



UNIVERSITY “UKSHIN HOTI” PRIZREN

Pruga e Shkronjave Nr. 1, 20000

Prizren, Republic of Kosovo

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REGULATION ON THE PERSONAL INCOME OF THE ACADEMIC STAFF, ALLOWANCES ACCORDING TO THE FUNCTIONS AND OTHER COMPENSATIONS AT THE UNIVERSITY "UKSHIN HOTI" PRIZREN

Prizren, 2023



University "Ukshin Hoti" Prizren
University "Ukshin Hoti" Prizren

STEERING COUNCIL

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Chairman of the Steering Council
Prof. Asoc. Dr. Arif Murrja

Prizren, on 27.11.2023

In support to Article 23, paragraph 1, sub-paragraph 1.6, sub-subparagraph 1.6.2. of the Statute of the University "Ukshin Hoti" Prizren, the Steering Council of the University, in the meeting held on 16.11.2023, approved this:

REGULATION

on personal income of the academic staff, allowances according to functions and other compensations at the University "Ukshin Hoti" Prizren

Article 1

Purpose

This regulation is intended to regulate the issues of personal income, payments and service conditions for personnel, procedures and ways of compensation for academic personnel in full-time or part-time employment within UUHP, functional allowances for the exercise of the relevant function, as well as compensation for the work of the members of the commissions specified in this regulation, which are appointed within the UUHP, not excluding other issues that directly or indirectly affect personal income based on the applicable legislation at the University "Ukshin Hoti".

Article 2

Definitions and abbreviations

1. For the purposes of this regulation, the following expressions and abbreviations have the following meaning:
 - 1.1. MESTI** - Ministry of Education, Science, Technology and Innovation;
 - 1.2. UUHP** - University "Ukshin Hoti" Prizren;
 - 1.3. External collaborator** - The engaged teacher, lecturer and assistant, who does not have a regular employment relationship with the UUHP or has suspended the employment relationship at the UUHP (according to the laws in force and the decisions of the UUHP bodies) and engages with a certain number of hours, respecting the criteria and

procedures, defined by the Statute and the regulations in force, including the teachers and lecturers who engage in cooperation with embassies and state agencies of the respective countries such as: USAID, DAAD, OEAD, but also state agencies of other states, that have cooperation with the academic units of UUHP;

- 1.4. **EF – Faculty of Economy;**
- 1.5. **FF - Faculty of Philology;**
- 1.6. **FE – Faculty of Education;**
- 1.7. **FCS – Faculty of Computer Science;**
- 1.8. **FL – Faculty of Law;**
- 1.9. **FLES – Faculty of Life and Environment Science;**
- 1.10. **Full-time norm** - means the amount of teaching hours for the academic staff in a full-time employment relationship at UUHP, which is also reflected in the employment contract;
- 1.11. **Additional work** - Work or engagement with additional hours, exceeding the hours determined for the full norm, in the case of academic staff in a full-time employment relationship at UUHP;
- 1.12. **Coefficient** - Means the numerical expression corresponding to the grade and group of payment. Based on this coefficient, the basic salary for each position is calculated;
- 1.13. **Additional payment** - Additional payment as a percentage of the basic payment which belongs to the academic staff for working longer than the prescribed hours of the full norm and for working during the weekend;
- 1.14. **Functional Allowance** - The functional allowance which belongs to the academic staff for the exercise of the relevant function, as provided for in the applicable legislation and in the UUHP Statute;
- 1.14. **Public officials** - Means: the selected ones; members of the Government and their deputies; officials appointed by the Assembly of the Republic of Kosovo, the President of the Republic of Kosovo, the Government of the Republic of Kosovo, the holders or members of collegial steering bodies of independent constitutional institutions and independent agencies; political appointees at the central and local level; the director or the members of the collegial steering body of the regulatory agencies;
- 1.15. **Visiting/Inviting Professor** - Means the teacher engaged by a University and other international institution of higher education;
- 1.16. **UMS** - University Management System.

Article 3

General provisions

1. Means for personal income are used from the Budget fund of the Republic of Kosovo, tuition fees and other student payments, payments for commercial services, donations and from contracts with national and international, public and private mechanisms.

2. From the financial resources reflected in paragraph 1 are paid the personal income and other compensations of the staff in a full-time employment relationship, the allowances according to the functions and other compensations, the full-time work and the additional work of the full-time academic staff and external collaborators at the University "Ukshin Hoti".
3. The amount of personal income is determined on the basis of coefficients and codes coded in the central service for income, according to the unique coding for all public education employees in Kosovo..
4. The finance service of the UUHP makes the calculation of personal income and other payments, based on the decisions and contracts of the bodies of the UUHP. On this basis, the management of UUHP gives orders for the realization of payments according to the decisions and contracts which are related to the employees, in the case of engagement.

Article 4

The employment relationship of the academic staff

1. With the academic staff in a full-time employment relationship, in accordance with the applicable legislation at "Ukshin Hoti" University, a fixed-term employment contract is concluded, in accordance with the conditions for appointment and the academic title.
2. The academic personnel whose employment contract has ended as in paragraph 1, as a result of the postponement of the opening of the open call due to objective circumstances beyond their control, namely delays in the completion of appointment, reappointment or promotion procedures, will have their contract extended in the current title until the completion of the procedures of the next open call announced after the expiration of the contract, respectively until the final decision is taken by the Senate regarding the open call in which the candidate has applied.
3. Based on the internal regulations in force, UUHP engages in teaching, for a certain time and as needed, external collaborators for lectures and exercises, visiting professors and retired academic staff with the right of engagement, based on the applicable legislation in the UUHP.
4. In the framework of the employment relationship, in addition to the full norm of lectures and exercises for the academic staff, according to the contract (40 hours per week), the following commitments are also included: preparation of lectures and exercises; supervision of diploma theses and seminars in bachelor and master studies, as well as participation in committees; preparation and having of exams and consultations as well as other tasks and commitments, based on the acts in force of the UUHP.

5. The full-time employment relationship, as well as other commitments, are made according to the decisions of the competent bodies and individual contracts concluded between UUHP and the academic staff..

Article 5

Limitations on full-time norm employment

1. Personnel in a full-time employment relationship cannot have another full-time employment contract at any university or other institution, but may be engaged after obtaining the consent of the Rector (primary employer) in accordance with the relevant legislation in force.
2. The criteria of limitations regarding the additional commitments of academic staff in any other institution, inside or outside the country, are determined by the applicable legislation and the relevant decisions of the competent bodies of the UUHP.

Article 6

Addressing of disciplinary responsibility

For violations and continuous non-fulfillment of work duties, the disciplinary procedure and measures determined in accordance with the UUHP Statute, the Code of Ethics, the applicable legal and by-laws of the University will be applied.

Article 7

Allowance for the full-time norm of the academic staff

1. Full-time work is considered work with a weekly duration of forty (40) hours.
2. For academic staff in full-time employment, the full norm of weekly teaching hours and the amount of payment according to academic titles are determined.
3. For engagement with additional hours, which exceed the hours determined for the full weekly teaching norm, the academic staff in a full-time employment relationship at UUHP, benefits from an additional payment as a percentage of the basic payment, in accordance with the legislation in force.
4. The full norm of weekly teaching hours for academic staff and the corresponding payment is as follows:

Table no. 1.

No.	Academic title	The full norm of weekly teaching hours (classes)	Coefficient¹	Base Payment
1.	Full-time Professor	6 (six)	12.4	1302.00 €
2.	Associate Professor	6 (six)	11.4	1197.00 €
3.	Assistant Professor	6 (six)	10.4	1092.00 €
5.	Assistant	10 (ten)	7.2	756.00 €

5. For the purpose of compensation and budgetary implications, a condition for announcing the open call for new positions at UUHP, for teachers, assistants, lecturers and tutors, is the completion of at least 50% of the scheduled full-time hours in compulsory subjects, while the rest in elective courses or in clinical practice.
6. In cases where the academic units prove to the Senate the risk of accreditation/re-accreditation of the programmes and the number of hours in the given field cannot be filled with hours of lectures, within the academic year the number of at least 8 hours of lectures is allowed, while the other hours can be supplemented with exercises. The exercises must be in the subjects for which the open call is being announced. Even in this case, at least 50% of the lectures, corresponding to 4 hours, must belong to compulsory subjects, while the rest can be covered by lectures from elective subjects.
7. Completion of the necessary teaching hours for the announcement of the open call for teachers as in paragraph 5 and 6 of this article cannot be done with lecture hours from the rate of teachers who are already appointed, namely by replacing the lecture hours of teachers already appointed with hours of exercise.
8. The dean of the relevant academic unit and the secretary of the relevant academic unit are required to notify the Secretary General and HRMU every month, and to confirm the attendance of the staff at work so that the payment is made in accordance with the staff contracts. The Secretary General of the University and the officer for payment policies are not responsible for non-compliance with the employment contracts of the academic and administrative staff, if there is no document confirming the non-compliance with the employment contract sent by the academic units

¹ The monetary value of the coefficient is determined by the Law on budget allocations for the budget of the Republic of Kosovo. The determination of the value of the coefficient is done in accordance with the legislation on the management of public finances.

Article 8
Compensation of the academic staff for overtime work

1. The academic staff in a full-time employment relationship at UUHP is entitled to an additional payment for each lesson held outside the full norm as in article 7, paragraph 4, Table no. 1.
2. The right to additional compensation applies up to 30% of the basic salary and in proportion to the working hours (as in Annex 1 of this regulation).
3. The calculation of the amount of compensation for additional hours of work as in paragraph 2 is done on the base payment. This calculation may vary in relation to the increase in the base payment due to work experience, according to the provisions of the relevant legislation in force.
4. The council of the academic unit, at the beginning of the relevant academic year, identifies and ascertains the needs for the engagement of full-time academic staff with additional working hours according to the provisions of this regulation.
5. The department/study programme submits to the Council of the academic unit, a request for permission to engage academic staff as in paragraph 2. The request must be submitted no less than fifteen (15) days before the start of the new academic year, respectively before the start of the summer semester (in cases where the engagement is made only for this semester).
6. The request of the academic unit is forwarded to the rector for decision-making, as the main managing authority, no less than ten (10) days before the start of the new academic year, respectively before the start of the summer semester (in cases where the engagement is made only for this semester). Exceptionally, this term does not apply in case of circumstances which cannot be foreseen, and which are beyond the control and regardless of the will of the institution.
7. The Rector, within five (5) days of receiving the academic unit's request, takes a decision as in paragraph 6 of this article.
8. Teachers in a full-time employment relationship, according to the assessment of the relevant academic unit and taking into account the needs, may give additional hours of exercises, but not more than 3 (three) hours per semester, which are compensated as lecture hours, as well as defined in this regulation. Additional hours may not exceed the amount of additional working hours, determined by this regulation. Additional hours of work with exercises can be calculated only after the teacher has completed the full teaching norm with lectures and only when the corresponding hours cannot be covered by assistants.

9. Additional work hours cannot be carried over from one semester to the other. When assigning and compensating additional hours for the academic year, the full norm for the academic year must be met in advance. Once the full norm of academic staff within the programme/department has been filled (for teachers with lectures, for assistants with exercises), the remaining hours can be compensated as additional hours.

Article 9

Engagement of retired academic staff

1. Retired academic personnel, who have been in a full-time employment relationship at UUHP, can engage up to the weekly teaching norm as in Article 7, Table no. 1, depending on the academic title, with the right to compensation per working hour in the amount of the percentage (%) of additional compensation per working hour of personnel in full-time employment, as in Annex 1.
2. The academic personnel as in paragraph 1, is made on the basis of the needs of the academic units and in accordance with the criteria defined by the applicable legislation in the UUHP.

Article 10

Compensation for external collaborators at UUHP

1. External collaborators, in accordance with this regulation, are entitled to compensation for each hour (lesson) worked, as in Annex 1.
2. External collaborators, in accordance with this regulation, are entitled to compensation for a maximum of eight (8) months within the academic year, according to the hours worked as determined by this regulation.
3. Lecturers, who are engaged as a result of cooperation with embassies and state agencies of the respective countries or agreements with foreign universities, in accordance with this regulation and the relevant agreement. The engagement of this category of lecturers is done by the Senate for each academic year.
4. In cases of lack of external collaborators with the adequate degree, in accordance with the regulation of assessment procedures for the engagement of external collaborators, candidates with the degree of Master (Mr. Sc.) or Master's degree (MA) can also be engaged for lectures at the level of bachelor's studies based on the Statute and regulations in force of the UUHP.
5. The payment for the category from paragraph 4 of this article will be made at the level of the payment determined for external collaborators for exercises.

Article 11

Compensation of visiting professors

1. Visiting professors from universities of the countries of the region bordering with the Republic of Kosovo, including Bosnia and Herzegovina, for each hour given, are compensated €25.00 gross.
2. Visiting professors from countries outside the region are entitled to compensation of €30.00 for each hour given.
3. Visiting professors are engaged with the proposal of the Council of the academic unit and the final approval of the UUHP Senate. The engagement of visiting professors can only be done after prior planning by the relevant academic unit, before the beginning of the academic year.
4. The visiting professor cannot be compensated for more than twenty-four (24) hours in a month, which can be given according to the block system, but not more than six (6) hours in one working day.
5. Visiting professors from countries outside the region will be reimbursed for travel ticket expenses, but not more than one (1) return ticket, according to the reasonable (economic) price.
6. In cases where UUHP has signed a memorandum of understanding with other Universities, which expressly provides for the exchange of visiting professors for a limited cycle of lectures, and if such an exchange is approximately the same for both Universities, the corresponding request from the academic unit can be done at any time and does not need to be approved by the Senate. Depending on the agreement, the expenses related to such visits are borne by the sending University or the host University.
7. If the agreement stipulates that the compensation of the exchange expenses as in paragraph 6 is covered by the host institution, the UUHP will cover the compensation of up to 6 hours of lectures as in paragraph 1, respectively 2 of this article, travel and accommodation expenses at the level as provided in the Government's decision for expenses abroad, respectively according to the rates for the country of the institution with which the agreement exists as in paragraph 6 of this article.
8. If the agreement stipulates that the compensation of exchange expenses as in paragraph 6 is covered by the sending institution, UUHP will compensate its staff for up to 6 hours given in the amount of 180 euros gross (6*30 euros). All other accompanying expenses (travel, accommodation, food) are paid according to the legal acts in force for travel abroad. The total expenses cannot exceed the amount of 1,000.00 euros gross for a visiting professor and they are paid on the regular payment he/she receives at UUHP.

9. UUHP will cover all expenses under paragraph 6 for its own personnel, only if UUHP has a memorandum of understanding signed with the host University that expressly provides for the exchange of visiting professors.
10. In cases where UUHP has signed a memorandum of understanding with other universities, which expressly provides for the exchange of visiting professors, a UUHP teacher cannot stay as a visiting professor more than 1 (one) time at the same University, for the same subjects. Repeated stay at the same University, but for different subjects, is allowed only if there are no others interested (including Assoc. Prof. or Ass. Prof.) for the realization of the stay at the respective University.
11. The rector of UUHP issues a decision for each visiting professor of the academic units in which the relevant responsibilities and obligations are specified.
12. The budget allocated to professors is approved by the Steering Council, following the Rector's proposal, and is reviewed at certain annual intervals..
13. With a reasoned request from the Rector, the scheme of beneficiaries from the ranks of visiting professors can be expanded by decision of the Steering Council, but within the amount of the approved budget for the relevant year.

Article 12

The amount of hours (classes) for external collaborators and visiting professors

1. The engagement of external collaborators for lectures and exercises, as well as visiting professors, is done for number of hours as in Annex 1.

Article 13

Compensation for management positions and other functions at the level of UUHP and in academic units

1. Academic staff, in cases where they also exercise the relevant functions, benefit from additional functional benefits for the exercise of the relevant function. The value of the supplement cannot exceed twenty percent (20%) of the base payment of the holder of the function as in Annex no. 2.
2. In the event that the engagement as academic staff of the university professor is suspended, during the exercise of functions such as: rector, vice-rector, dean and vice-dean, the payment coefficient will be applied as in the relevant appendix of the Law on payments in the public sector.

3. The retired university professor, who has been assigned the title "Professor Emeritus" by the Senate, benefits from a monthly supplement of 20% of the base payment of the full-time professor.
4. In the event that it is not provided otherwise by a special act, the level of compensation for the chairman and members of the Steering Council is thirty percent (30%) for the chairman and twenty percent (20%) for the members, of the base payment of Chief Administrative Officer. This allowance applies to members appointed by the responsible Ministry and to members elected by the Senate.
5. Academic personnel cannot hold two functions such as those with no. 1 to 13 defined in Table no. 2.
6. The academic staff, in accordance with this regulation, benefits from a functional supplement over the base payment as in Annex no. 2, for exercising the functions presented in Table no. 2:

Table no. 2.

No.	Name of position
1.	Rector
2.	Vice Rector
3.	Dean
4.	Vice Dean
5.	Head/coordinator of professional centers at the central level as well as centers established by the Steering Council
6.	Advisor of the rector (internal)
7.	Coordinator/Advisor for academic development (ECTS)
8.	Director of the institute (the payment starts to be implemented if the institute generates its own income)
9.	Secretary of the institute (the payment starts to be implemented if the institute generates its own income)
10.	Head of department
11.	Instructor at the Center for Teaching Excellence for Lessons/Training
12.	Member of the Senate (except for members of the Senate from among the students and the president of the Student Parliament, the payment is determined by a special decision of the Steering Council)
13.	The Committee of Studies at the central level
14.	Publishing council
15.	The Committee of Complaints and Submissions of the Senate
16.	Quality Council
17.	Ethics Council
18.	Disciplinary Committee
19.	Committee on statutory issues
20.	The Committee of Complaints and Submissions to the Steering Committee
21.	The Committee of Complaints at University level
22.	The Committee of Studies of the academic unit
23.	Review Committee (chairman) for a position
24.	Review Committee (member) for a position

Article 14

Appointment of study groups (for lectures and exercises)

1. The formation of groups for lectures and exercises in academic units will be done in accordance with the quota of the number of students, allowed by the respective accreditation/reaccreditation decisions of the respective programmes.
2. The study groups and the number of students per group are appointed by the relevant self-evaluation reports submitted by the academic units and approved by the State Quality Council.
3. The decision on the appointment of groups for studies (lectures and exercises) is approved by the UUHP Senate upon the proposal of the rector of the University.

Article 15

Validation and supervision of lessons given

1. Each lesson (class) given is substantiated with the electronic lists of students, generated by UMS, verified and signed by the vice-dean or the dean's authorized representative of the relevant academic unit. For the purpose of compensation, physical lists can be used as proof of attendance only as an exception and only due to objective circumstances, which circumstances must be confirmed in writing by the vice dean for academic issues.
2. The classes given online are justified based on the evidence of the electronic registration of the students' presence, based on the reports generated by UMS.
3. Classes given by retired academic staff, external collaborators and additional working classes of full-time staff are compensated in the following month, based on (electronic) reports sent and verified by the vice-dean for learning or delegated by the dean of the respective academic unit
4. Reports verified by the respective academic unit are submitted for payment to the payment services by the 5th of the following month. In case the verified reports of the previous months are not submitted for payment by the 5th of the following month (excluding holidays), the compensation cannot be concluded.
5. Reports for given classes older than one month are not compensated, except with prior approval by the Senate or in cases where lost classes are replaced.
6. In case of not giving classes or not giving the classes regularly, the dean of the academic unit is obliged to impose financial sanctions, according to this regulation, proportionally to the amount of compensation for the lost classes by the 5th of the following months.

7. In cases where no student participated in the class, and the presence of the teacher in the class is proven, the class is considered valid and can be compensated.
8. Classes that fall during official holidays defined by law must be replaced.
9. In the event that, without reason, the academic staff does not submit the report of the classes given by the 5th of the following month, the responsibility for non-payment will fall on them.
11. Exceptionally, in cases where there are no budget funds for payment in the relevant month, the payment can be postponed for the following months.

Article 16
Transitional and final provisions

1. This regulation begins to be implemented starting from the academic year 2023/24.
2. With the entry into force of this Regulation, all internal acts of the UUHP, which regulate issues dealt with by this Regulation, are repealed.
3. Supplementing and amending this Regulation is done in the same approval procedure.

Article 17
Entry into force

1. This regulation enters into force upon approval by the Steering Council.

Prof. Asoc. Dr. Arif Murrja

Chairman of the Steering Council

ANNEX NO 1.

The norm of classes and the amount of compensation for the additional working hours of full-time academic staff, the teaching classes of retired academic staff (engaged in teaching until the age of 70) and the teaching classes of staff engaged in the capacity of external collaborators.

Table no.3. Calculation of compensation of full-time academic staff, for overtime work.

No.	Academic title	Classes per week	Classes per month (4 weeks)	Base payment according to Law NO._08_L-196	Monthly total - 30% of base payment	Calculation of classes, based on 30% of the base payment
1.	Assistant Professor	4	16	1092.00 €	327.6 €	20.48 €
2.	Associate Professor	4	16	1197.00 €	359.10 €	22.44 €
3.	Full-time Professor	4	16	1302.00 €	390.6 €	24.41 €
4.	Assistant	6	24	756.00 €	226.8 €	9.45 €

Table no.4. Calculation of the compensation of retired academic staff (engaged in teaching until the age of 70).

No.	Academic title	Classes per week	Classes per month (4 weeks)	Base payment according to Law NO._08_L-196	Monthly total	Calculation of classes, based on 30% of the base payment of University Professor
1.	Assistant Professor	6	24	1092.00 €	491.52 €	20.48 €
2.	Associate Professor	6	24	1197.00 €	538.56 €	22.44 €
3.	Full-time Professor	6	24	1302.00 €	585.84 €	24.41 €
4.	Assistant	10	40	756.00 €	378.00 €	9.45 €

Table no. 5. Calculation of the compensation of part-time academic staff, with academic title in one of the public universities in Kosovo.

No.	Academic title	Classes per week	Classes per month (4 weeks)	Base payment according to Law NO._08_L-196	Monthly total - 20% of base payment	Calculation of classes, based on 20% of the base payment
1.	Assistant Professor	4	16	1092.00 €	218.40 €	13.65 €
2.	Associate Professor	4	16	1197.00 €	239.40 €	14.96 €
3.	Full-time Professor	4	16	1302.00 €	260.40 €	16.28 €
4.	Assistant	6	24	756.00 €	151.20 €	6.30 €
5.	Lecturer	6	24	903.00 €	180.60 €	7.53 €

Table nr.6. Calculation of the compensation of the part-time staff engaged in one of the Universities of the region and beyond.

No.	Description	Classes per week	Classes per month (4 weeks)	Value of class in €	Monthly total
1.	Professor from countries of the region	6	24	25.00 €	600.00 €
2.	Professor from countries outside the region	6	24	30.00 €	720.00 €

Table no.7. Calculation of the compensation of part-time staff from outside the University, without an academic title at one of the public Universities in Kosovo.

No.	Description	Classes per week	Classes per month (4 weeks)	Value of class in €	Monthly total
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1.	External colaborator for lectures (with the degree of Dr.Sc)	6	24	20.00 €	480.00 €
2.	External colaborator for lectures (without the degree Dr.Sc) - Lecturer	10	40	11.00 €	440.00 €
3.	External colaborator for exercises	10	40	10.00 €	400.00 €

ANNEX NO 2.

The amount of functional allowances and additional function compensation

No.	Name of position	The amount of compensation	Calculation of compensation based on Legal Opinion with reference no. 167/2023, dated 07.06.2023 of the Legal Department of the MIA
1	Rector	/	20% of the base payment of the university professor, according to Government Regulation 09/2023, for the functional allowance.
2	Vice Rector	/	18% of the base payment of the university professor, according to Government Regulation 09/2023, for the functional allowance.
3	Dean	/	15 % of the base payment of the university professor, according to Government Regulation 09/2023, for the functional allowance.
4	Vice Dean	/	13 % of the base payment of the university professor, according to Government Regulation 09/2023, for the functional allowance.
5	Head/coordinator of professional centers at the central level as well as centers established by the Steering Council	€ 163.80	Calculation of the monthly allowance in the amount of 15% of the base payment of the Assistant Professor, according to the class and coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105.

3	Chairman of Steering Council	€ 378.00	The Steering Council is the main governing authority of the University. The calculation was made at the level of 30% of the base payment of the CAO.
4	Member of Steering Council	€ 252.00	The Steering Council is the main governing authority of the University. The calculation was made at the level of 20% of the base payment of the CAO.
6	Advisor of the Rector (internal and external)	/	The Rector's support staff consists of external and internal advisors. In the case of the external advisor, the compensation is made in accordance with the Minister's advisor, while in the case of the internal advisor, the compensation is made at the level of 20% of the base payment according to the academic title that the appointee has.
7	Coordinator/Advisor for academic development (ECTS)	€ 151.20	Calculation of the monthly allowance in the amount of 20% of the base payment of the Assistant, according to the class and coefficient as in Appendix No. 8 of Law No. 08/L-196, or €7.2x105.
8	Director of the institute (the payment starts to be implemented if the institute generates its own income)	€ 75.60	Calculation of the monthly allowance in the amount of 10% of the base payment of the Assistant, according to the class and coefficient as in Appendix No. 8 of Law No. 08/L-196, or €7.2x105. The compensation begins to be executed on the occasion of the generation of income by the institute.
9	Secretary of the institute (the payment starts to be implemented if the institute generates its own income)	€ 37.80	Calculation of the monthly allowance in the amount of 5% of the base payment of the Assistant, according to the class and coefficient as in Appendix No. 8 of Law No. 08/L-196, or €7.2x105. The compensation begins to be executed on the occasion of the generation of income by the institute.
10	Head of Department	/	10% of the base payment of the university professor, according to Government Regulation 09/2023, for the functional allowance

11	Instructor at the Center for Teaching Excellence for Lessons/Training	€ 20.00	Calculation of compensation per hour (class) of teaching/training, in case the Center generates income and as such is treated as income of the institutes since it is a service to the economy
12	Member of the Senate (except for members of the Senate from among the students and the president of the Student Parliament, the payment is determined by a special decision of the Steering Council)	€ 76.44	Calculation of the monthly allowance in the amount of 7% of the base payment of the Assistant Professor, according to the class and coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Central management and deans of academic units are excluded from this allowance.
13	The Committee of Studies at the central level	€ 54.60	Calculation of the monthly allowance in the amount of 5% of the base payment of the Assistant Professor, according to the class and coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105.
14	Publishing council	€ 54.60	Calculation at the amount of 5% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Compensation is made for each meeting held, but not more than two meetings per month.
15	The Committee of Complaints and Submissions of the Senate	€ 54.60	Calculation at the amount of 5% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Compensation is made for each meeting held, but not more than two meetings per month.
16	Quality Council	€ 54.60	Calculation at the amount of 5% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Compensation is made for each meeting held, but not more than two meetings per month.

17	Ethics Council	€ 98.28	Calculation of the monthly allowance at the amount of 9% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105.
18	Disciplinary Committee	€ 98.28	Calculation of the monthly allowance at the amount of 9% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105.
19	Committee on statutory issues	€ 54.60	Calculation at the amount of 5% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Compensation is made for each meeting held, but not more than two meetings per month.
20	The Committee of Complaints and Submissions to the Steering Committee	€ 54.60	Calculation at the amount of 5% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Compensation is made for each meeting held, but not more than two meetings per month.
21	The Committee of Complaints at University level	€ 54.60	Calculation at the amount of 5% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Compensation is made for each meeting held, but not more than two meetings per month.
22	The Committee of Studies of the academic unit	€ 21.84	Calculation at the amount of 2% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105. Compensation is made for no more than one meeting per month .
23	Review Committee (chairman) for a position	€ 54.60	Calculation at the amount of 5% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105.

24	Review Committee (member) for a position	€ 32.76	Calculation at the amount of 3% of the base payment of the Assistant Professor, according to the class and the coefficient as in Appendix No. 8 of Law No. 08/L-196, or €10.4x105.
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