

REPUBLIC OF KOSOVO  
ISPE COLLEGE



## **REGULATION OF ISPE COLLEGE**

on organizing and functionin of the Office for Research and Cooperation

Approved on 29.11.2011 by the decision of the Council of College

PRISHTINA 2011

Based on the provisions of the Statute of ISPE College, the Council of this institution has issued and approved the following regulation:

## **REGULATION**

### **on organizing and functionin of the Office for Research and Cooperation**

#### **Article 1**

This regulation defines the organization, operation and managment of Office for Research and Cooperation, the scope, the responsibilities, rights and its obligations.

#### **Article 2**

1. The Office for Research and Cooperation is responsible for international and inter-institutional cooperation and for the researching programmes.
2. The responisibilities of the Office for Research and Cooperation include defining and managing of policies for the procedures of research and cooperation.

#### **Article 3**

1. The Office for Research and Cooperation in collaboration with the Office for Quality Assurancè is responisble for the implementation of the modern standards and of the quality control in the cooperation raports and research programes.
2. For a sucessful implementation of the ISPE projects, the Office for Research and Cooperation remains in continuous contact with the Secretary and the Director of the ISPE College.

#### **Article 4**

The Office for Research and Cooperation provides administrative support for other College units and various units that are established within the ISPE College, it cooperates closely with the other parties in cooperation agreement and other actors involved in research programs.

## **Article 5**

1. This office develops and proposes draft cooperation agreements in order to advance the work, college programs and scientific research.
2. Manages research projects and cooperation agreements.
3. Prepares presentations at conferences for collaboration and research programmes.
4. Provides assistance and contribution in support of the Quality Assurance Office for scientific journal publication.
5. Takes care of updating the programs of cooperation and research and their development in step with time.
6. Manages and maintains the technical means for the successful implementation of cooperation programs and research.
7. Manages and maintains the web site and online library of ISPE College.
8. Manages and administers financial fund which is available to its activities.
9. Prepares the financial reports on expenditure management for the programs of cooperation and research.
10. Performs other related duties as required.

## **Article 6**

The Office for Research and Cooperation can initiate the development of research projects and notify the interesting parties to be involved in these projects.

## **Article 7**

1. Research units and other parties who express interest to participate in research projects within the College ISPE must present concrete draft proposals for approval.
2. The draft proposal must be submitted to the Committee for Research that was established within the Office for Cooperation and Research.
3. The Commission may amend the draft proposal presented.

4. With the approval and under supervision of the Office for Research and Cooperation at the end of the project, the researchers can also deliver the conclusions outside the ISPE College through various conferences and publications.

#### **Article 8**

1. Office for Research and Cooperation is led by the head office who is responsible for its administration and management.
2. Head of Office reports verbally and in writing for Cooperation and Research programs.
3. Head of Office for Cooperation and Research reports to the Council of College.

#### **Article 9**

This regulation enters into force on the date of approval.

**Prishtina, 29.11.2011**

**Chairman of the Council of ISPE College**

Prof. Dr. Dr hc Hagen Lichtenberg

