



# *ESLG College*

## **RESEARCH QUALITY MANUAL**

**Pristina, 15.01.2023**

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
1. INTRODUCTION .....	3
2. RESEARCH POLICIES OF COLLEGE ESLG .....	3
3. RESEARCH GOVERNANCE OF COLLEGE ESLG .....	4
4. RESEARCH SUPPORT AT COLLEGE ESLG.....	5
5. RESEARCH COMPLIANCE AT ESLG .....	6
6. RESEARCH PROCEDURES AT ESLG .....	7
7. RESEARCH QUALITY ASSURANCE AT COLLEGE ESLG.....	8
8. RESEARCH SELF-EVALUATION REPORT FORMAT .....	9

## **1. INTRODUCTION**

Welcome to the Quality Manual for Research at College ESLG. This manual serves as a guide for faculty, staff, and students to ensure that research conducted at our college meets the highest standards of quality and integrity. It outlines the policies and procedures for research, including ethical considerations, data management, and intellectual property. The manual also provides information on the resources and services available to researchers, such as funding opportunities and research facilities.

The manual is intended to provide a framework for conducting research at our college that is in compliance with all regulations and guidelines. It is also designed to foster a culture of excellence in research by promoting transparency, replicability, and collaboration.

The manual is divided into several sections, each addressing a different aspect of research at our college. We encourage all members of our research community to familiarize themselves with the contents of this manual and to use it as a resource throughout their research activities.

The manual will be reviewed periodically to ensure that it is up-to-date and reflects the current best practices in research. We welcome feedback and suggestions for improvement at any time.

Thank you for your commitment to conducting high-quality research at College ESLG. We look forward to working with you to advance our knowledge and contribute to the scholarly community.

## **2. RESEARCH POLICIES OF COLLEGE ESLG**

**Ethical considerations:** All research conducted at College ESLG College must adhere to the highest ethical standards. This includes obtaining informed consent from participants, protecting their rights and welfare, and ensuring that the research is conducted in a manner that is respectful and non-harmful. Research involving human subjects must be reviewed and approved by the Research Committee prior to initiation.

**Data management:** Researchers must properly manage and store their data in accordance with regulations and institutional policies. This includes maintaining accurate records of data collection and analysis, and ensuring the confidentiality and security of the data. Researchers must also make their data available for sharing and reuse, when appropriate, and should use open data practices.

**Intellectual property:** College encourages the dissemination of research findings through publications, presentations, and other forms of communication. Researchers must properly acknowledge the source of their data, ideas, and funding. Researchers should follow the

principles of open science, which include making their data, code and materials openly available, and providing detailed documentation of their methods.

**Conflict of Interest:** Researchers must disclose any potential conflicts of interest that could affect their research, including financial or personal relationships that could influence the design, conduct, or interpretation of the research.

**Research misconduct:** College ESLG College strictly prohibits research misconduct, which includes plagiarism, fabrication, falsification, or manipulation of data. Researchers must be honest, transparent, and accurate in their research, and must maintain high standards of integrity.

**Research Governance:** College has a designated research office that oversees the research activities at the college, and its committees and boards, including the Research Committee and Human Research Committee, which are responsible for ensuring that research conducted at the college meets the highest standards of quality and integrity.

**Open Access:** College encourages researchers to make their research openly accessible to the public, by publishing in open access journals or by depositing their articles in institutional or disciplinary repositories.

It's important to note that these policies may be subject to change, and researchers should check for updates and review them periodically. Researchers should also be familiar with other relevant policies, such as those related to funding agencies or specific departments or programs at the college.

### **3. RESEARCH GOVERNANCE OF COLLEGE ESLG**

At College ESLG, the research office is responsible for overseeing the research activities at the college. The research office is responsible for ensuring that the college's research activities are in compliance with all regulations and guidelines and that they meet the highest standards of quality and integrity.

The Research Committee is responsible for reviewing and approving all research involving human subjects. The Committee is responsible for ensuring that the rights and welfare of human subjects are protected and that the research is conducted in a manner that is respectful and non-harmful.

The Human Research Committee is responsible for reviewing and approving all research involving humans. The HRC is responsible for ensuring that the research is conducted in a manner that minimizes animal suffering and that the animals are treated humanely.

Both RC and HRC are responsible for ensuring that the research is conducted in accordance with regulations and guidelines and that the researchers are in compliance with all institutional policies and procedures.

The research office also works closely with researchers to provide them with the resources and services they need to conduct their research. This includes providing information on funding opportunities, assisting researchers with the submission of grant proposals, and providing access to research facilities and equipment.

In addition, the research office is responsible for promoting transparency, replicability, and collaboration in research. This includes encouraging researchers to share their data and make it openly available, and promoting open science practices.

Overall, the research governance at College ESLG is designed to foster a culture of excellence in research, and promotes transparency, replicability, and collaboration. The college will continue to review and improve its research governance policies and procedures in order to ensure that research conducted at the college meets the highest standards of quality and integrity.

#### **4. RESEARCH SUPPORT AT COLLEGE ESLG**

At College ESLG, we understand the importance of providing researchers with the resources and support they need to conduct their research. That's why we offer a variety of research support services to assist researchers throughout the entire research process.

**Funding Opportunities:** College ESLG offers a range of funding opportunities for researchers, including internal and external grants, fellowships, and scholarships. The research office works closely with researchers to provide information on funding opportunities, assist with the submission of grant proposals, and provide guidance on budget preparation.

**Research Facilities:** College ESLG has a variety of research facilities available for use by researchers, including modern laboratories, equipment, and technology. The research office works closely with researchers to provide access to these facilities and assist with the scheduling of equipment and resources.

**Training Programs:** College ESLG offers a variety of training programs and workshops to assist researchers in developing the skills they need to conduct their research. This includes training on research methodologies, data management, and compliance with regulations and institutional policies.

**Data Management:** College ESLG offers support for researchers in managing and storing their data in accordance with regulations and institutional policies. This includes providing guidance on data management plans, backup and recovery procedures, and the use of data management tools.

**Statistical Analysis:** College ESLG offers support for researchers in conducting statistical analysis of their data. This includes providing guidance on statistical methods, data visualization and the use of statistical software.

**Open Science:** College ESLG encourages researchers to make their research openly accessible to the public, by publishing in open access journals or by depositing their articles

in institutional or disciplinary repositories. The research office works closely with researchers to provide guidance on open science practices, including data sharing, open access, and reproducibility.

**Intellectual Property:** College ESLG encourages researchers to protect their intellectual property by filing patents and trademarks. The research office works closely with researchers to provide guidance on the patenting process, and assists with the submission of patent and trademark applications.

Overall, College ESLG's research support services are designed to assist researchers in every step of the research process and to promote transparency, replicability, and collaboration in research. The college will continue to review and improve its research support services in order to ensure that researchers have the resources and support they need to conduct their research.

## **5. RESEARCH COMPLIANCE AT ESLG**

At College ESLG, we are committed to ensuring that all research conducted at the college is in compliance with regulations and institutional policies. The research compliance section of the Research Quality Manual outlines the policies and procedures that researchers must follow to ensure compliance with legal and ethical standards.

**Research Committee (RC):** All research involving human subjects must be reviewed and approved by the Research Committee before it can be conducted. The RC is responsible for ensuring that the rights and welfare of human subjects are protected and that the research is conducted in a manner that is respectful and non-harmful.

**Human Research Committee (HRC):** All research involving humans must be reviewed and approved by the Human Research Committee (HRC) before it can be conducted. The HRC is responsible for ensuring that the research is conducted in a manner that minimizes violations of human research principles.

**Data Management:** Researchers must comply with regulations and institutional policies regarding the management of research data. This includes maintaining accurate and complete records, protecting the confidentiality and privacy of research subjects, and ensuring that data is stored and managed in accordance with best practices.

**Research Misconduct:** College ESLG has a research misconduct policy that defines research misconduct and establishes procedures for dealing with allegations of misconduct. Researchers must comply with this policy and must report any suspected misconduct to the research office.

**Research Ethics:** Researchers must comply with regulations and institutional policies regarding research ethics. This includes obtaining informed consent from research subjects, maintaining confidentiality, and ensuring that the research is conducted in a manner that is respectful and non-harmful.

**Conflict of Interest:** Researchers must disclose any conflicts of interest that may arise as a result of their research. This includes disclosing any financial or personal relationships that may influence the research or its interpretation.

**Intellectual Property:** Researchers must comply with regulations and institutional policies regarding intellectual property. This includes protecting the intellectual property rights of the college and of any other parties involved in the research.

Overall, the research compliance policies at College ESLG are designed to ensure that all research conducted at the college is in compliance with regulations and institutional policies, and that it is conducted in an ethical and responsible manner. The college will continue to review and improve its research compliance policies in order to ensure that researchers are in compliance with legal and ethical standards.

## **6. RESEARCH PROCEDURES AT ESLG**

At College ESLG, we are committed to providing researchers with the resources and support they need to conduct high-quality research. The research procedures section of the Quality Manual outlines the steps that researchers must follow to ensure that their research is conducted in compliance with institutional policies and regulations.

**Proposal Development:** Researchers must submit a research proposal to the appropriate research committee for review and approval. The proposal should include a detailed description of the research question, methodology, and anticipated outcomes. Researchers should also provide a detailed budget for the research and identify any potential conflicts of interest.

**Ethics Review:** Research involving human research must be reviewed by the Human Research Committee, respectively, to ensure that the rights and welfare of the subjects are protected.

**Data Management:** Researchers must comply with institutional policies and regulations regarding the management of research data. This includes maintaining accurate and complete records, protecting the confidentiality and privacy of research subjects, and ensuring that data is stored and managed in accordance with best practices.

**Research Misconduct:** Researchers must comply with institutional policies regarding research misconduct and report any suspected misconduct to the research office.

**Intellectual Property:** Researchers must comply with institutional policies and regulations regarding intellectual property. This includes protecting the intellectual property rights of the college and of any other parties involved in the research.

**Publication:** Researchers must comply with institutional policies regarding the publication of research. This includes disclosing any conflicts of interest and obtaining the appropriate permissions for the use of copyrighted materials.

**Research Compliance:** Researchers must comply with institutional policies and regulations regarding research compliance. This includes obtaining informed consent from research subjects, maintaining confidentiality, and ensuring that the research is conducted in a manner that is respectful and non-harmful.

**Reporting:** Researchers must submit periodic reports on the progress of their research to the appropriate review board.

Overall, the research procedures at College ESLG are designed to provide researchers with the resources and support they need to conduct high-quality research in compliance with institutional policies and regulations. The college will continue to review and improve its research procedures in order to ensure that researchers are able to conduct research in an efficient, ethical, and responsible manner.

## **7. RESEARCH QUALITY ASSURANCE AT COLLEGE ESLG**

At College ESLG, we are committed to ensuring high standards of quality and integrity in all research conducted at the institution. The research quality assurance section of the Quality Manual outlines the processes and procedures in place to monitor and evaluate research performance, and how it helps to ensure that research is of the highest quality.

**Research Performance Monitoring:** The College has a system in place to monitor the performance of research projects on an ongoing basis. This includes regular progress reports, site visits and reviews by external experts, and evaluations of research output, such as publications and patents.

**Research Evaluation:** The College conducts regular evaluations of research performance to assess the quality, impact, and relevance of research conducted at the institution. Evaluation criteria include the research question, methodology, and outcomes, as well as the potential impact of the research on society.

**Compliance Monitoring:** The College has a system in place to monitor compliance with institutional policies and regulations. This includes regular audits and reviews of research projects to ensure that they are conducted in accordance with ethical standards and best practices.

**Continuous Improvement:** The College is committed to continuous improvement of its research quality assurance processes. This includes regular reviews of the quality assurance system and the implementation of any necessary changes to ensure that research is of the highest quality.

**Research Integrity:** The College is committed to maintaining the integrity of research conducted at the institution. This includes providing researchers with guidance and support to

ensure that their research is conducted in an ethical and responsible manner and taking appropriate action in cases of research misconduct.

Overall, the research quality assurance process at College ESLG is designed to ensure that research is of the highest quality and integrity. The college will continue to review and improve its quality assurance processes in order to ensure that researchers are able to conduct research in an efficient, ethical, and responsible manner.

## **8. RESEARCH SELF-EVALUATION REPORT FORMAT**

### **Introduction**

This report presents the results of a self-evaluation of the research conducted at [College ESLG] during the [evaluation period]. The self-evaluation was conducted to assess the quality, impact, and relevance of the research conducted at the College ESLG, as well as to identify areas for improvement. The report covers the following areas: research performance, research environment, research support, and research impact.

### **Research Performance**

The College ESLG's research performance was evaluated based on a number of indicators, including:

Number of publications: [number] publications were produced during the evaluation period, with [number] in high-impact journals.

Number of patents: [number] patents were filed during the evaluation period.

Research funding: The College ESLG received [amount] in research funding during the evaluation period.

Research awards: [number] researchers received awards for their research during the evaluation period.

Overall, the College ESLG's research performance was strong during the evaluation period. The number of publications and patents filed was high, and the College ESLG received a significant amount of research funding. Additionally, several researchers received awards for their work, demonstrating the quality and impact of the research conducted at the College ESLG.

### **Research Environment**

The research environment at the College ESLG was evaluated based on the following factors:

Availability of research facilities: The College ESLG's research facilities were deemed to be well-equipped and readily available to researchers.

Collaboration: Researchers at the College ESLG reported high levels of collaboration both within the College ESLG and with external partners.

Mentoring: The College ESLG's mentoring program for junior researchers was deemed to be effective.

Overall, the research environment at the College ESLG was evaluated as being supportive and conducive to high-quality research. Researchers have access to well-equipped facilities and reported high levels of collaboration and effective mentoring.

### **Research Support**

The College ESLG's research support was evaluated based on the following factors:

Funding opportunities: Researchers reported that there are ample funding opportunities available to them.

Research services: The College ESLG's research services, such as data management and statistical support, were deemed to be effective.

Training and professional development: The College ESLG's training and professional development opportunities for researchers were deemed to be comprehensive and effective.

Overall, the College ESLG's research support was evaluated as being strong. Researchers reported ample funding opportunities and effective research services, and the College ESLG offers comprehensive training and professional development opportunities.

### **Research Impact**

The impact of the College ESLG's research was evaluated based on the following factors:

Societal impact: The research conducted at the College ESLG was deemed to have a significant impact on society.

Economic impact: The College ESLG's research was deemed to have a positive impact on the local and regional economy.

International impact: The College ESLG's research was deemed to have a strong international impact.

Overall, the College ESLG's research was evaluated as having a significant impact on society, the local and regional economy, and internationally.

### **Conclusion**

The self-evaluation of research conducted at [College ESLG] during the [evaluation period] showed that the College ESLG's research performance, research environment, research support, and research impact were strong. The College ESLG's research performance was strong, with a high number of publications and patents filed, and a significant amount of research funding received. The research environment was supportive and conducive to high-

quality research, with well-equipped facilities, high levels of collaboration, and effective mentoring. The College ESLG's research support was strong, with ample funding opportunities, effective research services, and comprehensive training and professional development opportunities. And the research conducted at the College ESLG was deemed to have a significant impact on society, the local and regional economy