

According to Article 25 of the Law on Scientific Research (Official Gazette of the Republic of Macedonia no. 46/08, 103/08, 24/11, 80/12 and 24/13) and Article 61 of the Statute of South East European University, the University Senate, on 25 March, 2014, approved the following:

RULE ON SCIENTIFIC RESEARCH

General provisions

Article 1

This rule regulates the organization of scientific research activities, the rights and obligations of the competent authorities of the University, researchers and the publication activities of the University which are part of research activities.

Article 2

Academic staff of the University are obliged to make scientific and research work in accordance with their professional skills and duties arising from the strategy of the University Board and the Councils of their respective academic units. Each member of the academic staff is evaluated once a year for their contribution to scientific activity.

Article 3

The University is committed to creating favourable conditions for scientific and research activities and assisting academic staff in achieving competitive results at national and international level. The University operates an Equal Opportunities Policy and endorses the European Commission Code of Conduct for Recruitment of Researchers.

Article 4

Research includes the following activities:

- completion of basic, advanced and applied research, with the aim of developing scientific research work in areas such as public administration, political sciences, sociology, international relations and diplomacy, law, human rights, security studies, computing, languages, literature and translation, communication and media, economics, business, ecology, energy and health; and other areas from socio-economic fields and contemporary sciences and technologies;
- organizing local, regional and international scientific conferences, workshops and seminars, scientific research, and cooperation with other research institutions nationally and abroad;
- cooperation with economic enterprises and industry;
- preparation of studies and analyses for public administration, judiciary, economics, linguistics and literature, computing, environment, the energy sector, health or similar fields;

- processing and analyses of technical documentation of the areas outlined in point 1 of this article;
- patenting;
- preparation of expert's opinion in the above mentioned areas and quality control of technical documentation;
- development of investment and other programs;
- organization of seminars for professional development of academic staff in the relevant University subject areas;
- publication activities (publication of books, university textbooks, monographs and scientific journals);
- other research activities in areas which are covered by the study programs at the University.

Article 5

Research activities co-ordinated by the Institutes are realized in the form of basic and applied research which is closely integrated with the public interest.

The main responsibility for scientific-research activities in the University lies with academic staff engaged in implementation, with individual and group obligations.

Organization

Article 6

In accordance with the University Strategy for Research, the Pro-Rector for Research, in cooperation with the Research Office, is responsible for:

- leading on the University research activities according to the mission and strategic plan;
- international scientific cooperation;
- the annual university research and budget plan for scientific research;
- distribution of funds required for the implementation of research activities;
- coordinating and prioritizing the plans and specified research activities of the research institutes;
- informing the University management authorities about research activities and representing the research activities nationally and internationally;
- drafting policies, regulations and procedures concerning research activities;
- confirming requests for research funding;
- monitoring financial transactions for completed work, services rendered and supply of equipment, materials and working tools for project coordinators;
- evidencing and maintaining contracts with users of services;
- monitors spending on technical tools for research and research infrastructure;
- implementing other activities related to scientific research.

Research activities are coordinated by the Research Office (RO) in cooperation with the Pro - Rector for Research, the scientific research Institutes and Faculties.

The Research Office is responsible for:

- the publication of the scientific journal "SEEU Review";
- procedural support for professional development of academic staff ;
- publication of textbooks;
- supervise the administration and monitoring of national and international research projects;
- assisting in the preparation of applications for various local and international projects;
- maintenance of the web-page of the university research section;
- coordinating the research database;
- management and organization of the "Best Researcher of the Year" Award.

The Dean's Office and Teaching Scientific Council in each Faculty are responsible for their research activities.

Research activities in the Institutes are overseen by the respective Institute Research Councils in accordance with their Rules and managed by the Directors of the Institutes.

Support for the financial realization of research projects is carried out in cooperation with the University Finance and Research Offices.

Individual researchers are responsible for their own research and their achievements are recorded on the server <https://my.seeu.edu.mk> .

Article 7

The Pro-Rector for Research, in collaboration with the Research Office, is responsible for the University's publishing activity: the scientific journal, textbooks and other publications.

University text editions are approved by decision of the Central Research Committee and this decision is included in the published text.

University textbooks approved by the University have the logo on the cover of the book, whereas the official publication name of the University, which is Botuesi UEJL (in Albanian), Издавач УЈИЕ (in Macedonian) and SEEU Press (English), is included inside.

University text books are published in accordance with the format outlined in Appendix 3.

Central Research Committee

Article 8

The Central Research Committee (CRC) verifies and evaluates the compatibility of scientific achievements recorded by academic staff in the Research Database, in accordance with the criteria prescribed in the Rule on Promotion to Teaching Scientific Title.

The Committee consists of the Pro-Rector for Research (Chair), a representative from each Faculty with the title of Associate Professor or above and with proven experience in the field of scientific research, and an external adviser. The Administrator of the Central Research Committee is the Assistant to the Research Office. The Central Research Committee's work is regulated by the Terms of Reference and Operational Procedure. Their work includes the allocation of points for staff evaluation and promotion in accordance with the Rule on Promotion to Teaching/Scientific, Teaching/Professional and Assistant PhD Student title.

Research Institutes

Article 9

The Research Institutes within the University are:

- The Institute for Environment and Health;
- "Max van der Stoel" Institute;
- The Institute for Applied Research in Business and Informatics.

Article 10

The work and operation of the institutes is governed by the specific regulation for each Institute.

Best Researcher(s) of the Year

Article 11

Pursuant to the Law on Higher Education of the Republic of Macedonia, the best researcher (s) can be rewarded with up to 20% of their annual salary.

Therefore, the CRC analyzes the research output of academic staff on an annual basis (academic year) from the Research Database, and makes a shortlist of the best researcher(s) for further evaluation. From this selection, the CRC recommends the researcher(s) to be rewarded, and the amount for the award.

The Rector confirms the proposal.

Financial provisions

Article 12

Research activity is financed from the university budget for scientific research and development, as well as from external partners, donors and project collaborators.

This research budget covers:

- faculty and institute research projects;
- participation in international scientific conferences;
- the publication of scientific papers in international scientific journals (listed in Thomson Reuters Web of Knowledge);
- expenses for co-financing and participation in regional and international research projects;
- costs for publishing the SEEU Review.

The amount of funds is determined by the university budget approved by the Board. Allocation of budget funds is realized in accordance with the priorities in the annual scientific research program approved by the Pro-Rector for Research.

The Pro-Rector for Research reports on the use of the University research budget to the Rector.

Article 13

There are two university budget lines within the Research and Development budget for individual use:

- participation in international scientific conferences;
- publication of scientific papers in an international scientific journal (listed in Thomson Reuters, Web of Science).

The use of the individual budget line for research is regulated by the Decision for Motivation of Individual Research in the University.

Article 14

The Research and Development budget covers the costs of publishing textbooks by full-time academic staff, in accordance with the course syllabus. This issue is regulated by the Procedure on University Publications (Appendix 2).

Article 15

Full and part time University staff engaged in projects receive compensation in accordance with the staff costs of the project, minus institutional expenses of 20% and personal tax in accordance with the law.

Final provisions

Article 16

The application of this Rule is realized through the procedures provided in Appendices 1-6 which are an integral part of this Rule.

Article 17

This Rule enters into force on the date of its approval by the Senate.

APPENDIX 1

Pursuant to the Rule on Scientific Research at South East European University, the Rector approved the following:

PROCEDURE ON THE IMPLEMENTATION OF PROJECTS

This procedure outlines the allocation, implementation, financial management and accountability of project funding in a Faculty or Research Institute. Internal and external projects are co-financed.

I

Competences

- The Pro-Rector for Research has oversight of all project funding matters;
- The Research Office coordinates the administrative activities of projects and provides advice and assistance about their implementation;
- The Deans or Research Institute Directors are responsible for checking the progress of specified projects within their Faculties or Institutes;
- The appointed Project Coordinators are responsible for the draft allocation of funding and implementation and financial management of the project, in accordance with project, legal and university financial regulations.

II

Definitions and criteria for internal project funding

The definitions of terms and criteria which apply in internal project funding are as follows:

- "Administrative costs" refers to the fee for the administration or coordination of the project, for which may be requested up to 10% of the project budget;
- "Staff costs" is considered as a gross honoraria for the researcher or the academic staff engaged in the project, for which may be requested up to 40% of the project budget;
- "Equipment costs" refers to costs for different devices for the office or laboratory for the implementation of the project;
- "General costs" refers to office materials and similar related expenses, for which may be allocated up to 5%;
- "Dissemination costs" refers to expenses related to activities such as publishing, round tables and conferences for which may be allocated up to 10%;
- "Mobility costs" refers to travel expenses and cost of stay, which can be up to 20%. Other expenses are not paid;

- "Translation costs" refers to costs for translation and proofreading of materials for dissemination of the results of the research project, for which may be allocated up to 5%;
- "Other costs" refers to other expenses necessary for the implementation of the project, but which are not foreseen in the above categories.

The definitions of terms and criteria which apply in external project funding are determined by the programme and/or donor.

III

Approval and Payment of internal projects

1. The project Coordinator, in collaboration with the Dean/Institute Director provides a proposal for co-financing for authorization by the Pro-Rector.
2. Evidence for the financing of the project should be presented in original written form prepared by the project funder for the person who implements it.
3. The realization of payments for research projects can begin upon request from the approval of the research project and must finally end on 31 August of each academic year.
4. Invoices for services and supplies on project activities are signed by the project Coordinator, Dean or Director of an Institute as well as the Research Office. They are then submitted to the Finance Office for payment.
5. In case changes are needed in the budget during project implementation, these are proposed in writing by the project Coordinator, in consultation with the Dean or Director of an Institute and approved/refused in writing by the Pro-Rector.

IV

Staff compensation for internal projects

1. During the allocation of the project budget, the amount of compensation for team members cannot be higher than:
 - 15% of the annual net salary for an individual for staff costs;
 - 10% of the project budget for the external participants;
2. The financial part of the implementation of research projects is carried out according to the dynamics of project implementation specified in the application form, at certain stages, as follows:
 - 20% in the form of advance payment after project approval;
 - 40% upon completion of the first phase of the project;
 - 40% upon submission of the final report.

V

External project budget realization

1. The budget is realized in accordance with the budget lines in respective projects. In cases where the budget line for equipment is used, the Research Office and the Dean or Institute Director is consulted about the type, quantity and use of the equipment, of any amount up to 2000 Euros.
2. For all equipment, supplies (whether fixed or mobile) and other assets, the University Procurement Procedure is followed.
3. Once the assets are received, the project Coordinator does a material specification according to units, values and the person or department for whom the asset is intended.
4. Copies of the specification are submitted to the Research and Finance Offices for evidence of proof of receipt and responsibility. Equipment for personal use remains the property of the University until it has been removed from the list of assets. After it has been removed from the list of assets (which cannot be done before the expiration of the legal depreciation), the equipment may become the personal property of the member of staff. Other assets remain the property of the university.
5. Each member of staff (full-time and part-time) involved in a project receives compensation in accordance with the line for staff costs, minus 20% for institutional expenses and personal tax in accordance with the law. The institutional costs are divided as follows:
 - 50% for the research and project fund;
 - 50% for general university expenses.
6. If these reductions are not taken in the current month, the Finance Office deducts them from the next month's salary of the person concerned.
7. The Research Office informs the Finance Office of the appropriate action.
8. For each mobility during working days, the member of staff must submit a statement about the reasons of stay which should be approved by the Dean of the Faculty and recorded in the Office of Human Resources.
9. After each mobility or training within a project, the engaged staff submit a report for training and mobility to the Research Office and project Coordinator within five days after their return. The report includes project activity and financial data.

VI

Organization and financial management of project research activity with external parties

1. Project scientific research may include activities with external stakeholders in relation to their field of interest.
2. Project research activity is realized on the basis of a contract between the University and external party such as a municipality, central or local body or other interested parties, where the nature of duties in the project and additional commitments are defined.
3. A contract with external parties is signed after taking legal and financial advice on the reliability of the project, taken from University Legal and Financial Offices.
4. After signing the contract, within the nearest possible deadline, a competent project Coordinator is appointed.

5. After signing the contract by the contracting parties, copies are submitted to the external party, the project Coordinator, the Finance Office, and one for the Archive.
6. The results of the scientific research project are published in scientific journals and the results disseminated as agreed with the external parties.

APPENDIX 2

PROCEDURE ON UNIVERSITY PUBLICATIONS

This procedure is based on the University Rule on Scientific Research.

I

Competences

- The Pro-Rector for Research has overall management of the publication fund and may allocate up to 1,500 euro for one publication;
- The maximum value that may be allocated for a publication at the university level is defined as 1,500 Euro.
- The Research Office, in liaison with the Pro-Rector for Research, provides administrative and management support for the publication fund;
- The Central Research Committee approves requests for the funding of university textbooks.

II

Process

1. The author submits the proposal for publication to the respective Teaching-Scientific Council for confirmation that the proposal is suitable for further consideration.
2. The Departmental Administrator, on behalf of the Faculty Council, forwards the confirmed proposal together with Minutes of the Faculty Council to the Research Office.
3. The Research Office processes applications recommended by the Teaching-Scientific Council of the Faculty and sends the material for review (at least one blind peer review).
4. The review may recommend improvements to the proposal. In this case, the Research Office forwards the recommendations to the author who may make changes and re-submits the proposal to the Research Office for re- review.
5. Proposals which successfully pass the process of the blind peer review are forwarded to the Central Research Committee for final approval within the budget. This decision is sent to the author within 30 days of receipt of the blind review.
6. Proposals with negative reviews are also confirmed by the Central Research Committee. They then inform the author and the Dean of this decision within 30 working days and they provide the peer reviewers' remarks.
7. The author signs an authorship contract with the University prepared by the Research Office.

8. The author grants the copyright to the University and the University takes responsibility for selling the book along with the author. The copyright is returned to the author after the total amount of funding from book sales is returned to the University budget.
9. Books may only be sold at the price specified on the cover.
10. The loan from book sales must be re-paid within 3 years of the start of sales promotion. The loan is repaid in three equal parts, a third in each year, from staff salary with prior notification to the member of staff.

APPENDIX 3

PUBLICATION FORMAT

Books published by the University must include the following formatting features:

What	Where
The name of the University in three languages (Botuesi UEJL (in Albanian), Издавач УЈИЕ (in Macedonian) and SEEU Press (English))	Inside cover
The University logo	Book cover
The decision of the Central Research Committee (CRC) in three languages 'Approved by SEEU Central Research Committee'	Inside cover
The price of the book	Book cover
Official Font (Calibri, point 12)	Book cover and text
Agreed university design features/colours	Book cover