	REGULATION OF THE DEVELOPMENTAL RESEARCH CENTER IN ISLAMIC SCIENCES				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-037-EN	01.10.2012			1 / 10

Article 1

Mission

The Developmental Research Center in Islamic Sciences is responsible for scholarly research, training, publication and communication with the public inspired by universal human values. It aims to conducting Islamic research to offer solutions on the issues that Albanian Muslims in the Balkans and the world demand. It is committed to introducing accurate Islamic teachings to the researchers and academia at national and international levels based on the Holy Quran and the tradition of the prophet of Islam (Pbuh).

Article 2

Vision


The Developmental Research Center in Islamic Sciences, through good scholarship it promotes a more informed understanding of Islam - its culture and civilisation. The Centre is committed to the advancement of academic excellence in training, research and publication. Its outreach activities sustain dialogue and promote mutual understanding and contributing to the dissemination of peaceful message of Islam and becoming a leading Islamic research center at national and international levels.

Article 3

The legal basis

This regulation is based on Law No. 9741, dated 21.05.2007, "On higher education in the Republic of Albania", amended by Law No.10307, dated 22.07.2010, "On some amendments and additions to Law No. 9741", dated 21.05.2007, "On higher education in the Republic of Albania", in the license granted by the decision of Council of Ministers No. 286, dated 06.04.2011, "On granting the license to Higher Education Institution, "Hëna e Plotë" (Bedër) University and in its Statute.

Drafting Unit	Controlling Unit	Approving Unit
Research center in Islamic sciences	Quality Assurance Council	Senate / High Council

	REGULATION OF THE DEVELOPMENTAL RESEARCH CENTER IN ISLAMIC SCIENCES				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-037-EN	01.10.2012			2 / 10

Article 4.

Developmental research center in islamic sciences


Developmental Research Center in Islamic Sciences is a basic unit within the organization of the Faculty of Humanities. The Center conducts scientific research and developmental activities and participates in the activities for the implementation of programs of the study that is offered by "Hëna e Plotë" (Bedër) University.

Article 5.

Areas of activities

1. Identifying important research topics on different Islamic subjects and assign talented scholars to do research in those areas.
2. Monitoring the latest publications, movies and documentaries about Islam and Muslims.
3. Introducing authentic Islamic sources to scholars and researchers on Islamic history, culture and civilization.
4. Organizing conferences and seminars to reflect Islamic views especially in relation to contemporary Muslim issues.
5. Offering courses and training seminars on select subjects
6. Cooperation with mass media to introduce the true image of Islam.
7. Cooperation with peer institutions in the areas of mutual interest in order to exchange research materials and organize national and international conferences.
8. Providing response to criticisms and false information provided by different sources such as academic and media institutions.

Drafting Unit	Controlling Unit	Approving Unit
Research center in Islamic sciences	Quality Assurance Council	Senate / High Council

	REGULATION OF THE DEVELOPMENTAL RESEARCH CENTER IN ISLAMIC SCIENCES				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-037-EN	01.10.2012			3 / 10

Article 6.

Administrative board of the center

- a. Director
- b. Deputy (if available)
- c. Administrative Board
- d. Secretary

Article 7.

Director and his duties


DIRECTOR

Director of the Centre is the executive leader for research-developmental unit. The Director of Developmental Research Center should have at least the academic "Doctoral" degree. He is elected by the Dean of the Faculty from a full time academic staff, approved by the Rector and appointed by the High Council for a period of four years, who may be re-elected.

Core Competencies and Duties for Director are:

1. to conduct research activities and development in the fields covered by the center;
2. to determine the sequence of the activities of the center;
3. to do analysis of research and development, in collaboration with the Dean of the Faculty of Humanities and propose measures for its further improvement;
4. to lead administrative board of the Developmental Research Center;
5. to oversee the development and implementation of annual activity plan of the Developmental Research Center;

Drafting Unit	Controlling Unit	Approving Unit
Research center in Islamic sciences	Quality Assurance Council	Senate / High Council

	REGULATION OF THE DEVELOPMENTAL RESEARCH CENTER IN ISLAMIC SCIENCES				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-037-EN	01.10.2012			4 / 10

6. to encourage the Developmental Research Center staff to achieve a high performance level research in order to increase quality and quantity of scientific work.

Article 8.

Deputy and his duties

Deputy is a member of the full-time academic staff, elected by the proposal of the director of the Developmental Research Center, approved by the Rector and appointed by the High Council for a period of four years, who may be re-elected. Director has the right to pass the deputy a part of the competencies or all powers, in order to attain certain goals. The Deputy Director reports to the Director for his activity.

Deputy has the following competencies:

1. to oversee scientific research of the Developmental Research Center;
2. to assist the Director and oversee the work with respect to performing services with in the Center;
3. to perform other duties assigned by the Director of the Center.


Article 9.

Administrative board

Administrative Board of the Developmental Research Center; is a collegial decision-making unit within the Faculty of Humanities, consisting of the director of the Center, Deputy Director (if available) and at least 3 appointed researcher at the Developmental Research Center.

Secretary holds the rapporteur of the Administrative Board of the Developmental Research Center. Director chairs the Council of Administration. Administrative board members are appointed for a period of four years which may be re-elected once. In case of termination of the mandate of a member of the Administrative Board, a new member is appointed with the same

Drafting Unit	Controlling Unit	Approving Unit
Research center in Islamic sciences	Quality Assurance Council	Senate / High Council

	REGULATION OF THE DEVELOPMENTAL RESEARCH CENTER IN ISLAMIC SCIENCES				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-037-EN	01.10.2012			5 / 10

procedure. The board holds a meeting at least once in three months, but the director can collect whenever deemed necessary. Administrative Board decisions are taken by majority vote.


Article 10.

Duties of administrative board

Duties of Administrative Board are as follows:

- a. to approves the establishment of working teams for projects related to the field of the activity of the Centre;
- b. to evaluate the performance of the scientific research staff of the Centre;
- c. to approve the annual plan of the developmental Research Centre;
- d. to evaluate the work program and report on Developmental Research activities;
- e. to identify important research topics, issue publications, conducts scientific activities and so forth;
- f. to approve the report of activities of the Developmental Research Center;
- g. to form research groups and their scope of work;
- h. to attach the social and cultural activities, to the scientific activities of the center.
- i. to make decisions for the realization of scientific activities;
- j. to determine of the programs in which participants will be awarded by a "Certificate";
- k. to arrange a suitable system of work for all parties participating in the activities carried out by the Developmental Research Centre and determine the contribution of each party in the activities;

Drafting Unit	Controlling Unit	Approving Unit
Research center in Islamic sciences	Quality Assurance Council	Senate / High Council

	REGULATION OF THE DEVELOPMENTAL RESEARCH CENTER IN ISLAMIC SCIENCES				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-037-EN	01.10.2012			6 / 10

1. to submit the budget for Developmental Research activities such as conferences, seminars, training sessions, symposiums, panels and national and international scientific meetings and workshop's to the Council of the Faculty. The Faculty Council then submits the budget to Administrative Council of "Hëna e Plotë" (Bedër) University;

m. to take decisions on other issues related to the work of the center.

Article 11.


Secretary and his duties

Secretary of the Center performs the tasks assigned and take the necessary actions in order to achieve the activities and realize the goals of the Centre according to his job description.

Duties of the Secretary of the Centre are as follows:

1. To prepare the report of the activities of the Centre and publish it;
2. To prepare the respective chapters in the annual report of the Developmental Research Centre;
3. To prepare and publish a report on management information system within the deadline;
4. To manage the correspondence of the Centre;
5. Upon the approval of the Administrative Board of the Developmental Research Center to submit the report of the activities to the office of the University Chancellor, based on the report of the activities of the Centre;
6. To participate in the Administrative Council of the Centre as a rapporteur;
7. To perform other duties assigned by the Director of the Center;

Drafting Unit	Controlling Unit	Approving Unit
Research center in Islamic sciences	Quality Assurance Council	Senate / High Council

	REGULATION OF THE DEVELOPMENTAL RESEARCH CENTER IN ISLAMIC SCIENCES				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-037-EN	01.10.2012			7 / 10

Article 12.

Establishment of working groups

If necessary, the Director or Deputy Director make a proposal to establish working groups for projects related to the field of the activity of the Center for the approval of the Administrative Board of the Center. Duties of bodies and groups of projects are determined by the Administrative Board of the Center.

Article 13

Entry into force

This Regulation Enters into Force on the date of approval of the High Council.

Article 14

Implementation

The implementation provisions of this regulation is issued by the Rector of “Hëna e Plotë” (Bedër) University.

Drafting Unit	Controlling Unit	Approving Unit
Research center in Islamic sciences	Quality Assurance Council	Senate / High Council