

## **REGULATION ON GRANTS**

Prishtinë, October, 2024

Pursuant to article 16 of the Statute, Article 4 of the Rules of Procedure of the Steering Council, the Steering Council on 21/10/2024 approved the following:

## **REGULATION ON GRANTS**

### **General Provisions**

#### **Article 1 Purpose**

1. The purpose of this Regulation is to support the research and scientific and/or artistic work of the full-time academic staff of AAB College through the awarding of grants and the provision of financial assistance.
2. This Regulation sets out the criteria for obtaining grants and financial assistance for research and scientific and/or artistic work undertaken by the full-time academic staff.

#### **Article 2**

1. For the purposes of this Regulation, research and scientific and/or artistic work of the full-time academic staff eligible for financial support includes:

- participation in scientific and/or artistic conferences;
- participation in scientific and/or artistic symposia;
- publication of scientific and/or artistic works in recognized scientific and/or artistic databases.

#### **Article 3**

1. All full-time<sup>1</sup> academic staff of AAB College shall be entitled to apply for grants and financial assistance for research and scientific and/or artistic work.
2. The procedure for awarding grants or financing research and scientific and/or artistic work shall be initiated on the basis of a written request by the full-time academic staff member, and only where:
  - a. the author's name and/or abstract has been indexed in the Clarivate Analytics platform (Web of Science) Core Collection (SCIE, SSCI, and AHCI) or in SCOPUS; and
  - b. the journal or publisher is not included on any list of suspicious publishers and is not in a commercialization phase<sup>2</sup>.
3. A member of the full-time academic staff may benefit from grants or financial support for up to three (3) papers published within a single calendar year, or up to three (3) instances within a

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<sup>1</sup> For the purposes of this Regulation, full-time academic staff entitled to apply for and benefit from grants shall be those teaching staff members who hold at least the scientific degree of Doctor of Science (Dr.sc.) or possess an academic title.

<sup>2</sup> The commercialization phase of a journal shall be deemed to occur when the journal indexes, within a given year, several times more abstracts in SCOPUS than in the previous year. Such journals are typically removed from SCOPUS at the end of the year or within the first months of the following year, and any papers indexed from the affected year are, as a rule, subsequently deleted.

single calendar year in cases where the benefit is also granted for participation in scientific conferences.

4. An author shall not be eligible to apply for works published more than two (2) years prior to the date of application.

#### **Article 4** **Grants for Scientific Publications**

1. Scientific publications (of type article or review)<sup>3</sup>, indexed in the Clarivate Analytics (Web of Science) Core Collection (SCIE, SSCI, and AHCI) or in SCOPUS, excluding journals classified as dubious<sup>4</sup>, shall be eligible for financial support in the form of grants.

2. For the purpose of this regulation, only the first author shall be entitled to apply for financial support.

3. Where the author is the only author of a publication in a journal indexed in Clarivate Analytics (Web of Science) Core Collection (SCIE, SSCI, and AHCI) or in SCOPUS (Q1 to Q4), excluding dubious journals, the author shall be funded in accordance with the grant table specified for first authors.

4. Where a publication is co-authored with a second author or corresponding author who is a member of the full-time academic staff, the first author shall receive an additional grant as provided in the funding table for second/corresponding authors, but only for papers published in SCOPUS-indexed journals ranked Q3 or Q4.

5. An author may receive financial support for a maximum of three (3) scientific publications within a single calendar year.

6. In cases where an author applies for financial support for a fourth or subsequent publication within the same calendar year, such publication must be in a journal ranked Q1, Q2, or Q3 by SCOPUS or Clarivate Analytics (SCIE, SSCI, and AHCI) and must not appear on the list of dubious or irrelevant journals or publishers compiled by AAB College and regulated through a dedicated manual issued by the Council for Science and approved by the Senate.

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<sup>3</sup> Grants shall be awarded only for the following two categories of scientific publications: a. article – also referred to as an original article or research article; and b. Review – also referred to as a review article or essay. The following types of publications shall not be eligible for grant funding: conference papers, data articles, comments, postcards, editorials, etc.

<sup>4</sup> Suspicious journals include journals or publishers appearing on recognized lists of suspicious journal and also journals deemed to be in a commercialization phase, meaning that the number of abstracts indexed in SCOPUS has multiplied compared to the previous year. In cases where a journal is suspected of being in the commercialization phase, the granting of financial support shall be suspended until the journal's status in SCOPUS has been clarified.

Table 1:

Platform	Grant amount		Papers/conferences per year	4th grant and ongoing (+4)
	First author	Second author, correspondent		
Scopus (Q1) & WoS: SSCI, SCIE, AHCI	800 €	/	Up to 3	800 first author
Scopus (Q2)	600 €	/	Up to 3	600 first author
Scopus (Q3)	400 €	200 €	Up to 3	400 first author
Scopus (Q4)	300 €	200 €	Up to 3	/

## Article 5

### Financial support for participation in conferences

1. Expenses for participation in scientific and/or artistic conferences, congresses, symposiums, and international artistic events shall be financially supported up to a maximum amount of three hundred (300) EUR.
2. Participation by members of the full-time academic staff in the activities referred to in paragraph 1 of this article must correspond to their field of specialization.

## Article 6

### Criteria for benefit

1. The criteria for benefiting from the grant for scientific publications are:
  - 1.1. the applicant must be a member of the full-time academic staff of AAB College;
  - 1.2. the application must indicate the publication by specifying the name of the journal, the title of the paper, and the link to the published work;
  - 1.3. the applicant must have established the affiliation of AAB College in the journal's registry and in SCOPUS and/or Web of Science<sup>5</sup>;
  - 1.4. the applicant must be the first author of the publication.
2. The criteria for financial support for conferences are:
  - 2.1. the applicant must provide proof of abstract acceptance and payment of the conference registration fee;
  - 2.2. the event must be an international conference, excluding regional conferences;
  - 2.3. the conference must be an academic conference organized by educational or research institutions, and must not appear on recognized lists of suspicious conferences or organizers.

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<sup>5</sup> As well as the paper must be indexed to the institution.

3. The application documentation shall be completed in accordance with the forms approved by the Central Committee for Grants and Financial Support. Incomplete documentation shall be returned to the applicant, who shall be responsible for completing it.

## **Article 7**

### **Central Committee for Grants and Financial Support**

1. The Central Committee for Grants and Financial Support shall be composed of three (3) voting members as follows:

- 1.1. The Vice-Rector for Science;
- 1.2. The Dean of the relevant Faculty;
- 1.3. The Vice-Rector for Finance.

2. The Vice-Rector for Science and the Vice-Rector for Finance shall serve as permanent members of the Committee, while the Dean of the Faculty shall be appointed on the basis of requests submitted by professors and in accordance with their field of study.

3. Decisions of the Central Committee for Grants and Financial Support shall be taken by majority vote.

4. The Committee shall, in all cases, issue a response to each request, either approving or rejecting it.

5. Where a request is rejected, the Committee's decision shall be accompanied by a written justification.

6. The Central Committee shall be obliged to take a final decision within thirty (30) days from the date of receipt of the request. Where additional information is required concerning a journal, scientific conference, or other relevant matter, the thirty (30) day period shall commence from the date of receipt of the final information.

7. The decisions of the Central Committee for Grants and Financial Support shall be public.

8. The list of grant beneficiaries shall be published at the end of each calendar year.

## **Article 8**

The Central Committee for Grants and Financial Support shall establish and maintain a database in which all approved and declined grants and financial support applications shall be recorded.

## **Article 9**

1. Academic staff members dissatisfied with a decision of the Grants Committee shall have the right to appeal to the Rector.
2. The deadline for filing an appeal against a decision of the Grants Committee shall be fifteen (15) days from the date of receipt of the decision.
3. The Rector shall establish a Committee for the Review of Appeals, either on an ad hoc basis or for a specified mandate.
4. The Committee established by the Rector for the Review of Appeals shall consist of three (3) members from among the academic staff who have an established record of scientific publications.
5. The Committee for the Review of Appeals may adopt one of the following decisions:
  - 5.1. approve the appeal and amend the decision of the Grants Committee;
  - 5.2. approve the appeal and return the matter to the Grants Committee for reconsideration;
  - 5.3. partially approve the appeal and amend the decision of the Grants Committee;
  - 5.4. reject the appeal as unfounded;
  - 5.5. reject the appeal as submitted out of time.
6. The decision of the Committee for the Review of Appeals shall be final.

## **Transitional Provisions**

## **Article 10**

In the event of any inconsistency or conflict between the provisions of this Regulation and the provisions of the Statute, the provisions of the Statute shall prevail.

## **Article 11**

This Regulation may be amended in accordance with the same procedure applicable to its adoption.

## **Article 12**

1. Upon the entry into force of this Regulation, the Regulation on Grants No. 024/23 dated 20.01.2023 shall be repealed.

2. This Regulation shall enter into force on the date of its approval by the Steering Council and its signature by the Chairman of the Steering Council.

Ilir Tafa,

Chairman of the Steering Council  
Prishtinë 2024



Based on Article 16 of the Statute, Article 4 of the Rules of Procedure of the Steering Council, the Steering Council hereby adopts the following:

## **DECISION**

- I. The regulation on Grants is approved.

A copy of the decision is to be submitted to:

- The Rector
- The Vice-rectors
- The Secretary General
- The Archive

Ilir Tafa,  
The Chairman of the Steering Council

