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

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

I. General provisions

Article I

- This regulation clarifies the conditions, criteria, forms and ways of support, encouragement and permission for mobility and other activities: active participation in symposia, conferences, international scientific congresses and research attitudes of full-time academic staff in UKZ;
- Active participation means that the person is the author who presents the scientific results in the form of guest lecture, paper or poster.
- Academic and scientific mobility means staying at a foreign University for at least a 1-month period.
- Since UKZ is in its infancy, depending on the weight of the activity and contribution as well as the financial opportunities, the domain of support will also include publications, participation in summer schools and any other activity of interest.

II. Procedures

Article 2

The applicant addresses the request to the council of the academic unit, respectively to the senate. The request must contain the following documents:

- Abstract of the research paper;
- The letter of acceptance from the organizer that the abstract has been accepted;
- Statement signed by the applicant for reporting upon return.

Article 3

Once it is confirmed that the Council of the Academic Unit or the Senate supports the applicant's request, the applicant's right to further proceedings for financial support is established.

Article 4

In case of requests for participation in international conferences, the applicant must be the main author or correspondent of the scientific contribution that is presented. If the scientific contribution has more co-authors, only one of them will have the opportunity of financial support.

III. Financial support

Article 5

The conference fee and travel expenses will be covered for participating in a conference. Depending on the amount of funds available to the University for this destination and taking into account the cases when participation is of particular importance to the University of Gjilan, the possibility of covering other costs may be considered.

Article 6

The applicant must submit a registered request with detailed justification on how important it is to participate in the event assigned to the University of Gjilan as well as the copy of the decision of the Council respectively the Senate that supports the participation, the copy of the abstract, the copy of the letter of acceptance proving that the abstract is accepted, bank transfer receipt for conference fee, the conference program where the presentation schedule is clearly seen, travel ticket and, if necessary, other expenses as well (accommodation and food). In case of academic mobility, publication, participation in summer schools or other activities, the applicant must bring relevant evidence from the host institution, publishing house, organizer or any other institution.

Article 7

The applicant must submit the request with detailed justifications (see Article 6) two months before the development of the activity, respectively one month with special justification. If the request cannot be completed before the activity takes place (e.g. conference fee, travel ticket, or any other expense), then this can be done up to two months after the activity takes place.

Article 8

- The Rector appoints a commission which reviews the requests and recommends the rector to make a decision. The commission reviews the requests and recommends the Rector or the Steering Committee to issue a decision. The Commission may request from the applicant additional supporting documentation. Priority for financial support have requests which are partially supported by projects or other sources.
- For the amount up to 1000 €, the Rector has the right to make decisions based on the recommendation of the commission. The Rector may reject it or return it to the Commission for reconsideration.
- Requests for amounts higher than 1000 € are handled by the commission appointed by the Rector, but the decision is made by the Steering Council of UKZ. The UKZ Steering Committee may decide to cover the full amount requested, to cover part of the costs or to reject the request.

Article 9

If the applicant under Article 8 receives a positive response, i.e., his/her activity is financially supported, then under Article 2, he/she must submit a written report to the Rector's office not later than two months after the end of the activity, otherwise the Rector has the right to impose sanction; the right in the application to be denied for two years.

Article 10

In case the applicant does not agree with the Rector's decision, he/she submits an appeal to the Steering Committee.

Article 11

This regulation enters into force on the day of approval by the provisional Steering Committee. The regulation was approved by the Steering Committee in the XXVI meeting held on 01.07.2015

01.07.2015

Chairman of the Provisional Steering Committee

Assoc. Prof. Dr. Naim Syla