



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria – Vlada – Government

*Ministria e Arsimit, Shkencës, Teknologjisë dhe Inovacionit- Ministarstva za Obrazovanje
Nauku, Tehnologiju i Inovacija-Ministry of Education Science, Technology and Innovation*

Kabineti i Ministrit/Kabinet Ministra/Cabinet of the Minister

Number: 01B/337

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The Minister of Education, Science, Technology and Innovation, pursuant to Article 5 10 paragraph 1.19 of the Law no. 04 / L-135 on Scientific Research Activity (Official Gazette of the Republic of Kosova, no. 17, 16 September 2011), Article 8 paragraph 1, sub-paragraph 1.4, Article 14 paragraph 1 sub-paragraph 1.7, Annex 1 point 7 of Regulation (GRK) no. 02/2021 on areas of administrative responsibility of the Prime Minister's Office and Ministries, and Article 10 paragraph 1 of the Administrative instruction no. 03/2013 on the standards for drafting normative acts (OG no. 03/2013, dated 16.05. 2013), issues:

DECISION

For setting the rules, criteria, requirements and procedures for implementing the program to support research-based teaching.

1. Program to support research-based teaching is done through two sub-programs:

- 1.1. Sub-program "Rewards for teaching based on research work",
- 1.2. Sub-program "Grants for the implementation of research projects based on research work".

2. Reward for teaching based on research work:

- 2.1. Is given to the teacher who has successfully created or piloted good research-based teaching practices in a subject or group of subjects;
- 2.2. The reward from point 2.1 can also be given to the group of teachers who have worked together in the realization of teaching based on research work.
- 2.3. The reward is given on the basis of individual or group application in an open competition for achievements in the last five years (ex-post);
- 2.4. The amount of the reward is fixed - € 1.500 and can be used according to the preferences of the beneficiary;
- 2.5. In case of group application, the reward is divided among the applicants, according to their request.
- 2.6. The reward from point 2.1 cannot be awarded to the applicant, who has benefited from the grant for the realization of the project for teaching based on research work.

3. The grant for the implementation of research projects based on research work:

- 3.1 The grant for the realization of the project for research-based teaching, is given to the teacher to support the ideas for research-based teaching, in order to advance the teaching process in the higher education institution where the teacher works;
- 3.2 The reward from point 3.1 can also be given to the group of teachers who will work together in the realization of teaching based on research work (ex-ante);
- 3.3 The grant is awarded on the basis of individual or group application in a open competition;
- 3.4 The maximum grant amount is € 6.000, where at least 50% of the grant should be used to cover direct research costs;
- 3.5 In the case of a group application, applicants must determine the grant holder.

4. Opening the competition

- 4.1. The Ministry prepares a public competition for the program to support research-based teaching.
- 4.2. The competition is published on the website of the Ministry and contains:
 - 4.2.1. Public invitation for applications with summarized information about the program, deadlines and manner of submitting applications;
 - 4.2.2. Guide for applicants with complete instructions on the suitability of applicants, how to prepare applications, the necessary documents for application, how to submit applications, information sessions and how to provide clarifications, deadlines for conducting the competition, information for evaluating applications other information relevant to the application process;
 - 4.2.3. Application forms;
 - 4.2.4. The competition and all accompanying documents are prepared and published in English. The Ministry may decide to publish some informative documents in Albanian and Serbian.
 - 4.2.5. The Ministry also prepares the Evaluation Guide, which sets out the criteria and procedures for evaluating applications and making decisions on rewards / grants.
 - 4.2.6. The decision for announcing the competition, including the approval of the documents, is taken by the Scientific Council.
 - 4.2.7. The Ministry may publish the preliminary notice for the competition, no more than three months before the supposed date of the competition publication. The preliminary notice is published on the website of the Ministry in Albanian, Serbian and English.

5. Terms for application

- 5.1. Every teacher in full-time employment in a higher education institution has the right to apply for the competition, respectively a group of teachers in full-time employment in the same institution of higher education.
- 5.2. In case of group application, one of the group members is appointed as the contact person for the application.
- 5.3. An applicant is not eligible to submit more than one application to a competition, either as an individual or as a member of a group of applicants.
- 5.4. The application must have the support of the higher education institution where the applicant or group of applicants are employed.
- 5.5. Not eligible to apply:
 - 5.5.1.1. Members of the National Science Council;
 - 5.5.1.2. Members of the Scientific Council and councils of scientific fields of the Ministry;

- 5.5.1.3. Jury members of the Program to support research-based teaching;
- 5.5.1.4. Board members, rectors and vice-rectors of public universities.
- 5.6. Additional conditions for application can be determined through a competition.

6. The necessary documents for application in the Program for support of research-based teaching are:

- 6.1. Application form completed according to the instructions given in the "Guide for Applicants" and signed by the applicant and the authorized person of the institution where the applicant is employed;
- 6.2. In case of group application, the authorizations for representation by the application holder are attached to the application form.
- 6.3. Other supporting documents specified in the "Guide for Applicants".

7. Applications are submitted within the deadline and in the manner specified in the "Guide for Applicants".

- 7.1. Applications submitted after the deadline will not be considered.

8. The program jury

- 8.1. The Minister appoints the Program Jury consisting of two local members and one international member.
- 8.2. The jury is responsible for evaluating applications in accordance with the provisions of this decision and international best practices.
- 8.3. The jury members must have at least 10 years of teaching experience in higher education and must be good connoisseur of research-based teaching.
- 8.4. The jury elects the chairperson from among its members.
- 8.5. The jury members will be reimbursed for their work, while travel and accommodation will be covered for the international member.
- 8.6. The Ministry will provide the jury with full administrative support during the evaluation process.

9. The evaluator of applications under the Program to support research-based teaching can be a person who meets the following conditions:

- 9.1. Has at least 5 years of teaching experience in higher education in an international context;
- 9.2. Has proven research-based teaching experience;
- 9.3. Speaks and writes English fluently;
- 9.4. Is not employed in any higher education institution in the Republic of Kosova;
- 9.5. The jury creates a list of evaluators based on the field of teaching and research work and will be compensated based on the legislation in force.

10. Administrative review of applications

- 10.1. The administrative review of the submitted applications is done to verify the fulfillment of the formal conditions determined by the competition.
- 10.2. The review from point 1 is done by the competent official of the Ministry and the Jury member who represents the chairperson.
- 10.3. For each submitted application it is examined whether the following conditions are met:
 - Each applicant meets the requirements from point 5 this Decision;
 - The documentation is complete and prepared according to point 6 of this Decision;

- The documentation is submitted within the competition deadline in accordance to point 7 of this Decision.
- 10.4. In case of non-fulfillment of one of the conditions from paragraph 10.3 of this Decision, the application is rejected.
- 10.6 In case an applicant has submitted more than one application in the competition, either as an individual or a member of the group of applicants, contrary to point 5.3 of this Decision, all those applications are rejected.
- 10.5. A checklist will be completed for each application, which will be signed by the competent official of the Ministry and the chairperson of the Jury or its member who represents the chairperson in the administrative review process.
- 10.6. All applicants will be sent special notices on the result of the administrative review, according to the defined format.
- 10.7. All members of the Jury will be notified of the result of the administrative review.

11. Evaluation criteria

- 11.1. The application for the sub-program "Rewards for teaching based on research work" will be evaluated with a maximum of 50 points, according to the following criteria:
 - 11.1.1. The implementation quality and planning of research-based teaching activity - up to 10 points;
 - 11.1.2. Degree and quality of student involvement in research work during the implementation of the activity - up to 10 points;
 - 11.1.3. Practical application of knowledge gained by students or active interaction with social and / or economic problems - up to 10 points;
 - 11.1.4. Replication of the activity or potential for future replication - up to 5 points;
 - 11.1.5. Collaboration with colleagues during the planning and implementation of the activity - up to 5 points;
 - 11.1.6. Presence of gender aspects or cultural diversity during the planning and implementation of the activity - up to 5 points;
 - 11.1.7. Leading the activity by academic staff younger than 40 years, of female gender or from traditionally less represented communities -5 points.
- 11.2. The application for the sub-program "Grants for the implementation of research projects based on research work", will be evaluated with a maximum of 60 points according to the following criteria:
 - 11.2.1. Quality, coherence and feasibility of planned teaching activities based on research work - up to 15 points;
 - 11.2.2. Degree and quality of student involvement in research work during the implementation of the activity - up to 10 points;
 - 11.2.3. Possibility for practical application of knowledge gained by students or active interaction with social and / or economic problems- up to 10 points;
 - 11.2.4. Sustainability - potential for future replication - up to 10 points;
 - 11.2.5. Collaboration with colleagues during the planning and implementation of the activity - up to 5 points;
 - 11.2.6. Presence of gender aspects or cultural diversity during the planning and implementation of the activity - up to 5 points;
 - 11.2.7. Leading the activity by academic staff younger than 40 years, of female gender or from traditionally less represented community – 5 points.

12. Evaluation procedure

12.1. For each sub-program from point 1 this Decision, the Jury appoints two evaluators of all applications of that sub-program that have passed the administrative review from point 10 of this Decision.

12.2. In addition to the evaluators from point 12.1 of this Decision, for each application that has passed the administrative review from point 1 of this Decision, the Jury appoints an evaluator from the scientific field close to the field of the applicant.

12.3. The evaluators work independently from each other, based on the "Guide for Evaluation" and by using the relevant evaluation forms.

12.4. Each evaluator, within the set deadline, compiles the evaluation report for the applications which is obliged to evaluate. In addition to the evaluation points and justification for each criterion from point 11 of this Decision, the report also contains the evaluator's comments and possible suggestions regarding the further treatment of the application, including suggestions for amendments in the project and the project budget.

12.5. The competent official of the Ministry, based on the application evaluation reports, compiles two summary tables, one for each sub-program, listing the applications according to the total number of points given by the evaluators, in accordance with the format defined in the "Guide for Evaluation".

12.6. Application evaluation reports along with summary tables are sent to jury members.

12.7. The jury holds a meeting to review the application evaluation reports.

12.8. During the evaluation process, for each sub-program, the Jury follows these steps:

12.8.1. The evaluation reports for applications are reviewed one by one, with the right to correct the points according to the following conditions:

12.8.1.1. The correction can be made by adding or subtracting points in the total amount of points for special evaluation criteria from point 11 of this Decision, if the difference between the evaluations of at least two evaluators for the respective criterion is greater than 50% of the maximum number of points provided for that criterion;

12.8.1.2. If for a criterion is met the condition of point 12.8.1.1, then the total amount of points for that criterion can be added or subtracted at most as many points as is the maximum difference between the points of the two evaluators of the respective application;

Example: If for the criterion from point 11.2.1, the first evaluator has given 4 points, the second evaluator - 7 points, while the third evaluator - 12 points, then there is a difference of 8 points between the first and third evaluator that constitutes more than 50% of the maximum number of points provided for the relevant criterion (15 points). In this case, the jury has the right to correct the sum of the points of the three evaluators ($4 + 7 + 12 = 23$ points) by adding or subtracting up to 8 points.

12.8.1.3. Any correction of this nature must be evidenced and justified by the jury. The final ranking of the applications evaluated according to the total number of points is determined, taking into account the corrections made.

12.9. Applications that have earned less than 40% of the triple maximum points from point 11 of this Decision, are rejected.

12.10. Based on the final ranking, the jury determines the winning applications based on the fund available for the relevant sub-program.

12.11. The jury may compile the reserve list which includes at most two applications with less points than the winning applications, but with more than 50% of the triple maximum points from point 11 of this Decision, respecting the order from point 12.8.1.3 of this Decision.

12.12. For each non-winning application, a notice with justification for the rejection reasons is drafted.

12.13. For each winning application and from the reserve list, a notice is drafted, which may also contain requests for amendments in the project proposal, including the budget.

12.14. The jury prepares a final report on the competition process, to which are attached the lists of applications with final evaluations and the decisions of the Jury.

13. Decision making for successful applicants

13.1. The final report of the Jury is approved by the Scientific Council.

13.2. The final decision on successful applicants is taken by the General Secretary of the Ministry on the recommendation of the Scientific Council.

14. Notifying applicants and making corrections

14.1. All applicants are notified of the notices prepared by the jury.

14.2. If the announcements for winning applications and from the reserve list contain requests for completion and amendment of the project proposal and / or budget, the applicants are given 10 to 15 days to accomplish the required completion and amendment. The jury evaluates the supplement-amendment.

14.3. If corrections are not made within the time limit or are not made in a satisfactory manner to the jury, the General Secretary may issue a decision rejecting such applications.

15. Signing the agreement

The Ministry and the beneficiary party of the grants sub-program for the implementation of research projects based on research work enter into an agreement which defines the mutual obligations.

16. Dissatisfied applicants have the right to appeal within 15 days from the date of receipt of the notification to the Appeals Commission of the Ministry.



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Minister of MESTI