Pursuant to Article 49 of the Law of Labor ("Official Gazette of RS" no. 24/2005 and 61/2005), Article 5 of the Special Collective Agreement for Higher Education ("Official Gazette of RS" no. 86/2005) the ECBAC consortium brings

REGULATIONS ON PROFESSIONAL DEVELOPMENT AND TRAINING

Article 1.
These Regulations on professional development and training (hereinafter referred to as the Regulations) regulate on one hand the rights and obligations of employees to educate themselves while they work, participate in professional training and development and on the other hand the responsibilities of the Academy to provide them with the possibility to obtain education, vocational training and professional development when the new educational processes, introduction of new technologies and reorganization of work ask for it.

Article 2.
The cost of education, professional development and training is borne by the employee, and shall be provided by the Academy funds or other sources based on the annual plan for training.
The Academy provides finances to cover part of the costs of education and training from the fund for professional training and development in which the finances are transferred to from the publishing activities, sponsorships and donations.

Article 3.
The annual plan for professional development and training at the Academy is brought by the Academy Council.
Commission for Vocational Education and Training consists of one representative of each study program and a representative of the Secretariat of each college within the Academy.

Article 4.
Commission makes a proposal for the annual plan for training on the basis of individual requests and suggestions of employees and secretariats.
Before the start of the academic year and not later than the end of November, the Commission announces a public invitation to employees for submitting requests for reimbursement of costs for education and professional training and development.

Article 5.
Along with the request for reimbursement for the application and defense of a dissertation, the applicant provides among other things the following facts: a field of doctoral studies, duration of studies, date of completion, and a detailed cost estimate with the appropriate attachments.

For PhD studies the Academy participates only in covering the costs of the application and defense of the doctoral dissertation.

For the application and defense of the doctoral dissertation a reimbursement of the costs of application and defense is granted in the amount of 60% of the cost at the relevant faculty of the University of Nis as a rule.

In the event that the price of the application and the defense is lower than 60% of the application and defense at the relevant faculty, the actual cost is paid.

Article 6.

Along with the request for professional education, training and participation in scientific conferences in the country or abroad, the applicant submits: the name of the event, the venue, the time of the event, the title of the paper, the field to which the paper belongs, the summary of the paper and the cost estimate with the appropriate attachments.

After the deadline for submission of applications, the Commission returns incomplete requests to the candidates to be completed within 7 days and then directs them to the Conucil and the secretariat for consideration and proposals.

Article 7.

The Commission shall prepare a proposal of the Annual plan for training and then submit it to the Council for review and approval no later than the end of December.

The annual professional development plan includes:
- Names of teachers, assistants and other staff,
- Forms of professional development, and
- The height of costs for professional development.

Article 8.

The decision on reimbursement of the costs of vocational training is approved by the President based on this regulation and the funds available in accordance with the annual plan for professional development.

To cover the costs of the application and defense of the doctoral dissertation a special agreement is signed on mutual rights and obligations of the employee and the Academy.

Article 9.

Lecturer or associate for whom the Academy participated in financing of the application and defense of the doctoral dissertation is obliged by acquiring the academic title of a PhD to remain employed for at least five years at the Academy, and if he wants to terminate the employment status, shall be obliged to repay the funds paid in full.

Article 10.

The Academy reimburses the cost of participation in the scientific conference only to the author for the amount of transportation and accommodation costs, or for the registration fee.

The teacher and associate to whom the funds are provided should provide in addition the pro forma invoice and the receits and submit a detailed report about his stay at the conference with a summary of the paper exhibited at the conference. The report in the written form is submitted to the Council within 5 days after the end of participation.

Article 11.

Annualy, the employee has the right to use the resources of the Academy to participate three times in conferences organized in the country, and twice for the meetings abroad. Teacher or associate is eligible to participate in scientific conferences at his own expense without restrictions on the number of participations during the academic year with the absence of up to 3 days per participation.

Article 12.

After five years of teaching work, a teacher may be granted an unpaid leave for up to one year for the purpose of professional development.

Article 13.

The Academy Council may make a proposal to the Annual plan to include the obligation of professional training for an employee who has not submitted a request, in cases when this is required by the educational process or the introduction of new technologies and the reorganization of work.

Article 14.

Amendments to this Regulation shall be made in the manner and procedure which applies to its adoption.

Article 15.

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

ACAS Southern Serbia