 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	INSTRUCTION FOR ENCOURAGEMENT OF PUBLICATIONS AND SCIENTIFIC RESEARCH				
	Document code	Publication Date	Updated Number	The Updated Date	Page/Total
	BU-DIR-004-AL	01.10.2012	0	0	1 / 6

Article 1

Aim of the instruction

The aim of this instruction is to define the methods and procedures of publication and participation in scientific events of the academic staff of “Hëna e Plotë” Bedër University.

Article 2

Field of Implementation

This instruction fixes the predicted activity in the article nr. 5, of full-time and part-time academic staff (in case if the publications are implemented in the name of the “Hëna e Plotë” Bedër University). The dispositions of this instruction are applied also for the Administrative staff, who is involved in the above-mentioned activities.

Article 3

The commission of publications and scientific evaluation activities

The commission of publications and scientific evaluation activities consist of the chairman and two members. In the beginning of the academic year Administration Council of “Hëna e Plotë” Bedër University, elects members among its members for a period of one year. If the commission does not gather, Administration Council of the “Hëna e Plotë” Bedër University carry out duties in his place.


Article 4

Support Report and the functioning

Applications can be done by filling in the appropriate form and submitting it to the relevant faculty or research center. The application form must have attached the photocopy of the published form, the cover of the journal and other documents. The documentation related to the application is attached to the application form and is submitted to the rectorate of the entity concerned. Application for awarding of a prize may be made only for work of which application is made. Application can also be made for publications of a year ago and approved for publication. The commission of publications evaluates the request and makes a decision about it. The publications that are not published in the name of the "Hëna e Plotë" Bedër University can not be evaluated with a prize.

For every academic year the Administration Council of the “Hëna e Plotë” Bedër University decides about the level of contribution for scientific activities. After the evaluation of the commission and approval by the rectorate for awarding the publications, payment is being done by multiplying the respective scores according to the table below.

Composer Entity	Control Entity	Approving Entity
Senate	The Quality Assurance Council	High Council

 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	INSTRUCTION FOR ENCOURAGEMENT OF PUBLICATIONS AND SCIENTIFIC RESEARCH				
	Document code	Publication Date	Updated Number	The Updated Date	Page/Total
	BU-DIR-004-AL	01.10.2012	0	0	2 / 6

Those who have done publications or have participated in the academic activities with the support of “Hëna e Plotë” Bedër University do not benefit awarding for their publications according to this instruction.


Article 5

Classification and respective scores of scientific publications and academic activities

Classification and respective scores of scientific publications and academic activities are illustrated in the table as following:


Type	Scientific publications and academic activities	Code	Score
A- Scientific Publication	Published scientific papers in the citation index 'scientific publications - Science Citation Index (SCI), Social Science Citation Index (SSCI) and Arts and Humanities Citation Index (AHCI), with jury	A1	650
	Scientific papers presented at conferences, congresses, international symposiums and published in full in periodicals such as SCI, SSCI and AHCI.ri	A2	350
	Published scientific papers in journals with IMPACT factor, scanned by international indexes except for SCI, SSCI and AHCI.	A3	300
	Published scientific papers in other journals indexed international, except SCI, SSCI and AHCI.	A4	200
	Published scientific papers in indexed international journals that are not scanned, with jury and periodicals.	A5	100
	Published scientific papers in national journals with jury and periodicals.	A6	50
B – Presentation and publications	Presentations and publications of complete articles as guest speaker at conferences, congresses and international symposiums.	B1	200
	Presentations and abstracts publications as guest speaker at conferences, congresses and international symposiums.	B2	100
	Complete articles published in books and presented at congresses and national and international symposiums.	B3	100
	Abstract published in books and presented at conferences, congresses and national and international symposiums.	B4	50
	Posters that are exposed and published the full text in conferences, congresses and national and international symposiums.	B5	50

Composer Entity	Control Entity	Approving Entity
Senate	The Quality Assurance Council	High Council

 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	INSTRUCTION FOR ENCOURAGEMENT OF PUBLICATIONS AND SCIENTIFIC RESEARCH				
	Document code	Publication Date	Updated Number	The Updated Date	Page/Total
	BU-DIR-004-AL	01.10.2012	0	0	3 / 6


	Posters were exposed and published the summary in conferences, congresses and national and international symposiums.	B6	20
	Items unpublished but presented at conferences, congresses and national and international symposiums.	B7	20
C- Books	Original books published in English by international publishing houses (minimum 50,000 words)	C1	1000
	Original books published by national publishing houses (minimum 50,000 words)	C2	500
	Writing a chapter in an original international book and publishing manual.	C3	200
	The publication of books in the name of the institution (minimum 50,000 words).	C4	300
	Translation of book and its oppression of the institution.	C5	200
	Treatise published in the name of the institution.	C6	150
	Materials of presentation of lessons published with the video (10-20 min) on the website of the institution as well as presentations of all weeks of a subject.	C7	100
	The presentation of materials published with video lessons (10-20 min) on the website of the institution as well as presentations of all weeks of a subject in an updated version.	C8	100
D-Editor and jury	Perform Editor task in periodicals and with jury, indexed in the scientific publications citation index that is scanned by Science Citation Index (SCI), Social Science Citation Index (SSCI) and Arts and Humanities Citation Index (AHCI), (annual).	D1	500
	To perform the task of the head editor or editor in the periodicals and are scanned by international indexes, except SCI, SSCI and AHCI (annual)	D2	150
	To perform the task of vice Editor in international periodicals (annual) and that are scanned by international indexes, except SCI, SSCI and AHCI (annual)	D3	100
	To perform the task of the head editor or vice editor in national periodicals with jury (annual)	D4	150
	To perform the task of vice editor in national periodicals with jury (annual)	D5	100
	To perform the editor task in professional journals published	D6	100

Composer Entity	Control Entity	Approving Entity
Senate	The Quality Assurance Council	High Council

 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	INSTRUCTION FOR ENCOURAGEMENT OF PUBLICATIONS AND SCIENTIFIC RESEARCH				
	Document code	Publication Date	Updated Number	The Updated Date	Page/Total
	BU-DIR-004-AL	01.10.2012	0	0	4 / 6

	by the institution (annual)		
	To be part of the editorial board of the jury in national and international periodicals with jury (annual)	D7	50
E- Patent			
	Inventions and Patents registered in the name of the University abroad	E1	3000
	Inventions and Patents registered in the name of the University within Albania.	E2	1000
F- Research Projects			
	Leadership of an international research project and writing the final report	F1	500
	Participation as a research assistant in an international research project and preparation of the final report	F2	100
	Participation as a leader in the research project with funds intended for national or international research and preparation of the final report	F3	200
	Participation as a research assistant on a research project with funds intended for national or international research and preparation of the final report	F4	50
G-Social contribution			
	To be the chairman of congresses, conferences and international symposiums	G1	300
	To be secretary of congresses, conferences and international symposiums or prepare the final report and as the editor of book reports	G2	150
	Being the chairman of congresses, conferences and national symposiums	G3	200
	Be secretary of congresses, conferences and national symposiums or prepare the final report and as the editor of book reports.	G4	100
	Advising public or private institutions in the name of the institution, writing a technical report or opinion	G5	100
	Writing in the respective professional field of international media authorities	G6	30
	Writing in the respective professional field in the national media authorities	G7	20
	Participating as speaker in relevant professional field on television or radio (at least 10 min)	G8	50
H- International relation			
	Manage relationships with national and international accreditation institutions and enable accreditation (to be the president or vice president at the level of University)	H1	300

Composer Entity	Control Entity	Approving Entity
Senate	The Quality Assurance Council	High Council

 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	INSTRUCTION FOR ENCOURAGEMENT OF PUBLICATIONS AND SCIENTIFIC RESEARCH				
	Document code	Publication Date	Updated Number	The Updated Date	Page/Total
	BU-DIR-004-AL	01.10.2012	0	0	5 / 6

	Manage relationships with national and international accreditation institutions and enable accreditation (to be the president or vice president at the level of the department)	H2	200
	Manage relationships with national and international accreditation institutions and enable accreditation (to participate in the council at the level of university and department)	H3	50


The journals that are included in the codes A1 and A2 can be ranked among them (like in TÛBITAK). Especially in the main sciences, for publications in the journal with high impact factors the evaluation of the commission must be taken in advance.

In a conference, congress, symposium can be evaluated no more than two works from the same participant.

Encouraging rates according to the number of writers:

Number of the writer's work	First Name	Second Name	Third Name	Forth Name	Fifth Name	Sixth Name	Seventh Name	Eighth Name	Ninth Name	Tenth Name	Eleventh Name and ongoing
	%	%	%	%	%	%	%	%	%	%	%
With 1 writer	100										
With 2 writers	60	40									
With 3 writers	50	30	20								
With 4 writers	40	30	15	15							
With 5 writers	35	20	15	15	15						
With 6 writers	30	20	15	15	10	10					
With 7 writers	30	20	15	15	10	5	5				
With 8 writers	30	20	15	15	5	5	5	5			
With 9 writers	30	20	15	10	5	5	5	5	5		

Composer Entity	Control Entity	Approving Entity
Senate	The Quality Assurance Council	High Council

 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	INSTRUCTION FOR ENCOURAGEMENT OF PUBLICATIONS AND SCIENTIFIC RESEARCH				
	Document code	Publication Date	Updated Number	The Updated Date	Page/Total
	BU-DIR-004-AL	01.10.2012	0	0	6 / 6

With 10 writers	30	20	10	10	5	5	5	5	5	5	
With 11 writers and ongoing	30	20	10	10	The remaining percentage is divided equally						

Article 6

The evaluation of the scientific activities

In order for Academic staff to participate in scientific activities at home and abroad, the latter determines the budget. Here may be included congress, symposiums, participation in seminars, work in workshops, student exchange program, professional training and other similar activities. The member of academic staff should personally participate in the program and his name will be listed in the program to be evaluated according to this article. Associates or works of posters and similar activities are not supported by the institution. For academic support activities, support can be taken only from one source. Participants apply via a form. With regard to financial support must be obtained beforehand the positive opinion of the faculty council administration. Support may be requested, most twice during an academic year. The priority is given to staff, which did not require previous support.

Article 7

Entry into effect and implementation

This instruction comes into effect immediately after its approval by the Higher Council.

Article 8

The implementation of this guidance is provided by the rector.

Composer Entity	Control Entity	Approving Entity
Senate	The Quality Assurance Council	High Council