KOLEGJI • COLLEGE
TEMPULLI

St. Eduard Lir 158, Arbëria
10000 Pristina, Republic of Kosovo
Phone: 038 22 22 55, 038 60 40 20
Fax: 038 60 40 19
Web: www.tempulli.org
Email: info@tempulli.org

Chair of the Academic Council

No.Prot:001/26Data:12.02.2026

Dr. Sc. Mevlan Bixhaku

REGULATION ON PUBLICATIONS, INTELLECTUAL PROPERTY AND COPYRIGHTS AT TEMPULLI COLLEGE

Article 1
General Provisions

This Regulation defines the conditions and procedures for the publication, republication and translation of texts and monographs, as well as the principles and procedures for the protection, management and use of copyrights and intellectual property at Tempulli College.

Article 2

Publications shall contain professional, scientific, literary and artistic achievements in accordance with contemporary methodological and pedagogical requirements. Authors of texts may be all teaching staff of Tempulli College, as well as external authors.

Article 3

The Editorial Board consists of 4 members.

1) The Coordinator for Scientific Research shall serve ex officio as Chair of the Editorial Board and shall be responsible for administering the publication procedures until publication of the text, chairing meetings of the Editorial Board, presenting to the Editorial Board a general assessment of the basic criteria of the text under review, and reporting to the Director on the work of the Editorial Board.
2) The Program Coordinator shall assist the work of the Editorial Board through advice and recommendations and shall obtain recommendations from the academic staff of the respective department regarding books proposed for publication.
3) The Finance Coordinator shall assist the work of the Editorial Board through advice and recommendations, prepare the financial plan, and present to the Editorial Board the financial costs of publication, marketing, sales, etc.
4) The Secretary shall assist the work of the Editorial Board through advice and recommendations, perform all legal tasks of the Editorial Board, conclude a contract with the author for the transfer of publication rights, ensure compliance with copyright rules, carry out the ISBN application procedure, catalogue the book in the library, promote the book at fairs, and ensure that the book is available in all bookstores with which the institution has an agreement.

Article 4

The Editorial Board shall also perform the following duties:

- The Editorial Board shall review and approve the publication of publications based on a positive written opinion provided by at least two reviewers in the relevant field;

- Even after receiving positive reviewers' opinions, the Editorial Board may request the author to supplement or amend the text if it identifies shortcomings in meeting methodological requirements;
- The Editorial Board may refuse publication if the text fails to meet the criteria set out in Article 2, if it does not present basic or sufficiently relevant literature related to any of the departments or programmes, or if it does not correspond to the publication plan established by the Editorial Board;
- Reviewers and the editor shall be responsible for the quality of manuscripts and for the professional and scientific level of the text;
- The Editorial Board shall approve the visual design/concept of the text cover;
- The author shall be responsible for the quality and originality of the work.

Article 5
Publication Procedure

- The decision to authorize publication shall be taken by the Editorial Board.
- All texts shall undergo peer review. Reviewers may be appointed by the Editorial Board, the faculty, or the author. Reviewers must be professors in the relevant field and are obliged to provide a review, whether positive or negative.
- The review may be joint or separate.
- The author shall submit the text to the Chair of the Editorial Board in PDF or another appropriate format.
- If the reviewers are appointed by the author, the author shall submit the reviewers' reports together with the text.
- If the reviewers are appointed by the Editorial Board, the reviews shall be submitted within the deadline specified in the decision establishing the Review Commission.
- The text must be proofread, copy-edited and technically prepared.
- The author shall sign a declaration of originality of the publication, thereby assuming responsibility for the originality of the work.
- If, after receiving comments from the Editorial Board, the author does not make the required improvements to the text, the author shall be deemed to have withdrawn the request for publication.

Article 6
The publication shall contain:

- The author's first and last name.
- The title of the text.
- The Institution's emblem.
- The place and year of publication.
- The first and second pages shall be blank.
- The third page shall be identical to the cover, but without colour.

The fourth page shall contain the names of the reviewers and editor and, at the end, the publisher statement and the decision authorizing publication, as follows:

- "The Editorial Board of Tempulli College, by Decision No. _____ dated _____, authorized the publication of this book."
- At the bottom of the fourth page, the copyright statement shall be placed as follows: "© All rights reserved by the author and publisher."

- No part of this book may be reproduced, photocopied or otherwise reproduced in any form without the written permission of the author and publisher. All rights are protected by law.
- The fifth page shall contain the "Table of Contents".
- After the table of contents, the publication shall continue with the preface, text, bibliography, index of names, and subject index.
- Throughout the text, the author's name shall appear at the top of even-numbered pages, while the title of the text shall appear at the top of odd-numbered pages.
- The format of university textbook publications shall be A4 or A3; the text shall be set in Times New Roman, font size 11, with single spacing. At the end, the first and last name of the author, title of the text, first and last name of the proofreader, first and last name of the editor, computer layout designer, and illustrator shall be indicated.
- The final page of the text shall also contain the Cataloguing-in-Publication (CIP) record from the National Library of Kosovo, and the ISBN shall be indicated on the back cover.
- For other publications, a different technical and artistic design may be adopted.
- **Priority in the publication of publications shall be given to:**
- Original publications, especially for subjects that do not have a basic university textbook;
- Publications that are designated as compulsory literature for students by the curriculum;
- Publications of particular social and scientific importance.

Article 8

Scientific texts to be published using the author's private funds shall be subject to the same criteria provided for by this Regulation.

Article 9

After publication, all authors or the publisher shall be obliged to submit 5 copies to the College Library and 5 copies to the National University Library.

Article 10
Financing of Publications

The financing of publication shall be regulated by the publication agreement concluded between the author and the College.

Article 11
Subject Matter of Intellectual Property

1. This Regulation establishes the principles and rules for the creation, use, protection, management and exploitation of intellectual property created within Tempulli College.
2. Intellectual property under this Regulation includes, among others:
   - scientific, academic, professional and artistic works;
   - books, university textbooks, monographs, articles and teaching materials;
   - research papers and results of research projects;
   - computer programs, applications and databases;

- methodologies, models, processes and technical solutions created within the activities of the College;
- inventions and results that may be subject to patent protection;
- designs and graphic materials created for the needs of the College;
- names, logos, distinctive signs and elements of institutional identity;
- other materials and results which, under applicable legislation, constitute objects of intellectual property.

Article 12
Principles of Intellectual Property

Tempulli College respects and protects the rights of authors, creators, researchers, academic staff, students and external collaborators.
Any person who creates a work, research result, solution, material or other intellectual product within the activities of the College is obliged to respect the principles of originality, academic integrity and attribution of authorship.
1The use, copying, publication, distribution or exploitation of protected materials belonging to other persons without the appropriate authorization and without respecting their rights is prohibited.
In all publications and intellectual products, authors and contributors shall be clearly identified in accordance with their actual contribution.

Article 13
Ownership of Results Created within the College

1. Ownership of intellectual work results created by staff, students or collaborators within the College shall be determined in accordance with the nature of the work, the relevant agreements and contracts, and applicable legislation.
2. When an intellectual result is created within a project financed by the College, public funds, donors or international programmes, the rights to that result shall also be determined by the funding conditions, the project agreement and agreements between partners.
3. Before publication, transfer, licensing or commercial exploitation of results that may have intellectual property value, the College shall determine in advance the rights of the authors and the institution.
4. Where a result has been created by several persons, the rights and responsibilities of the co-creators shall be determined in documented form.

Article 14
Intellectual Property in Research and Projects

1. The results of scientific research, projects, studies and other research activities carried out within the College shall be appropriately documented and preserved.
2. Before publication of research results, the College and the authors shall assess whether the results contain elements that may be subject to intellectual property protection.
3. The immediate publication of a result shall not be made in a manner that could prejudice the possibility of subsequent protection of an invention, design or other intellectual property result.
4. For joint projects with institutions, universities, companies or other organizations, intellectual property matters shall be defined in the relevant agreement before commencement or, where necessary, before publication of the results.

Article 15
Right of Use and Exploitation

1. The use, reproduction, publication, distribution, licensing or commercial exploitation of an intellectual property result shall be carried out only in accordance with the rights established for the author, creator and College.
2. Any agreement concerning the transfer, licensing or exploitation of intellectual property rights shall be documented in writing.

3. Where ownership or exploitation rights belong partly to the College and partly to the author or co-creators, the conditions of use and benefits shall be determined by a separate agreement.

Article 16
Confidentiality and Protection of Results

1. Persons involved in research, projects and development activities are obliged to maintain the confidentiality of information and results which, by their nature, must be protected prior to publication.
2. Results that may have potential for patenting, licensing, commercialization or other forms of intellectual property protection shall not be published or made accessible to third parties without prior assessment of the possibility of protecting them.

Article 17
Use of the College's Name, Logo and Identity

1. The name, logo, distinctive signs and elements of the institutional identity of Tempulli College shall be used only in accordance with the College's rules and authorizations.
2. The use of the College's name or logo in publications, projects, products, promotional materials, electronic platforms or other activities shall be authorized when such use is made in the name of or on behalf of the College.

Article 18
Violations of Intellectual Property Rights

1. The following shall constitute violations of this Regulation, among others:
- plagiarism;
- unauthorized use of the works or results of other persons;
- presenting another person's work as one's own;
- unauthorized publication or distribution of protected materials;
- unauthorized use of the College's name, logo or distinctive signs;
- unauthorized disclosure of confidential research results;
- any other action that infringes intellectual property rights.

2. Violations shall be addressed in accordance with the College's internal acts and applicable legislation.

Article 19
Institutional Responsibility

1. The Editorial Board, in cooperation with the relevant structures of the College, shall ensure compliance with the principles of this Regulation in publication processes.
2. For matters related to intellectual property that cannot be resolved within the procedures established by this Regulation, the College may seek professional and legal advice.
3. Matters relating to intellectual property rights in projects financed by third parties shall also be addressed in accordance with the conditions of the relevant contracts and agreements.

Article 20
Final Provisions

The provisions of this Regulation shall be implemented in harmony with the applicable legislation and other internal acts of Tempulli College.

Article 21

This Regulation shall enter into force on the day of its approval by the Academic Council.
Chair of the Academic Council.

Dr. Sc. Mevlan Bixhaku

_____
(Signed)