

## **RULEBOOK**

### **on Allocation of Funds and other Salaries of Employed in Projects, in Market and within the Particular Curricula**

#### **Basic Provisions**

##### **Article 1**

The Rulebook shall closely define allocation of funds incurred by the University of Montenegro and organization units in projects, market affairs and within particular curricula (formal, informal education, courses and other), as well as other wages of employed on this basis.

##### **Article 2**

The organization unit shall incur funds, defined by Articles 3, 4, 5 and 6 of the Rulebook, into the budget of the University of Montenegro (hereinafter: the University).

Revenues from projects financed by international and national funds, donations and other revenues from non-profit activities having strictly development purpose and structure may be excluded from the Paragraph 1 of this Article with the consent of the Governing Board of the University of Montenegro.

Implementation of Paragraph 1 of this Article shall not refer to activities defined by the Article 156 of the Statute of the University of Montenegro.

Principles from paragraphs 1 and 2 of this Article refer to incomes imminently incurred at the level of the Rectorate.

Funds included in the budget of the University based on the Paragraph 1 of this Article shall be allocated for salaries and other expenses for implementation of lectures according to Collective Agreement for the University of Montenegro, financial costs of operations and development of the University.

#### **Allocation of funds**

##### **Article 3**

Allocation of funds shall be determined by nature of revenues whereby following categories shall be exempt from:

- A.** Incomes from scholarships at accredited study programs;
- B.** Incomes from scholarships of particular curricula of lectures (formal, informal education, courses, training and other),
- C.** Incomes from market services i.e. commercial-professional activity,
- D.** Incomes from projects financed by international and national funds, donations and other incomes from non-profit activities.

**CATEGORY A. Funds incurred based on scholarships in accredited study programs**

**Article 4**

The amount of 72.5% of incomes incurred from scholarships at accredited study programs (45% + 27.5%) shall be incurred into the budget of the University. Complete remaining funds (27.5%) shall be incurred into the Fund for Organization Units(hereinafter: **R Fund**).

Allocation of the R Fund shall be defined by Article 8 of the Rulebook.

**CATEGORY B. Funds from scholarships from particular curricula of lecture (formal, informal education, courses and other)**

**Article 5**

The amount of 25% of incomes generated by particular curricula (formal, informal education, courses and other) shall be incurred into the budget of the University, 10% into the R Fund for development and infrastructure of an organization unit. Remaining funds (65%) shall be used in accordance with the principles from the category C (implementation expenses).

**Category C. Revenue from the market i.e. commercial-professional activity**

**Article 6**

The amount of 10% of incomes generated from the market and other sources shall be incurred into the budget of the University. Remaining funds (80%) shall be used for expenses implementation of contracted affairs, as well as for the development and infrastructure of an organization unit.

Implementation expenses include expenses of material, equipment, fees for engaged personnel and other.

The R Fond shall be incurred by 15% of additional expenses for regular, standard (typical and repeating) jobs.

Salaries of engaged persons for jobs category from paragraph 3 of this Article as well as for particular curricula (formal, informal education, courses, trainings and other), shall be limited monthly up to three basic salaries from the Article 20 of the Collective Agreement of the University of Montenegro.

If subcontractors, legal or physical entities are engaged outside the University, additional funds in ratio 50:50 of the funds contracted with subcontractors shall be incurred into the budget.

Funds remained after implementation of planned project activities present surplus and they are completely included in the R Fund.

Abovementioned categories of expenses, level of surplus and other relevant elements shall be formed as the contract on concluded job, i.e. as the project plan and contract concluded between the Project Manager, project team members and an authorized person of an organization unit, i.e. of the University, next to the consent obtained in accordance with Article 70, i.e. Article 41 of the Statute of the University of Montenegro.

**Category D. Incomes from projects financed by international and national funds, donations and other incomes from non-profit activities**

#### **Article 7**

Funds incurred from projects financed by international and national funds, donations and other incomes from non-profit activities, shall be used in accordance with contracted structure of funds, with the consent obtained in accordance with Article 70, i.e. Article 41 of the Statute of the University of Montenegro.

#### **Development Fond (R)**

#### **Article 8**

Funds for development of an organization unit (R) shall be used in accordance with financial report, allocating:

- At least 30% for investments, facilities and equipment maintenance, procurement of equipment and literature, publishing activity, improvement of conditions for scientific i.e. artistic paper;
- At least 30% for financing mobility and research programs, participation in scientific and professional conferences, as well as for the organization of such conferences;
- At least 15% for financial expenses of operation flows;
- At least 5% for popularization of studying, financing student organizations, based on programs offered.

**TRANSITIONAL AND FINAL PROVISIONS**

**Article 9**

The Rulebook on allocation of funds incurred from scholarships, market and other sources no. 07-662/1 from March 10<sup>th</sup>, 2015(BulletinUoM, no. 340/15).

**Coming to Force**

**Article 10**

The Rulebook shall come into force on the next day from the day of publishing in the Bulletin of the University of Montenegro.

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GOVERNING BOARD OF THE UNIVERSITY OF MONTENEGRO

Chairperson

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