



The policy for scientific research in BIZNESI College”was drafted in support of the Decision of the Higher Scientific Teaching Council, based on Law no. 04 / L-037 "On higher education in the Republic of Kosovo", the Statute of the Business College article 81, and in other legislation in force and is approved by Decision of the Higher Scientific Teaching Council dated 30.10 / 2020, Approves:

POLICY FOR SCIENTIFIC RESEARCH AT BUSINESS COLLEGE

For higher education institutions, the realization of scientific research and the creation of an active research culture institution is very essential. Business College is deeply committed for creating and promotion of culture committed for providing and supporting high quality research. For this reason, a Research Development Plan should be created which will be in accordance with the nature and Mission of the institution and the needs of economic and cultural development of the country and the region, which is supported by the responsible and ethical behavior of all those who are involved in supporting research.

The policy sets out the principles that guide the modeling, conduct, management, funding and communication of research undertaken by the teaching staff and students of the College, to ensure that research is conducted with integrity and honesty and that it meets standards of conduct and quality, legal requirements, professional and community. The research policy is a public document published and published on the website of the institution

(<http://kolegibiznesi.com/frmArtikujt.aspx?ID=5276>).

Definitions

Notion	Description
Academic staff	Includes all staff that has a contractual obligation to conduct research
Research or research	Includes all forms of independent and funded scientific, and professional work and related activities based on intellectual inquiry aimed at discovering, interpreting, reviewing, disseminating or disseminating knowledge.
Independent	The term "independent" does not preclude collaborative work on a research project
Researcher-researching (scholar)	Any member of the community of the institution that engages or oversees the research. He is a specialist in a special branch of study, especially in the humanities.
Plagiarism	Representing another's work, published or unpublished, as one's or helping another to represent another's work, published or unpublished, as one's own.

Content and policy guidelines

Every teacher is encouraged to conduct independent research or creative activities that are appropriate to their discipline. In doing so, they individually or in collaboration with colleagues:

- a) supervises students during the research;
- b) Widely disseminate research results (i.e. through more than one medium or audience) including their teaching practices and, where appropriate, defend their research results;
- c) be active within appropriate professional and disciplinary communities and external stakeholders;
- d) contribute to the research environment and culture of the Business College through activities such as mentoring, engaging in new research initiatives and strengthening the research infrastructure; and
- e) Participate in initiatives designed to provide financial support for research activities from external sources (including, for example, MEST funding, industry partnerships and research commercialization opportunities).

The obligation to undertake research is a requirement for career advancement and will be balanced with other obligations of academic staff, including teaching and administrative responsibilities. In this policy nothing should be interpreted in order to prevent the Management of the College from assigning teaching and other responsibilities at the expense of the research activity of the academic staff of the institution.

Based on the Statute and Regulations of the College Code of Ethics: (a) Academic staff and students are required to conduct their research in accordance with all of the College's obligations under the legislation and any ethical and contractual obligations. (b) Research projects undertaken as part of a study program must be approved in advance. (c) All academic staff, students and third parties of the College are required to be aware of and follow the content of the Business College Scientific Research Policy.

Basic and applied research can only thrive in a climate of academic freedom that includes freedom of research and the right to disseminate its results, freedom to challenge conventional thought, freedom from institutional censorship, and the privilege of conducting research on topics human and social. However, with academic freedom comes the responsibility to ensure that all research and study is familiar with the principles of honesty, integrity, trust, accountability and collegiality; meets high scientific and ethical standards; carried out with honest research and rigorous analysis and responsibility for the use of professional standards; and seeks to increase knowledge in ways that do not harm but benefit society.

The cultivation of these values in the College community has been advanced through the continuous education of its members on research integrity issues and by adopting and pursuing appropriate policies within which research and scholarships should be conducted, policies which all major agencies funding require that higher education institutions have them approved.

This Policy, therefore, defines the general framework for conducting research. Pre-responsibility is defined as individual for selecting and conducting research as individual members of the College community are better positioned, through specific knowledge, to be aware of the way in which research and their scientific activity is taking place and the consequences of such an activity. Special responsibility remains for researchers to be aware of the consequences of their research and to balance the potential benefits versus the possibility of harmful applications.

This Policy which applies to the entire Business College community should be interpreted in a way that is consistent with the Business College Vision as a research and academic community committed to the principles of academic freedom, honesty, integrity, trust, accountability and collegiality and the idea that fair play should prevail at all times.

The main responsibility for selecting and conducting research rests with the researcher and for this purpose he or she will:

- maintain the highest standards of honesty, integrity and ethical conduct in all research;
- is familiar with and respects the Regulatory Framework and regulations, policies and instructions of each Agency related to his or her research;
- does not misrepresent his / her academic, professional or employment credentials or experience;
- obtain the necessary approvals including, but not limited to, ethics, protocol and approval of standard operating procedures, before engaging in a research activity for which prior approval is required; AND
- Uses scientific rigor and integrity in obtaining, recording and analyzing data, and in reporting and publishing results.

The Business College will take reasonable steps to ensure that researchers are made aware and kept informed of changes to the relevant Regulatory Framework for research. The Office of the Pro Dean for Education and Science and Study Program Officers will put in place reasonable measures to ensure that students who can engage in research are aware of their obligations regarding academic integrity and ethical research behavior and the Framework Important regulators for their undertaken research.

Student Supervisors engaged in Research will take reasonable steps to:

- ensure that students are advised of their obligations regarding academic integrity and ethical research behavior;
- ensure that students have received a copy of the Regulatory Framework related to their particular Research;
- In provide students with a copy of each research-related document that students have been asked to sign; and
- On discloses to students any specific conditions regarding issues such as restrictions on publication, restrictions on future use of data and intellectual property that may influence a student's decision to participate in research.

External researchers engaged in research within the Business College will act with integrity and adhere to the highest ethical standards set by the institution based on the Regulatory Framework and they will:

- It is determined in writing on whose behalf the research activities are undertaken and that the researcher acts in his / her private capacity, and not as an employee or representative of the Business College, unless the researcher is authorized in writing to act by the Dean;
- Most not use the academic staff or students of the Business College, or the minimal use of services, equipment or materials in research without:
 - a) Receive written approval from KLMSH and the Dean for such use; and

- b) Make appropriate financial arrangements in writing to reimburse the institution prior to such use.

After demonstrating that a researcher is engaged in Plagiarism, it will be assumed that the researcher did this knowingly and he or she will bear the burden of refuting the assumption by proving the person or body investigating the matter that such knowledge does not exist.

The researcher should ensure that when a co-authorized publication is based primarily on a student's work, including a dissertation or thesis, the student is given due importance in the list of co-authors in accordance with established disciplinary practices.

In the absence of an agreement between the research associates, the following rules govern the order of authorship:

- Authorship will be attributed to all those researchers who have made significant scientific contributions to the work and who share responsibility and accountability for the results;
- The assignment of authorship is determined in accordance with:
 - a) The quality and quantity of a researcher's contribution;
 - b) The extent of a researcher's responsibility and accountability for the results; and
 - c) Best disciplinary practices;
- The order of award of authorship will not be affected by whether a researcher has been paid for his or her contribution or by his or her employment status.

A person who provides only administrative and / or managerial services in a collaborative research endeavor will not qualify for co-authorship.

Under the auspices of the Business College, or on its premises using students, academic, administrative or support staff, or the institution's resources or tools to understand that research should be kept confidential.

The business research policy of the Business College is the first version, and will be reviewed over a period of three years, by a working group consisting of: Vice Dean for Education and Science, a study program manager, three members of the academic staff appointed by three members of the appointed by KLMSH and two students appointed by the Students Union.

Prishtina, 30.10.2020

Chairman of KLMSH

Prof. Dr. Shyqeri Kabashi-Dean

