must have a master's degree and be fluent in English.

2.3 The nature of the works which will be published in the journal of Biznesi College will be of two different areas:

- a) Study of analysis (using exactly scientific equipment) and
- b) Publication of research results.

2.4 The responsibility of the author(s) is to:

- a) provide a meaningful summary of the materials to be reviewed in English and Albanian;
- b) provide detailed bibliographies,
- c) send an electronic and printed version of the paper.

3. Approved on 25 September 2020, by the High Teaching-Scientific Council of BIZNESI College.



Head of the HTSC

Dr. Shyqeri KABASHI - Dean