RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

Terms of Reference
CIT Program Research Committee

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1. Committee Name

1.1 CIT Program Research Committee.

2. Reporting Line

2.1 CIT Program Research Committee shall report directly to the Academic Senate of RIT Kosovo (A.U.K.).

3. Purpose and Scope

The CIT Program Research Committee is the academic body responsible for supporting, strengthening, and monitoring research and scholarly activity within the Computing and Information Technologies (CIT) program at RIT Kosovo (A.U.K.).

The Committee reports to the Academic Senate through the Institutional Research Committee and the established research governance structure. It serves as the program-level mechanism for aligning CIT research activities with institutional research priorities and ensures that research within the program is strategically developed, ethically conducted, and contributes to the institutional long-term objectives.

3.1 The Committee provides structured support for research development within the CIT program. Its purpose is to:

- Support the implementation of the institutional research strategy at the program level;
- Develop and periodically review program-level research priorities aligned with institutional strategic objectives;
- Promote a culture of scholarly excellence, applied innovation, and responsible research conduct;
- Support the integration of research into teaching and student learning.

3.2 The Committee's scope includes:

- Faculty research activity;
- Student research, including capstone and thesis projects;
- Applied research and industry collaboration;
- Participation in national and international research initiatives;
- Community-oriented and technology-transfer activities.

3.3 The Committee contributes to the continuous enhancement of research quality and ensures that research development supports both academic standards and societal relevance.

4. Responsibilities and Duties

To fulfil its mandate, the Committee shall:

4.1 Strategic Development

- Contribute to the implementation and continuous improvement of the institutional research strategy at the program level;
- Define program-level research priorities consistent with institutional strategy and program learning outcomes;
- Establish measurable research objectives and indicative performance measures.

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4.2 Monitoring and Quality Assurance

- Monitor research productivity, including publications, conference participation, and professional outputs;
- Review research engagement across academic staff;
- Maintain a structured record of ongoing and completed research activities;
- Provide relevant research data and documentation to support quality assurance and accreditation processes.

4.3 Research–Teaching Integration

- Encourage alignment between faculty research expertise and courses delivered within the program;
- Promote student participation in research activities;
- Support the incorporation of current research findings into curriculum and teaching.

4.4 Ethical Compliance and Governance

- Promote adherence to institutional research ethics policies and relevant regulatory requirements;
- Liaise with appropriate university bodies on research integrity matters;
- Ensure awareness of ethical standards among faculty and students.

4.5 Capacity Building

- Facilitate collaboration, mentoring, and research engagement within the program;
- Encourage participation in national and international research networks;
- Support dissemination of research outcomes through publications, conferences, and scholarly activities.

4.6 External Engagement

- Encourage cooperation with industry, public sector partners, and other higher education institutions;
- Support collaborative research and knowledge-transfer initiatives;
- Promote visibility of CIT research at national and international levels.

4.7 Reporting and Continuous Improvement

- Prepare an annual CIT Research Report for submission to the Institutional Research Committee and the Academic Senate;
- Provide interim updates when significant developments arise;
- Contribute relevant research data and analysis to institutional self-evaluation and reaccreditation processes;
- Support the implementation of recommendations arising from external quality assurance and accreditation reviews.

5. Authority and Decision Making

5.1 Within its scope, the Committee may:

- Endorse research proposals for program-level support;
- Recommend prioritization of research initiatives within the CIT program;
- Propose program-level research development measures and resource needs.

5.2 All recommendations shall be forwarded to the Institutional Research Committee and/or the Academic Senate for review and approval, as appropriate.

5.3 Decisions are taken by consensus where possible. Where consensus cannot be reached, decisions are made by simple majority vote of voting members. The Chair holds a casting vote in the event of a tie.

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6. Membership and Composition

6.1 The Committee shall consist of five members:

- **Chair:** A senior faculty member appointed by the Academic Senate;
- **Thre faculty representatives** elected by CIT academic staff, representing key disciplinary areas within the program (two-year terms);
- **One student representative (non-voting)** nominated through established Academic Senate procedures (one-year term);
- **Optional non-voting member**, such as an administrative or research support representative, where appropriate.
- The term of service for the chair and members shall be three (3) years, renewable.

6.2 Members are expected to:

- Act in the interests of the University;
- Maintain confidentiality where required;
- Prepare adequately for meetings;
- Contribute constructively and professionally to discussions.

6.3 The Chair supports and mentors the student representative to ensure meaningful participation.

7. Meetings and Procedures

7.1 The Committee meets at least three times per academic year and additionally as required.

- Quorum: Half of the voting members plus one;
- Agenda: Circulated at least two weeks in advance;
- Documentation: Meeting materials circulated at least one week prior;
- Minutes: Recorded, approved at the subsequent meeting, and shared with the Institutional Research Committee, Academic Senate, and CIT faculty;
- Electronic Decisions: Urgent matters may be resolved electronically, provided quorum and majority requirements are satisfied.

7.2 Meetings may be conducted in person or in hybrid format.

8. Reporting Requirements

8.1 The Committee submits:

- An annual CIT Research Report to the Institutional Research Committee and the Academic Senate;
- Meeting minutes following each session;
- Interim updates or recommendations when required.

8.2 The Committee supports the preparation of institutional reports related to research, including self-evaluation and accreditation documentation.

9. Review and Amendments of Terms of Reference

9.1. The Terms of Reference shall be reviewed by the Academic Senate every two years or on an as-needed basis.

9.2 Any amendments to the Terms of Reference prior to the scheduled review period shall require formal approval by the Academic Senate.

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10. Alignment with Institutional Policies

10.1 All Committee activities shall be conducted in alignment with:

- RIT Kosovo's mission and strategic objectives;
- Institutional research policies and ethical standards;
- National quality assurance requirements;
- Relevant European Higher Education Area principles.

10.2 The Committee operates in coordination with the Institutional Research Committee and other relevant institutional bodies to ensure coherence and consistency in research governance.