

Pursuant to Article 57 and 60 of the Law on Higher Education (Official Gazette of RS, no. 76/2005), the ECBAC Tempus consortium brought a

## **RULEBOOK**

on the realization and distribution of own income for  
the development of research projects and consulting services

### **I General Provisions**

#### **Article 1.**

The Rulebook defines a way of realizing and distribution of income based on the contracted works on project design, research and consulting services in line with the activities of the Academy of Vocational Studies (hereinafter: Academy).

#### **Article 2.**

The Academy gets its own income referred to in Article 1 of this Rulebook by additional engagement of employees, which does not interfere with the performance of their regular activities.

#### **Article 3.**

In addition, the engagement is performed in accordance with the established plan of work operation.

#### **Article 4.**

Contracted activities referred to in Article 1 of this Rulebook shall be performed by expert teams of Academy employees, and if necessary, even by the professionals who are employed in other organizations, institutions and companies or by the unemployed persons.

### **II Monetizing**

#### **Article 5.**

The initiative for the need to sign contracts for making projects, doing research and providing consulting services is initiated on the basis of published public offers, public competitions or other information, and can be launched by the President of the Academy or the employees of the Academy.

#### **Article 6.**

Based on the initiatives, the President of the Academy shall issue a decision on the involvement of employees or appoint coordinators and team members for the realization of the tasks.

#### **Article 7.**

Contract on the conclusion of the work is signed by the President of the Academy.

#### **Article 8.**

The team coordinator prepares a plan for the implementation of the agreed work in accordance with the deadlines stipulated by the contract.

#### **Article 9.**

In case that the contractor has to exercise the right of unilateral termination of the contract, the Academy is in this case obliged to refund the damage to the contractor, if it is determined that the damage to be paid to the contractor was caused due to the omission of the coordinator, or the team members, the President of the Academy has the right to put the amount of the damage paid to the contractor to the burden of the coordinator or the team members for the realization of tasks.

Refunds to be paid for damages to the work contractors, are achieved through the administrative ban on the payment to the coordinator or team members, or in any other appropriate manner.

The right of regress or a (refund) of the damage paid to the work contractor is achieved by the administrative ban on the payments of the coordinator or team members or in any other possible way.

### **III Distribution of income**

#### **Article 10.**

Income is realized when the funds are paid to the bank account of the Academy according to the contract. Funds paid are recorded separately for each concluded contract or job.

Accounting department is required to submit information to the President of the Academy immediately upon receipt of funds to the bank account of the Academy.

**Article 11.**

The profit per concluded contract shall be distributed as follows:

1. (20%) of the total gross amount is allocated to the Academy, and the funds can be used to cover material costs, equipment maintenance and the training of employees on the proposal of the President,
2. (10%) of the gross amount is allocated to the person who initiated and secured the employment. If such a person does not exist, such financial means are joined to the funds referred to in point 1 of this Article,
3. (70%) of the gross amount is intended to cover costs incurred during the implementation of agreed work and to pay the royalties to the members of the expert team who implemented the agreed work or service.

**Article 12.**

The criteria for distribution of the realized income referred to in Article 11 of this Rulebook may be different, if for exceptional reasons they are established by a special decision of the President of the Academy.

**Article 13.**

Report on the implementation of the agreed work is submitted to the President of the Academy by the team coordinator who proposes the distribution of the gross amount to all the work participants.

**Article 14.**

Based on the report and the proposal of the team coordinator, the President of the Academy shall issue a decision on the amount of royalties to be paid to the team members or participants in the realization of the work.

**Article 15.**

Payment of compensation to participants for the work done is carried upon signing the contract on royalties, and for the others by signing contracts for overtime work.

**IV Transitional and Final Provisions**

**Article 16.**

This Regulation shall enter into force on the day of its adoption.

ACAS Southern Serbia