



**UNIVERSITETI I PRISHTINËS
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA**

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Nr. Prot.: _____

Datë: ____/____/____

The Governing Council of the University in accordance with Article 13 paragraph 1, indent 1.14, Article 22, paragraph 1, indent 1.3, Article 65, paragraph 3 of the Statute of the University of Prishtina, Article 9, point 9.6 of Regulation no. Prot. 2/513 date 25/10/2013 on the establishment and principles for operation of institutes at the University of Prishtina "Hasan Prishtina", and decision no. Prot. 1/630 date 14.07.2016 for amending the article 8 point 8.4, Regulation on the principles of operation of the UP Institutes, on the proposal of the FIEK Institute and the Council of the Faculty of Electrical and Computer Engineering, in the meeting held with dated 27.05.2021 approves:

**REGULATION
for the work of the Institute of the Faculty of Electrical and
Computer Engineering**

**Article 1
General provisions**

The Institute of the Faculty of Electrical and Computer Engineering is a subunit established within the Faculty of Electrical and Computer Engineering (FIEK), from the University of Prishtina "Hasan Prishtina", based on Regulation 2/513 (date 25.10.2013) of the Steering Council of the University of Prishtina.

**Article 2
Purpose and activity of the Institute**

1. The purpose of the establishment and functioning the institute is related to the following reasons:
 - 1.1. Electrical and computer engineering field advancement
 - 1.2. Advancement and building of human capacities in FIEK, UP and beyond in the mentioned field in terms of scientific research and professional,
 - 1.3. Promotion and application of the latest scientific methods in the fields of electrical and computer engineering in economics and various social activities,
 - 1.4. Advancing the infrastructure for scientific research in order to provide better services

in the field of electrical and computer engineering,

1.5. Empowering and internationalization of scientific research activities in the fields of electrical and computer engineering.

2. In order to achieve the purpose defined in this article, the institute, its activity will develop in the framework of the following activities, but not limited to these:

2.1. Realization and support of scientific research and professional in the fields of electrical and computer engineering, including: Power Systems, Energy engineering, Information and Communication Technology, Telecommunications, Automation, Electronics, Robotics, Computer and Software Engineering, as well as the application of Mathematics in Electrical and Computer Engineering.

2.2. Concrete jobs or projects that can be developed within the institute field of activity are given in the following:

- a) Feasibility studies,
- b) Compilation of terms of reference,
- c) Supervision and certification of professional jobs according to specified projects (measurement of electricity parameters, grounding measurement, temperature, humidity, noise, measurement and evaluation of the quality of service (QoS) in communication networks, etc.),
- d) Analysis and professional control of electrical and computer equipment and machines,
- e) Certification and attesting of hardware equipment and software (instruments and measuring equipment, generators, transformers. motors. invertors, apparatus and other equipment from the prophylactic and periodic aspect, telecommunication equipment, evaluation of electromagnetic radiation from telecommunication and medical devices, consumer electronics equipment, automatic industrial control equipment, automated production lines, etc.)
- f) Providing expertise, super-expertise and professional consultations.
- g) Reviewing and auditing of projects, scientific and professional papers,
- h) Development of research and laboratory experiments,
- i) Development of software platforms and applications (software for end users, software for institutions / companies, industrial software, etc.),
- j) Quality assurance of software platforms (software testing, software analysis, software evaluation, cyber security, etc.),
- k) Design, testing and evaluation of networks (computer, communication, etc.),
- l) Design, implementation and certification of hardware equipment (microcontrollers, microcomputers, embedded systems, erj.)
- m) Automated analysis and processing of data,
- n) Providing professional training and certifications,
- o) Organizing and supporting seminars, conferences, information sessions and scientific and professional workshops,

- p) Providing space and laboratory equipment for students that participate in national, regional and international competitions,
- q) Establishing scientific and professional cooperation with institutes, institutions, companies and organizations or individuals inside and outside the country.

Article 3

Institute bodies

1. The bodies of the institute of the Faculty of Electrical and Computer Engineering are:
 - 1.1. Institute Council;
 - 1.2. Director of the institute;
 - 1.3. Secretary of the institute.
2. If the institute expands its work and commitments, the Governing Council of the University of Prishtina, based on the justified request of the institute, may allow the increase of the number of staff.

Article 4

Institute Council

1. The Council of the FIEK institute, based on Article 3 of Regulation 2/513 (dated 25.10.2013) of the Governing Council of the University, consists of five members:
 - 1.1. Vice Rector for Scientific Research or any other representative appointed by the Rector of UP;
 - 1.2. Vice Dean for Science and International Cooperation;
 - 1.3. A member appointed by the dean of the academic unit;
 - 1.4. A member of the academic staff elected by the council of the academic unit;
 - 1.5. An external member, from the academic community, business or entrepreneurship, from Kosovo or abroad, who is proposed by the dean of the academic unit to the council of the unit for approval
2. The members of the Council have a 4-year mandate, with the possibility of re-election.
3. The Council elects the Chairman of council from among its members.
4. The Chairman invites and chairs the meetings of the Council.
5. Decisions in the Council are taken by a majority vote (of all members).
6. The Director of the institute is a member of the Council of the Institute, but without the right to vote.

Article 5

Director and secretary

1. The Institute is headed by its director, who is responsible for all his scientific research and publishing activity.
2. The Director of the Institute is elected by the Council of the Institute, with a 4-year mandate, with the possibility of re-election.
3. The Director is elected from the academic staff of the Faculty of Electrical and Computer Engineering.
4. In his work the director is supported by the secretary of the institute, who is proposed by the

director and approved by the Council of the institute.

5. The secretary must be from the academic staff of the Faculty of Electrical and Computer Engineering.

6. The director and the secretary should take care of informing, arranging meetings, conferences and performing other necessary work, with the commitment to engage as much as possible the staff of the Faculty of Electrical and Computer Engineering.

7. The director and the secretary of the institute for their work will be compensated from the means generated by the institute, in the amount determined according to the regulation in force, for personal income. Payment begins to be implemented only if the institute generates its own income.

Article 6 Financing

1. The activities of the institute can be financed from the following sources:

1.1. From public funds, including UP;

1.2. From scientific projects, professional projects and industry;

1.3. From personal activity;

1.4. From donations;

1.5. From other sources, in accordance with the law and the Statute of UP.

Article 7 Reporting and accountability

1. At the beginning of each calendar year, the director of the institute presents the annual report for the previous academic year and the annual plan for the following academic year in front of the Council of the Institute, regarding the activities of the Institute.

2. The Council votes to approve the Annual Report and separately votes on the annual plan.

3. The Chairman of the Council submits the annual report and the approved annual plan to the Dean of FECE.

4. The Dean of FECE processes the documents from 7.3. for approval by the Rectorate (Vice Rector for Science) and the Governing Council of University.

5. The Governing Council of University reviews the documents for approval from 7.4. As part of the review, the Governing Council of University invites the Vice Rector for Scientific Research for consultation.

Article 8 Contracting works

Work contracting is done based on Article 7 of Regulation 2/513 (dated 25.10.2013) of the Governing Council of University.

Article 9 Allocation of realized means and payment for the work performed

1. The realization of payments for the work performed by the institute is made according to the relevant regulations of UP.

2. Allocation of financial means realized on the basis of works will be done in accordance with Regulation no. 2/513, dt. 25.10.2013, on the establishment and principles of functioning of the institutes at the University of Prishtina and the Governing Council of UP and decision no.11630, date 14.7.2017 for supplementation-amendment of article 8 of Regulation no. 2/513, dt. 25.10.2013 on the establishment and principles of functioning of the institutes in UP.

3. The dean of the faculty drafts the report on the allocation of funds and sends it to the financial service for initiation of execution procedures of payments for performed jobs

4. Direct costs incurred during the works (travel expenses, purchase expenses of equipment needed to carry out the work, consumables, etc.) are allowed to be in maximum height 10% of the contracted value.

5. Allocation of financial funds realized by projects or services based on the performed works is done as follows:

5.1 Realized gross meansA(100%)
For the University budgetB =33% *A
RemainingC =A-B
Direct costs (10%)D =10% *C
RemainingE =C-D

5.2 For the budget of the Faculty

- a) If the services are performed without a laboratoryF¹=10% *E
- b) If the services are performed with a laboratoryF²=20% *E
- c) Distribution of funds for engaged staff, from the rest and the funds cannot exceed 2/3 of the salary per month.
- d) Remaining incomes after distribution from point 5.1 and 5.2 (points a and b) of this article, go to the UP budget.
- e) Notwithstanding the calculation of distributions as above, the Governing Board may issue separate decision; for changing the way of distribution of funds.

Article 10 **Entry into force**

1.This Regulation enter into force on the day of its signing by the Chairman of the Board of Directors UP-se.

2.With the entry into force of this regulation, Regulation Nr. 598 of the date 05.03.2007 of the Institute of Electrical and Computer Engineering is abrogated.

Board of Directors UP-se

Dr. sc. Ujkan Bajra, Chairman