



**UNIVERSITY PRISHTINA
“HASAN PRISHTINA”**

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Chair of the Steering Council
Muharrem Nitaj

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REGULATION

**On establishment and principles of functioning of institutes at University of Prishtina
“Hasan Prishtina”**

Article 1

Purpose and scope of institutes

Purpose and scope of institutes established pursuant to the Statute of the University of Prishtina “Hasan Prishtina” (hereby UP) and to this regulation, belong to that range of teaching which include scientific-research, professional and artistic services. In addition, institutes shall develop strategies on using results of academic, scientific and artistic works of the university, as well as on increasing funds in supporting achievement of the mission of the UP.

Article 2

Structures of institutes

2.1. Structures of institute are:

- 2.1.1. Board of institute,
- 2.1.2. Director of Institute,
- 2.1.3. Secretary of Institute.

2.2. In case that the institute expands its work and engagements, the Steering Council of UP based on the justified request of the institute could allow the increase of number of staff.

Article 3

Council of Institute

3.1. The council of the institute is made of five members:

- 3.1.1. Vice-rector on scientific research or another representative assigned by rector of UP.
- 3.1.2. Vice-dean on teaching of the respective academic unit (in case the academic unit has a vice-dean of science, then he/she will be assigned as a member)
- 3.1.3. The manager of the respective department (if the institute relies on human resources of more departments, the dean of the academic unit assigns one member).

- 3.1.4. A member from academic staff elected by respective department (if the institute relies on human resources of more departments, the council of academic unit elects one member).
 - 3.1.5. An external member from academic, business or enterprises community, be it from Kosovo or abroad, proposed by the chief of department and approved by the dean of the academic unit (if the institute relies on human resources of more departments, the dean of the academic unit proposes to the academic unit to approve one member).
 - 3.1.6. In case the institute has been established and functions with the support of an institution. The Council shall request from the respective institution to delegate one member.
- 3.2. Members of the council serve within a four-year mandate, with the possibility to get re-elected.
 - 3.3. The council elects the chair from its members.
 - 3.4. The chair convokes and chairs the meeting.
 - 3.5. Decisions of the councils are taken by majority of votes.
 - 3.6. The director of the institute is a member of the council of institute but has no voting right.

Article 4

Director and secretary

- 4.1. The institute is led by the director in charge of the scientific-research and artistic activity.
- 4.2. The director of the institute is elected from the institute's council for a 4-year mandate with the possibility to be reelected.
- 4.3. The director should derive from academic staff (professors) of the respective department or respective academic unit (if the institute relies on human capacities of more departments).
- 4.4. The secretary of the institute supports the director's work. The secretary is proposed by the director and is approved by the council of the institute.
- 4.5. The secretary stems from the academic staff of the respective academic department or unit.
- 4.6. The director and the secretary should take care over information, meetings and conferences arrangement and should perform other needed tasks with the devotion to engage the respective departmental and unit staff as much as possible.

Article 5

Funding

- 5.1. Activities of institutes may be finance from the following resources:
 - 5.1.1. Public funds, including UP,
 - 5.1.2. Projects,
 - 5.1.3. Own activities,
 - 5.1.4. Donations,
 - 5.1.5. Other resources, in compliance to the law and statute.

Article 6

Reporting and accountability

- 6.1. Concerning institutes' activities, at the beginning of each academic year, the director of the institute presents to the council of the institute an annual report for the previous academic year and an annual work plan for the upcoming year.
- 6.2. The council votes to approve the annual report, in addition the council votes separately for the annual plan.
- 6.3. The chair of the council delivers the approved annual report and the annual plan to the dean of the academic unit.
- 6.4. The dean of the academic unit proceeds reports to the rectorate (vice-rector on science) and to the council for the approval.
- 6.5. The Steering Council reviews them for approval. Within the review frame, the steering committee invites the vice-rector on scientific research for consultation.

Article 7

Work contracting

- 7.1. After having reached a work contracting agreement, the rector, based on the data on the agreed upon work contracting, signs the contract, which must include:
 - 7.1.1. All elements over the reached-upon agreement,
 - 7.1.2. Precise description of work and its tasks,
 - 7.1.3. The precise contracted value for every point and work,
 - 7.1.4. The entire value of work,
 - 7.1.5. Deadline for work completion,
 - 7.1.6. Payment mode and deadline.
- 7.2. Prior to contract conclusion from the preceding article, the director of the institute with the approval of the dean of the academic unit, appoints the work bearer and other workers by taking into the account as main criterion: the opinion of the contractor, professional and scientific competences of the contractor, as well as the opinion of the work dispatcher.
- 7.3. Regarding other projects and activities, the institute can involve external experts (out of UP).

Article 8

Allocation of realized funds and payment for performed work

- 8.1. Payment over finalized work is done based on respective UP regulations.
- 8.2. Allocation of financial means realized based on specified work shall be carried compliant to regulations of the UP Steering Council.
- 8.3. 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.
- 8.4. Allocation of financial means realized from projects or services based on realized works is carried as follows:

Gross realized assetsA
VAT.....B+0.13043A
Derivation.....C+A-B
Direct expenses (10%).....SHD=0.1C

For University.....U+0.2D

For Faculty

- a) If services are completed without laboratory.....F+0.1D
 - b) If services are completed with laboratory.....F+0.2D
- Short term contracted personnel.....PA=d-(U+F)

- 8.5. The dean of the respective academic unit drafts a report on finance allocation and delivers it to the finance service. The latter then drafts an act-decision over payment of the service provider and orders payment of intended financial means based on the dean's report.

Article 9

Request for institute establishing

- 9.1. The request to establish an institute is initially addressed to the academic unit.
- 9.2. Upon the request of establishment, the proposing department or academic unit should draft the work regulation of the respective institute pursuant to this regulation
- 9.3. The Steering Council of the university brings a decision on the approval or disapproval of the request.
- 9.4. The approval of the Steering Council on establishment of the instate included the approval of work regulation, thus far confirming synchronization with this regulation.

9.5. After the approval of the request from the Steering Council and the approval of the work regulation of the respective institute, the academic unit can pursue with further with election of institute's organs.

9.6. The existing institutes should harmonize work regulations with this regulation and the same ones should be delivered to the Steering Council of UP for approval within the deadline, 60 days after the approval of this regulation.

9.7. Provisions of this regulation apply also to galleries, theatres, and centers within the UP.

Article 10
Entry into force

This regulation shall enter into force on the day signed by the chair of the Steering Council of the UP.



Steering Council

Muharrem Nitaj

Chair of the Steering Council