



UNIVERSITETI I PRISHTINËS
"HASAN PRISHTINA"
FAKULTETI I INXHINIERISË MEKANIKE

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Nr. Prot: 14

Data: 4/11/2018

REGULATION OF ACTIVITIES

INSTITUTE OF MECHANICAL ENGINEERING



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Based on **Regulation n Nr. 2/513, Article 9, point 9.6, dated 25.10.2013, of the Steering Council** of the University of Prishtina "HASAN PRISHTINA" on the establishment and principles of functioning of the Institutes at the University of Prishtina "HASAN PRISHTINA", Council of the Faculty of Mechanical Engineering in the meeting held on 27.04.2016, issued

REGULATION

of the work of the Institute of Mechanical Engineering

Article 1

Within the Institute of Mechanical Engineering, academic staff of the Faculty of Mechanical Engineering (FME) and outside experts, can deal with scientific, research and professional work.

Article 2

The basic activities - Units of the Mechanical Engineering Institute are:

- 2.1 A testing and issuing of certificates for vehicles and working machines (as the only institution authorized in Kosovo).
- 2.2 Issuance of certificates, A-tests and expertise's.
- 2.3 Competitions of trial super-expertise for safety at work,
- 2.4 Laboratory for calibration of equipment for technical control of vehicles.
- 2.5 Laboratory for technical control of vehicles.
- 2.6 Laboratory for research of adaptability and changes in vehicles - Homologation of motor vehicles.
- 2.7 Printing of the chassis number (VIN mark) and verification of the respective number,
- 2.8 Drafting scientific and professional projects in the field of Manufacturing Engineering, Thermoenergy, Thermotechnics, Mechanical Construction, Traffic and Transport, Mechatronics, Industrial Engineering and Management and Renewable Energy Systems,
- 2.9 Application of scientific achievements in practice,
- 2.10 Supervision of works according to the above mentioned projects,
- 2.11 Carrying out reviews and audits of scientific, professional works and projects,
- 2.12 Acceptance of realized objects,
- 2.13 Professional analysis of equipment and machines from the aspect of occupational safety,
- 2.14 Training and issuance of ADR certificates for persons for handling fuel and dangerous substances,
- 2.15 Issuance of permits for Autobot (Truck with cistern) for the amount of fuel transported,
- 2.16 Training of drivers of transport vehicles for combustible and dangerous substances,
- 2.17 Technical control for transport of fuels and hazardous substances,
- 2.18 Training of personnel for inspection of motor vehicles,
- 2.19 Attestation of welded structures and pressure vessels,

- 2.20 Providing professional consultations,
- 2.21 Laboratory research with the method of destruction and without destruction,
- 2.22 Training and certification of welders according to EU norms,
- 2.23 Training and certification of heavy machine manipulators
- 2.24 Training and certification of manipulators with forks, cranes, and lifting equipment,
- 2.25 Activities in the field of Communication such as :
- a) performing super judicial expertise, in case of road traffic accidents,
 - b) assessment of damages caused to vehicles, as a result of traffic accidents,
 - c) conducting studies on road traffic and road signs, in order to increase the level of road safety, increase capacity and improve the level of service,
 - d) design and regulation of traffic through horizontal, vertical and lighting signaling in urban and interurban centers,
 - e) designing lines in urban passenger transport and compiling the travel schedule, conducting studies for short-term and long-term planning in urban and interurban transport, and
 - f) supervising the projects, realizations and technical acceptance in the field of road traffic,
 - g) seminar courses, different training and licensing in the field of road traffic, etc.
 - h) conducting studies on the organization of integral and multimodal transport.
- 2.26 Measurements of speed, temperature, humidity, noise in heating, ventilation and air conditioning equipment,
- 2.27 Technical controls (from the aspect of occupational protection of machines, equipment, objects), control of ropes or metal structures with the method with and without destruction,
- 2.28 Compilation of investment elaborations, conceptual projects, main (executive) projects and completed status projects;
- 2:29 Correction (re-evaluation) of projects have done from other enterprises design; projection of line's new technology; projection and expansion of existing capacity; avoidance of "throat's" to production; mechanization and automatization of existing lines,
- 2.30 Technical acceptance of new facilities, machines or equipment,
- 2.31 Various investigations related to the causes of various injuries,
- 2.32 Various expertise of demolition, destruction and damage with or without intent;
- 2.33 Leads and supervises investments and various technical work, and
- 2:34 Advice and knowledge of rules to the method t and order in the transport of hazardous materials in concrete situations in practice.

Article 3

In addition to the activity referred to in Article 2 , the employees of the Institute of Mechanical Engineering may engage in other activities for which there is a need in the Economy and Industry of Kosovo but being covered by an adequate professional staff .

Article 4

In the absence of special equipment for the performance of the mentioned services, with the permission of the Rector of UP, the Institute can sign a contract with other entities, both in the country and abroad for the performance of works specified in the contract.

Article 5

The entity with which the contract is signed for the performance of certain works must provide:

- Necessary working space,
- Relevant standards related to the above mentioned activities.

Article 6

After reaching the agreement for the contracting of works, the Rector, based on the data on the agreement reached for the contracting of works, signs the contract, which must contain:

- All elements of the agreement reached,
- Precise definition of jobs and work tasks,
- Precise contracted value for each position,
- Total value of work,
- Deadline for completion of works, and
- Method of payment.

Before concluding the contract from the preliminary point, the head of the Institute (Dean of FME) appoints the contractor and other contractors taking as basic criteria: the opinion of the contractor, professional and scientific competencies of contractors, as well as the opinion of the client.

If it is estimated that the value of the contracted works is high, that work involves the involvement of a larger number of adequate staff, who at the moment are engaged or less engaged.

Article 7

Payment of contracted works is made by the bank account of the Institute of Mechanical Engineering belonging to the University of Prishtina "HASAN PRISHTINA".

Article 8

Allocation of realized funds and payment for performed work

1. Payment over finalized work is done based on respective UP regulations.
2. Allocation of financial means realized based on specified work shall be carried compliant to regulations of the UP Steering Council.
3. the direct expenditures created during the work process (travelling expenses, expenses for buying different work equipment needed for job performance, etc.) are allowed to occur up to a maximum of 10% from the contracted value.
4. Allocation of financial means realized from projects or services based on realized works is carried as follows:

Gross realized assets	A (100%)
For University budget	B=23%A
Derivation.....	C+A-B
Direct expenses (10%).....	SHD=0.1C
	D = C-SHD
For University staff.....	PR = 10% D
For Faculty budget	
a) If services are completed without laboratory.....	F ¹ +0.1D
b) If services are completed with laboratory.....	F ² +0.2D

Engaged personnel a).....PA=d-(U+F¹)
Engaged personnel a).....PA=d-(U+F²)

5. All of the above changes are part of Regulation No. 2/513 date 25.10.2013.

Article 9

Funds 10% respectively 20% for the Faculty, in accordance with Regulation 2/513 of KD / UP can be allocated: up to 50% for administrative support staff for support work (supplementary) to the Institute, additional work to the Institute by academic staff and support of student's projects.

Article 10

With the entry into force of this Regulation is repealed Regulation No. 1/821 date 29.06.2010.

Article 11

This Regulation is harmonized with Regulation No. 2/513 dated 25.10.2013 of the Steering Council of the University of Prishtina "HASAN PRISHTINA".

This Regulation enters into force on the day of its approval and signing by the Chairman of the Steering Council of UP.

Chairman of the Governing Council of UP



Kryetari i Këshillit Drejtues të UP-së
Prof. Dr. Ismet Salihu