

## Organization

Directorate of Curriculum, Quality Assurance and Scientific Research is the main structure that provides institutional support for the implementation of scientific research policies. This department and its branches are responsible for accomplishing the research policy, programs, priorities, grants, rewards, scientific research productivity at key unit level, publications as well as regional and international collaborations. These activities provide the framework for defining the main responsible structures at institutional and academic level, organized as follows:

### 1. Deputy Rector for scientific research and project management:

- Monitors and evaluates the scientific activities at university level;
- Promotes and monitors all scientific projects and programs in which the university is involved;
- Coordinates the university scientific activities organized in cooperation with other scientific institutions, government units and community;
- Monitors and supports the staff academic qualification;
- Supervises the progress of scientific bulletin, scientific journals and conferences organized by UK;
- Encourages student participation in scientific projects;
- Supports the scientific projects involvement in teaching process;
- Coordinates and controls the entire activity of academic and supporting staff on institutional level;

### 2. Directorate of Curriculum, Quality Assurance and Scientific Research

This directorate monitors problems and tasks related to:

- elaboration, organization and implementation of new study programs and issues related to the implementation of ASCAL tasks, as well as the quality of curriculum implementation in different study cycles;
- scientific research activities of the institution, evaluation of scientific projects and elaboration of strategic plan necessary for the progress of research work and publishing.

### 3. Projects, Scientific Research and Publication Department

This Office is responsible for coordinating procedures, analyzes and various research activities at institutional level. This sector monitors the organization of activities, seminars and meetings through interactive communication and coordinates the scientific work between faculties, staff and other institutions according to the needs. This office attends scientific activities at faculty level, by providing technical assistance if necessary. It serves also as a center for all activities, procedures and administrative services related to scientific research, to ensure progress and sustainability, according to UK's administrative rules and internal decisions. This office responds to academic unit demands and needs for scientific research activities and publishing.

4. **The main unit responsible for the organization of scientific research activities:** This unit is responsible for processing and analyzing project proposals received from the core units through the application of standard procedures involving evaluation of research area and funds.
5. **Responsible group for the management and coordination of research activities:** This group, established on base unit level, manages and coordinates scientific and research activities between unit members and students. It monitors the projects performance, and controls procedures for the projects' general performance, results, quality and publications impact. The group is responsible for presenting to scientific research unit at Faculty level the department and students needs for textbooks and supporting materials.