

INTERNAL REGULATION

2021-024 On the functioning of the basic unit of the Scientific-Research Center and academic publications of HEI Nehemiah Gateway

Article 1 Object

The object of this regulation is to determine the scientific-research activity, the rights and obligations of the competent units, the participants of the scientific-research activity, as well as the publishing activity within the scientific research of the HEI Nehemiah Gateway.

Article 2 Legal basis

The legal basis of this regulation is in accordance with law no. 80/2015, "On Higher education and scientific research in higher education institutions in the Republic of Albania"; Statute of HEI Nehemiah Gateway Article 15 and Article 75 (Approved by decision No. 1 dated 26.09.2019 of the Academic Senate and decision No. 297 dated 23.11.2019 of the Administration Board).

Article 3 Principles

Research activities at HEI Nehemiah Gateway are based on the fundamental principles of scientific integrity. Encouraging researchers to research in accordance with contemporary challenges, preserving and promoting professional and intellectual ethics, as well as fostering critical thinking, analysis and research among academic staff and students.

1. **The principle of Authenticity** for the originality of the works and the creation based on the use of personal intellectual capacity, as well as in the strict implementation of the criteria for the methodology of scientific research and analysis, reference system and use of resources.
2. **The principle of Accountability** for following the research from their initial stage with the proposal of the topic, mentoring during the development (in the case of students), facilitating the procedure for covering the expenses (implemented by the Research Fund) and until the publication and promoting the findings of the paper / research in particular or in whole. Respecting the confidentiality of processed data or findings, in cases where these are required under legal provisions.
3. **The principle of Impartiality** in scientific research and scientific activity; for impartial and merit-based treatment for acceptance of proposed topics and research; for providing equal opportunities during opportunities for inclusion in research teams during scientific activities organized by HEI Nehemiah Gateway, with / for third parties.
4. **Sustainability, development and transparency** for the organization, division of labor according to qualifications and approval of research by favoring proposals that are in accordance with the Scientific-Research Agenda and their publication, after being approved by the Scientific-Research Center.

Article 4 **Research activities**

The research activity of HEI Nehemiah Gateway is proposed by the Scientific-Research Center. It is oriented to the needs of the community, mainly where the HEI is headquartered, taking into account the promotion of scientific research to academic staff and students, but without excluding the engagement and cooperation with partners and counterpart universities in the country and some HEIs in the region and beyond.

Among the main activities are:

1. Cooperation agreements with companies and institutions within the dual study system where the BA student completes the internship 50% of the study program time, achieving the objectives of the internship modules in the accredited program areas.

2. Framework agreement for cooperation with several Higher Education Institutions in Albania, but also abroad, in the framework of the exchange of academic staff and international students;
3. Organizing periodic international conferences at the student level in cooperation with HEIs and NGOs operating inside and outside the country;
4. Organizing periodic international conferences at university level in cooperation with HEIs, public and private, operating inside and outside the country;
5. Publishing activity in scientific journals, as a unit, through the academic staff and the same, as part of the scientific board;
6. Conducting scientific research in community needs assessment, part of the approved Scientific-Research Agenda of HEI Nehemiah Gateway;
7. Other scientific-research activities in the fields covered by the study programs of HEI Nehemiah Gateway. Study trips within the studies, selecting the destination according to the calendar proposed by the leading professors of the courses and approved by the Faculty and the Scientific-Research Center.

Article 5

Research and community interest

Scientific-research at HEI Nehemiah Gateway is conducted in areas directly related to the needs of the community.

1. **Beneficiaries** of these researches are the academic staff of the faculty and department, members or employees of the Scientific-Research Center, including graduate students or in the process of graduation.
2. **Scientific activities and research** are conducted in full compliance with the Scientific-Research Agenda, which is oriented towards the elaboration and study of issues that affect the community and provide appropriate solutions and implementation of the most successful practices.
3. **Researchers** who apply to the Scientific-Research Center, as internal staff, guests or students, operate by identifying the most urgent needs of local structures, defining strategic approaches to improvement and developing improvement plans for the sustainable development of the community.

4. **(External) Collaborators** in research collaborations agree on expectations, scientific standards and research integrity; for the laws, regulations and normative inter-institutional acts that will be implemented, which sanction and ensure during the collaborations the protection of the copyright for the collaborators and on the procedures for dealing with possible conflicts or cases that may cause criminal offenses / offenses according to the legislation in power.
5. **Papers** (scientific articles published in scientific journals, university scientific literature, conference proceeding book, etc.) that are followed, evaluated and mentored by the Scientific-Research Center of HEI Nehemiah Gateway, published with the logo of the HEI Nehemiah Gateway and with the name of the authors (or co-authors) of the work / research or the relevant book, then register and are part of the library fund of the HEI Nehemiah Gateway.

Article 6

Procedure and realization of research and publications

HEI Nehemiah Gateway carries out basic research activities and projects and applied in accordance with the goals and objectives of the institution. These are foreseen in the Scientific-Research Agenda of HEI Nehemiah Gateway, which is drafted by the Scientific-Research Center and proposed to the Academic Senate by the Rectorate.

The Scientific-Research Agenda is based on the Strategic Development Plan of the Institution, which is proposed by the Rectorate and then approved by the Academic Senate and the Board of Administration. The Academic Senate annually evaluates the research activities of the HEI, if the research environment does not dictate emergencies to be considered (as in the case of a pandemic) and then makes proposals to the Rectorate for the Scientific-Research Agenda of the following year.

The Scientific-Research Center follows and takes care of the implementation of the procedure provided for in Article 5.

Article 7

Scientific-Research Center

1. The Scientific-Research Center is a basic unit under the Faculty, which carries out scientific research and education development activities in accordance with the Strategic Development Plan of the HEI Nehemiah Gateway.

2. It is involved in the design, monitoring and implementation of the research projects and undertakes its own research or in cooperation with other institutions inside or outside the country.
3. The Scientific-Research Center supports the realization of the study programs Bachelor of Arts in "Economy and Businesses" and Master of Science in "Management with Specialization in Business", which are offered by the departments of the Faculty of HEI Nehemiah Gateway.
4. The Scientific-Research Center includes in the research work team all full-time and part-time academic staff, as well as invited scientific researchers.
5. The Scientific-Research Center may provide services to third parties, as well as develop and organize other activities, in accordance with the Law, the Statute of the HEI Nehemiah Gateway, as well as other internal normative acts of the HEI Nehemiah Gateway, in accordance with the Section 5 of this Regulation, other academic services must be re-evaluated by the core unit and then included in the list of activities.
6. The Scientific-Research Center monitors and suggests on the implementation of institutional policies, systems, procedures, strategies and resources for quality management of the essential functions of teaching, learning and research, monitoring the effectiveness of the quality management systems of the academy and promotion of a culture of continuous improvement within it.
7. The Scientific-Research Center acts as a consultative body for all institutional reviews conducted by the Board of Administration, state authorities or accreditation bodies;
8. The Scientific-Research Center promotes the development of innovations related to the improvement of the quality and scientific standard of research at the student and academic staff level, ensuring the prevailing practice and culture of research integrity.
9. The Scientific-Research Center advises the Rectorate on issues that comply with national and institutional requirements for quality assurance and makes appropriate recommendations regarding issues that require attention, which are worth including in the Scientific-Research Agenda.
10. The Scientific-Research Center promotes the dissemination of the best practices, which ensure the well-being of the research environment; conducting training and qualification sessions for center staff and researchers; research procedures; protection of creativity and authorship, or co-authorship; data protection and processing; joint work or collaborations in scientific research;

publications, in the logo of the HEI Nehemiah Gateway or in collaboration; consulting teaching practice reports and suggesting their improvement; advising students (individually and in groups) on the attributes of research and realization of scientific activities.

11. The Scientific-Research Center provides advice to the appropriate commissions and structures regarding the promotion of research and publications, in view of the intellectual and professional progress of the academic staff and students.
12. The Scientific-Research Center reports to the Rectorate of the HEI Nehemiah Gateway, on the way funds are used and draws up the report of the achievements, also evidencing the nature of the expenses and the exhaustion of the budgeted financial plan of the Scientific-Research Center.
13. The Scientific-Research Center may have other competencies that are regulated by the statutes, regulations and internal normative acts of the HEI Nehemiah Gateway.

Article 8

Infrastructure that supports and protects scientific research

HEI Nehemiah Gateway offers a well-equipped and suitable infrastructure for the institution in its current size. The halls are equipped with technical means, such as: wireless and LAN, whiteboard, projector and Smart Board equipment, as well as wireless transmission system.

HEI Nehemiah Gateway provides enough space and work equipment to fulfill their tasks and conduct research activities where it is worth mentioning a computer lab at the disposal of the academic staff, students.

HEI Nehemiah Gateway has the necessary staff, units and infrastructure for the management and protection of data and search materials, accompanied by internal regulatory acts on their archiving, use, processing and circulation, in the internal electronic network, equipped with elements high security and under the responsibility of monitoring by the Department of Marketing (MAR) with special responsible personnel.

The institution's library is a vital component in supporting the research activities of students and researchers. The library is well stocked with collections of printed as well as digital books; about 11,300 volumes are available to users and in addition, HEI Nehemiah Gateway subscribes to several electronic scientific journals.

HEI Nehemiah Gateway supports scientific research and online literature sources such as: jstore, <https://www.cceol.com>

Article 9 Strategic Plan Development

1. Research activities for programs and projects approved by the Academic Senate, are carried out on the basis of the development of the Strategic Plan of the Institution and the Scientific-Research Agenda of the Scientific-Research Center.
2. Diploma thesis at the Bachelor level and those at the Master level are considered scientific papers and are subject to scientific planning.
3. All research conducted, and in process within the HEI, as well as those with / for third parties, are part of the Scientific-Research Agenda and open to be selected by students and academic mentoring and supervisory personnel.

Article 10 Research funding

The research activity is financed mainly from the budget of HEI Nehemiah Gateway for research, but also from external donors, when HEI Nehemiah Gateway is a party to cooperation agreements for research projects, in accordance with the laws and bylaws, as well as acts of regulatory interior.

The budget plan with which the research is supported is in function of the realization of the Strategic Plan and in the implementation of the Scientific-Research Agenda of the HEI Nehemiah Gateway. The Strategic Plan is built on 6 main pillars, which are:

1. Sustainability of the offered study programs, increasing the quality of curriculum and teaching;
2. Stabilization of vocational training programs and further qualifications;
3. Increasing the number of students enrolled in academic programs;
4. Financial sustainability of HEI Nehemiah Gateway, through revenue growth and cost optimization, to increase the effectiveness of funds spent;

5. Promoting Research and realizing the fulfilment of the Scientific-Research Agenda of research, through research projects, local and regional, which are oriented towards the needs of the community;
6. Further assurance of internal quality and accreditation of academic and institutional programs.

The budget plan is approved by the Academic Senate and the Board of Administration of HEI Nehemiah Gateway. This budget plan envisages maintaining the overall sustainability of HEI Nehemiah Gateway. The financing of researchers, teams and in cases of cooperation is realized according to the procedures, criteria and measures approved in the Scientific Research Fund, approved document and published online (<https://www.ng-university.org/al/kerkimi/fondi-i-kerkimit-shkencor>). Whereas, the transparency of expenditures and the benefit of funding is reflected in the Report on the use of funds in HEI Nehemiah Gateway, established by the Department of Finance and published online (<https://www.ng-university.org/al/rreth-nesh/perdorimi-i-fondeve>).

Article 11 **Entry into force**

This regulation enters into force after approval by the Academic Senate and signature by the Chair of the Academic Senate.

The Scientific-Research Center is informed about the implementation of this Regulation.

According to the Statute of HEI Nehemiah Gateway the Regulation is published in the internal Manual of the HEI Nehemiah Gateway.