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

Terms of Reference
Institutional Research Committee

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

Committee Name

1.1 Institutional Research Committee.

2. Reporting Line

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

3. Purpose and Scope

3.1. The Institutional Research Committee is established as a standing governance body mandated to guide, support, and accelerate the University's strategic transition from a predominantly teaching- and student-centered institution toward becoming a research-focused university.

3.2 The Committee shall oversee the development and advancement of the University's institutional research strategy, policies, and capacity-building frameworks to ensure that research constitutes a central pillar of the University's mission.

3.3 The Committee shall advise the Academic Senate on institutional research priorities and strategic directions that enhance the University's research profile and output.

3.4 The Committee shall provide recommendations on institutional policies, guidelines, and funding allocations that support the growth and sustainability of research activities.

4. Responsibilities and Duties

The Institutional Research Committee shall:

4.1 Develop and recommend the institutional research strategy to promote, strengthen, and accelerate research activity across the University.

4.2 Support faculty and student research capacity building, including skills development, training, and the creation of enabling research environments.

4.3 Facilitate and promote interdisciplinary and collaborative research initiatives.

4.4 Submit an annual institutional research review report to the Academic Senate, outlining progress, challenges, recommendations, and strategic priorities.

5. Authority and Decision-Making

5.1 The Institutional Research Committee is authorized to propose and recommend to the Academic Senate internal research guidelines, training, and capacity-building activities, and institutional mechanisms that strengthen the University's research culture.

5.2 The Committee may provide recommendations on internal research funding allocations, strategic priorities, and new institutional policies to support research development.

5.3 All recommendations of the Institutional Research Committee shall be forwarded to the Academic Senate, which retains the authority for review, endorsement, and formal approval.

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

6. Membership and Composition

6.1 The Institutional Research Committee shall consist of the following members:

- Chair: One (1) full-time faculty member appointed by the Academic Senate.
- Three (3) full-time faculty members.
- One (1) student representative nominated through established procedures at the Academic Senate (non-voting).
- One (1) representative from Project Office (non-voting)

6.2 The terms of service for the Chair, Faculty, and Project Office members shall be three (3) years, renewable; for students, one (1) year.

7. Meetings Procedures

7.1 The Committee shall convene at least once per academic year and additionally on an as-needed basis.
7.2 A quorum shall consist of 51% of members.
7.3 Decisions shall be made by majority vote, with consensus encouraged wherever possible.

8. Reporting Requirements

8.1 The Institutional Research Committee shall submit an Annual Institutional Research Review
Report to the Academic Senate.
8.2 The Committee shall submit interim reports or recommendations as required to ensure timely
guidance on research-related matters.

9. Review and Amendment 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.
8.2 Any amendments to the 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 committee ensures that all procedures and decisions align with RIT Kosovo's mission, academic standards, shared governance principles, and applicable RIT Global policies.

RIT | Kosovo

Rochester Institute of Technology in Kosovo

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