



UNIVERSITETI "KADRI ZEKA" UNIVERSITY

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Ref. No. 01 / 719

Dt. 07.07.2015

Pursuant to Article 17 point 3 and Article 23 paragraph 1 point 1.6.2 of the Provisional Statute of the University "Kadri Zeka", The Temporary Steering Committee in the meeting held on 01.07.2015 approves:

**REGULATION TO SUPPORT THE MOBILITY AND OTHER ACTIVITIES OF THE
ACADEMIC STAFF OF THE UNIVERSITY "KADRI ZEKA" GJILAN**

I. General provisions

Article 1

- Through this Regulation are clarified the conditions, criteria, forms and ways of support, assistance and permission for mobility and other activities: active participation in symposia, conferences, scientific congresses at the international level as well as the research attitudes of the full-time academic staff of UKZ;
- Active participation means that the person is the author who makes the presentation of scientific results in the form of a guest lecture, press release or poster;
- Academic and scientific mobility means staying in a foreign university for a period of at least 1 month;
- Since UKZ is under establishment, depending on the importance of the activity and the contribution, as well as the financial opportunities of the support domain will be the publications, participation in summer schools and any other activity of interest.

II. Procedures

Article 2

The applicant should address the request to the Council of the Academic Unit, respectively to the Senate. The request must contain the following documents:

- Work abstract;
- Evidence from the organizer that the abstract has been accepted;
- Statement signed by the applicant for the report after the return.

Article 3

After the confirmation of the Council of Academic Unit or Senate to support the request of the applicant, the applicant has the right to proceed his/her request for financial support furthermore.

Article 4

In case of requests for support, the applicant should be invited by, main author or correspondent of the output which will be presented. If this scientific contribution is present with more authors, only one of them will be financial supported.

III. Financial support

Article 5

The participants of a conference, the expenses that will be covered are quotation (participation) and travel expenses. Depending on the amount of funds available to the University for this Purpose and taking into account the cases when participation has a specific importance for the University of Gjilan, the possibility of covering other expenses may also be considered.

Article 6

The applicant must submit a request with university reference number (protocol) with a detailed justification for the importance of participation that the event has for the University of Gjilan as well, and the copies of the decision of the Council or Senate that the participation is supported, abstract, proof that the abstract has been accepted, bank payment for quotation, conference program where the presentation schedule, travel ticket and other expenses (accommodation and food) as needed. In case of academic mobility, publication, participation in summer school or other

activity, the applicant must bring relevant evidence from the receiving Institution, the publishing house, the organizer or any other Institution.

Article 7

The applicant must submit the request with detailed justifications (see Article 6) before holding the activity, respectively one month in advance with special justification. If the request cannot be completed before the activity is developed (eg quote, travel ticket or other expenses) then this can be done up to two months after the activity.

Article 8

The Rector appoints a commission which reviews the requests and recommends the Rector to make a decision. The Commission examines the requests and recommends the Rector or the Steering Committee to issue a decision. The Commission may request additional supporting documents from the applicant. Priority for financial support has requirements which were partially supported by projects or other resources.

The Rector has the right to make a decision for the amount of up to 1,000.00 €, based on the recommendation of the commission. The Rector may refuse or return it to the Commission for reviewing it.

The requests for amounts higher than 1,000.00 € are handled by the commission appointed by the rector, but the decision is made by the UKZ Steering Committee. Steering Committee of UKZ may decide to cover the entire required amount; to cover it partially or reject the request.

Article 9

If the applicant under Article 8 receives a positive response, which means that his activity was financially supported, then based in Article 2, the applicant should provide a written report to the office of Rector at least 2 months after the activity has been held, otherwise the Rector has the right of sanctions, to be denied for two years in the future for application.

Article 10

In case the applicant does not agree with the decision of the Rector, he submits a complaint to the Steering Committee.

Article 11

This Regulation enters into force in the day of approval by the Temporary Steering Committee

The regulation was approved by the Steering Committee at XXVI meeting, on 01.07.2015

01.07.2015, Gjilan

The Chairman of the TSC:
Prof. Assoc. Dr. Naim Syla