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

Terms of Reference
SOIS Research Committee

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1. Committee Name

1.1. SOIS Research Committee

2. Reporting Line

2.1. The SOIS Research Committee shall report directly to the RIT Kosovo (A.U.K) Academic Senate and shall coordinate its activities with the Institutional Research Committee when relevant.

2.2. The Committee shall also provide recommendations and updates to the SOIS Program Head.

3. Purpose and Scope

The SOIS Research Committee is established as a standing committee mandated to support and promote research activities within the SOIS Program in alignment with the research mission and strategic objectives of RIT Kosovo (A.U.K.).

The Committee shall facilitate the integration of research into the academic experience of SOIS faculty and students, encourage interdisciplinary research initiatives, and promote scholarly engagement within the program.

The Committee shall support the development of research capacity within the program by encouraging faculty research engagement, student research participation, and collaboration across disciplines. It shall also provide recommendations regarding research initiatives, program-level research activities, opportunities that enhance the research culture of the SOIS Program, and funding allocations that support the growth and sustainability of research activities within the SOIS Program.

The Committee operates within the framework of institutional research policies and shall align its activities with the broader research strategy of RIT Kosovo.

4. Responsibilities and Duties

The SOIS Research Committee shall:

4.1 Promote faculty and student engagement in research activities within the SOIS Program.

4.2 Encourage interdisciplinary research projects that align with the individualized and cross-disciplinary nature of the program.

4.3 Support the integration of research components into SOIS academic activities, including independent study projects, capstone project research, and other scholarly work.

4.4 Provide guidance to students undertaking research projects within the program, including advising on research methodology, academic standards, and ethical considerations.

4.5 Identify opportunities for faculty and students to participate in institutional, national, or international research initiatives.

4.6 Contribute to the development of a supportive research environment within the SOIS Program.

4.7 Cooperate with the Faculty Development Center to promote research dissemination within the SOIS Program.

4.8 Prepare reports on research activities within the program and communicate relevant developments to the Senate and the Institutional Research Committee **when** appropriate.

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5. Authority and Decision-Making

5.1. The SOIS Research Committee functions in an advisory capacity at the SOIS program level.
5.2. The Committee may recommend research-related initiatives, activities, and improvements within the SOIS Program.
5.3. The Committee may recommend research-dissemination activities to the Faculty Development Center.
5.4. The Committee may recommend funding allocations that support the growth and sustainability of research activities within the SOIS Program.
5.5. Matters related to institutional research policy, and research governance remain under the authority of the Institutional Research Committee and the Academic Senate.

6. Membership and Composition

6.1. **The SOIS Research Committee shall comprise the following members:**
6.1.1.1. Chair: One (1) full-time faculty member from the SOIS Program appointed by the Academic Senate;
6.1.1.2. Faculty Representatives: four (4) full-time and/or adjunct faculty members from the SOIS Program appointed by the Academic Senate.
6.1.1.3. The composition of the Committee shall include at least three full-time faculty members and at least one adjunct faculty member.
6.1.2. Student representative: one (1) student representative from the SOIS Program.
6.1.3. Committee members shall serve three-year terms, while the student representative shall serve a one-year term, renewable upon reappointment.

7. Meeting Procedures

7.1. The Committee shall convene at least once (1) per academic semester and additionally on an ad-hoc basis.

7.1.1. Ad-hoc meetings may be called by the Chair or upon request by at least one-third of the Committee members.

7.2. A quorum shall consist of a simple majority (51%) of members.

7.3. Decisions shall be made by a simple majority (51%) vote, with consensus encouraged wherever possible.

7.4. Minutes of meetings shall be recorded and maintained by the Committee and shared with the institutional research committee and the Academic Senate.

8. Reporting Requirements

8.1. The SOIS Research Committee shall provide semestral reports on research-related activities within the SOIS Program to the institutional research committee and the Academic Senate.
8.2. When appropriate, the Committee may submit recommendations to the Academic Senate or the institutional research committee.

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9. Review and Amendment of Terms of Reference

9.1. These Terms of Reference shall be reviewed by the Academic Senate every two years or on an ad-hoc basis..

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

10. Alignment with Institutional Policies

10.1. The SOIS Research Committee shall operate in alignment with:

- The mission and strategic priorities of RIT Kosovo (A.U.K.)
- Institutional research policies and academic standards
- The University's commitment to strengthening research culture and scholarly engagement.

10.2. The Committee shall support the integration of research into teaching and learning within the SOIS Program and contribute to the University's broader research objectives. This may include:

10.2.1. Encouraging faculty to disseminate their research through mini-conferences or research seminars organized in collaboration with the Faculty Development Center, thereby facilitating the exchange of research findings among faculty and promoting the integration of relevant research outcomes into course content and lectures.

10.2.2. Providing a mechanism through which faculty may share their research results directly with the Committee, which may then communicate relevant developments to colleagues teaching courses where such research may be relevant, and thus integrated into teaching.