



UNIVERSITETI I PRISHTINË
"HASAN PRISHTINA"
UNIVERSITY OF PRISTINA
FAKULTETI I INXHINIERISË SË NDËRTIMIT – FACULTY OF CIVIL ENGINEERING
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REGULATION
OF THE INSTITUTE OF FACULTY OF CIVIL ENGINEERING
UNIVERSITY OF PRISTINA

May, 2023

Pristina

The Institute of the Faculty of Civil Engineering was established before the year 1999 and later reactivated with the regulation approved by the executive council of the University of Prishtina, reference number 539 (reference number 240/1 FCA), dated February 27, 2007. Subsequently, it was supplemented with the regulation on "The establishment and principles of operation of institutes at the University of Prishtina 'Hasan Prishtina'" with protocol number 2/513 dated October 25, 2013, further amended by decision with protocol number 1/630 dated July 14, 2016, on "Amending paragraph 8.4 of Article 8 of the Regulation on the principles of operation of institutes at UP." The regulation of the Institute was approved by the Council of the Faculty of Civil Engineering and Architecture on January 30, 2014 and endorsed by the Executive Council of UP. The Council of the Faculty of Civil Engineering (FCE), in the meeting held on May 4, 2023, approves the:

Regulation of the Institute of Faculty of Civil Engineering

I. General Provisions

Article 1

The Institute of the Faculty of Civil Engineering (IFCE) is operationalized according to the regulation on "The establishment and principles of operation of institutes at the University of Prishtina 'Hasan Prishtina'" with protocol number 2/513 dated October 25, 2013, supplemented by decision with protocol number 1/630 dated July 14, 2016, on "Amending paragraph 8.4 of Article 8 of the Regulation on the principles of operation of institutes at UP."

Objectives and scope of activity of the Institute

Article 2

According to the Statute of the University of Prishtina, the Institute of the Faculty of Civil Engineering (referred to as IFCE in the text) is established for the purposes of conducting, supporting, and advancing scientific research, as well as providing professional services for the needs of institutions, the labor market, specifically the economy, and infrastructure of the Republic of Kosovo, as well as international institutions. The Institute's activities are based on the development and organization of accredited study programs of the Faculty of Civil Engineering, namely the current departments (Construction, Hydrotechnics, Environmental Engineering, and the department of Geomatics, Geoinformation, Earth and Space Observations). However, not limited to these, the IFCE also offers services for:

1. Expertise, Super-expertise, Analysis, Studies, Professional Consultations, and the preparation of reports, scientific and technical documentation in the fields of Civil Engineering.
2. Feasibility Studies (studies and analysis of financial justifications), drafting terms of reference for projects in the field of Civil Engineering.
3. Preparation of scientific and professional reports in the field of Civil Engineering based on scientific and research data.

4. Creating the scientific, professional collaborations, and research activities with institutes, institutions, companies, and national and international organizations, or individuals within and outside the country.
5. Preparation of specialized studies for various projects, providing professional consultancy services for specific and general cases.
6. Monitoring, analysis, and assessment of the stability, load-bearing capacities, durability, and functionality of civil engineering buildings-structures, including components of hydrotechnics, geodesy, and environmental issues, based on results from examinations, measurements, and field/laboratory testing through various contemporary methods.
7. Professional services supporting the implementation of projects and specific requirements of studies in the field of Civil Engineering.
8. Evaluation (assessment) of Designs – design stage, specific designs, reports of design stages, as well as specialized studies.
9. Examination of various construction materials and products related to the field of Civil Engineering, issuing certificates, attestations, and reports on their quality based on national and international standards.
10. Examination of structural elements, substructures, and structures based on national and international standards, as well as preparing the report of studies according to the required criteria.
11. Research and Analysis of the: Geodesy, geological-geomechanical, hydrotechnical, hydrological, hydrogeological, and environmental, including fieldwork and laboratory work, as well as preparing relevant documentation.
12. Organization and support of conferences, informative sessions, scientific and professional workshops, courses, seminars, training, and licensing in the field of Civil Engineering.
13. Utilization of laboratory spaces and equipment for the preparation of diploma topics for undergraduate and graduate students, including doctoral work for students and new academic staff, as well as for third parties outside the Faculty of Civil Engineering.

III. The Institute Bodies

Article 3

3.1 The Institute bodies are:

- Institute Council of FCE,
- Director of Institute of FCE,
- Secretary of Institute of FCE.

3.2 If the Institute expands its field of work with reasonable and precisely defined proposals and analyses, approved by the Council of the Faculty of Civil Engineering, then approval from the Executive Council of the University of Prishtina is required for the expansion of the scope of activities through a separate decision.

IV. Institute Council

Article 4

- 4.1 The Institute's Council consists of five plus one (5+1) members:
- Vice-Rector respond for scientific research or another representative appointed from the Rector of University of Pristina.
 - Vice-Dean for teaching affairs or Vice-Dean for scientific research of Faculty of Civil Engineering.
 - One of the head of Faculty of Civil Engineering Department nominated from the Dean of FCE.
 - One of the academic staff elected by the FCE Council.
 - One external member from the academic community, business, or entrepreneurship, from Kosovo or abroad, proposed by the Dean of the Faculty of Civil Engineering and approved by the Council of the Faculty of Civil Engineering
 - If the Institute has the support of any institution, the Council will request that institution to delegate one member.
- 4.2 The members of the council have a 4 (four)-year term, with the possibility of reappointment for one additional term.
- 4.3 The IFCE Council elects its chairperson from among its members.
- 4.4 The chairperson of the IFCE Council convenes and leads the meeting of the IFCE Council.
- 4.5. Decisions in the Institute's Council are made by a majority vote of all council members.
- 4.6. The Director of the Institute is a member of the Institute's Council but without the right to vote.

V. The Director and the Secretary of the Institute

Article 5

- 5.1 The Institute is led by a director who is responsible for all research-scientific activities, publications, and other work-related activities of IFCE.
- 5.2 The Director of the Institute has a 4 (four)-year term, with the possibility of reappointment for only one additional term.
- 5.3 The Director must be from the regular academic staff (professors) of the Faculty.
- 5.4 The Director is elected based on the proposal of the Council of the Faculty of Civil Engineering. The Faculty Council proposes at least two candidates. The vote for the position of Director is conducted by secret ballot. The candidate who receives the highest number of votes is elected. In case of a tie, the Dean has the deciding +vote.

- 5.5 In his work, the Director is supported by the Secretary of the Institute, who is proposed by the Director and approved by the Institute's Council.
- 5.6 The Secretary should be from the ranks of the academic staff of the Faculty of Civil Engineering (FCE).
- 5.7 The Director and the Secretary must take care of information dissemination, organize meetings, conferences, and perform other necessary tasks, with a commitment to actively engage the academic staff of the Faculty as much as possible.
- 5.8 The Director and the Secretary of the institute will be compensated for their work from the funds generated by the institute, at a level determined according to the current regulations, for personal income. Compensation will only be implemented if the institute generates its own revenue.
- 5.9 The Director and the Secretary of IFCE report to the Council of the Faculty of Civil Engineering at the end of each calendar year. The report is deposited as a document in the archive of FCE for internal and external audit purposes.
- 5.10 All agreements for Job Contracting are prepared by the Director of the Institute and ratified by the Rector of the University of Prishtina or a person authorized by the Rector of the University of Prishtina.

VI. Finance

Article 6

- 6.1 The activities of the institutes can be financed from the following sources:
 - 6.1.2 From the public funds, also include the University of Pristina,
 - 6.1.3 From Projects;
 - 6.1.4 From self-generated activity.
 - 6.1.5 From the donation – sponsors.
 - 6.1.6 Other resources, in accordance with current laws and the Statute of University of Pristina.

VII. Reporting and Accountability

Article 7

- 7.1 The Institute's Council drafts the Work and Development Strategy for a three-year period and presents it to the Faculty Council for approval.
- 7.2 At the beginning of each academic year, the Director of the institute presents the annual report for the completed academic year and the annual action plan for the upcoming academic year to both the Institute's Council and the Faculty Council, based on the approved strategy of the institute.

- 7.3 The Council votes to approve the annual report (report for the fiscal year, and possibly the internal audit report), and separately votes on the annual academic plan.
- 7.4 The Chairman of the Institute's Council submits the approved annual report and annual action plan to the Dean of the Faculty.
- 7.5 The Dean of the Faculty of Civil Engineering processes the documentation from point 7.4 for approval at the Rectorate (to the Vice-Rector for Science) and the Executive Council of the University of Pristina.
- 7.6 The Executive Council of the University of Pristina reviews the documentation for approval.

VIII. Job Contracting

Article 8

- 8.1 After reaching an agreement for job contracting, the Rector signs the contract which should include:
 - 8.1.1 All elements of the agreement reached between the Institute and the Service Researcher may include.
 - 8.1.2 The accurate determination of job roles and responsibilities.
 - 8.1.3 The contracted value for each position and job within the framework of an activity or several activities of the Institute.
 - 8.1.4 The total amount of works.
 - 8.1.5 The time of completing works.
 - 8.1.6 The payment method and the deadline of the executing payment.
 - 8.1.7 The legal consequences, based on the Statute of the University of Pristina and other current legal acts.
- 8.2 The Director, in coordination with the Dean of the Faculty, create a working group consisting of academic staff, and/or administrative staff, and/or students to implement the contract.
- 8.3 A decision is issued by the Dean of the Faculty specifying the nature of the work from the signed contract and appointing the head of the working group, taking into account the recommendations of the Director of the IFCE.
- 8.3 According to the nature and needs of contract implementation, the Institute may also engage external experts outside of the University of Pristina.

IX. Allocation of funds realized and payment for the work performed

Article 9

- 9.1 The allocation of financial resources and payment for the work performed is carried out based on the Regulation on "*The Establishment and Principles of Operation of Institutes at the University of Pristina "Hasan Pristina"*" with reference number 2/513

dated 25.10.2013, supplemented by Decision no. 1/630 dated 14.07.2016, on amending Article 8, Paragraph 8.4 of the Regulation on the Principles of Operation of Institutes at the University of Pristina,' issued by the Governing Council of the University of Pristina.

- 9.2 Direct expenses incurred during the work (travel expenses, expenses for the purchase of necessary equipment for the execution of the work, materials consumed, as well as unforeseen positions, etc.) are allowed to be utilized from the contracted amount.
- 9.3 The allocation of financial resources realized from projects or services based on the work performed is done as follows:

Gross funds realized	A
<u>For the University budgeted:</u>	B=33% A
Residual	C = A – B
Direct expenditure	D = 10% C
Residual	E = C - D
<u>For the Civil Engineering:</u>	
a. If the services are performed without a laboratory	F ₁ = 10% E
b. If the services are performed with a laboratory	F ₂ = 20% E
Involved personnel as per Faculty version a.	PA = E - F ₁
Involved personnel as per Faculty version b.	PA = E – F ₂
9.4 The Director of IFCE, with the approval of the Dean of the Faculty, prepares the report on the allocation of financial resources and sends it to the financial service, which compiles the decision regarding the payment of the performed work and issues the order for the payment of the financial resources allocated according to the dean's report.	

X. Entry into force

Article 10

1. This Regulation enters into force from the day of its signing by the Chairman of the Governing Council of the University of Pristina.
2. The Institute of FCE Council may issue normative acts for the internal organization or reorganization of the FCE Institute in accordance with this Regulation.
3. With the entry into force of this regulation, the Regulation of the Faculty of Civil Engineering and Architecture dated 30.01.2014 is repealed.

The Chairman of the Governing Council of UP.
