



**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

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Based on articles 42, 48, 161, 162, 163, 164 of the Statute of the University "Haxhi Zeka" in Peja and the Strategy for scientific research at UHZ, Law no. 04 L - 135 for Scientific Research Activity, Law no. 04/L-037 for Higher Education in the Republic of Kosovo, Administrative Guidelines for the Principles of Recognition of International Peer-Reviewed Platforms and Journals of MESTI, no. 01/2018, the Senate of "Haxhi Zeka" University in Peja, at the meeting held on 10.11.2022, approved this:

**REGULATION FOR SCIENTIFIC RESEARCH AND ARTISTIC ACTIVITY**

**Article 1  
Purpose**

This regulation aims to:

- 1.1. Promote quality and support the scientific and artistic research work of regular academic staff, encouraging career advancement, and rewarding the efforts and dedication of scientific and artistic researchers.
- 1.2. Promote quality and support the scientific research work of the Institute for Science and Arts.

**Article 2  
Scope**

This regulation applies to full-time academic staff at "Haxhi Zeka" University in Peja, and staff of the Institute for Science and Arts, who publish on behalf of UHZ.

**Article 3  
Responsibilities of Academic Staff**

The full-time academic staff of the University is obliged to do scientific research and research work in accordance with their professional skills and the obligations arising from the Statute, Strategic Plan, Strategy for Scientific Research, and in harmony with the Code of Ethics for research and integrity. Each member of the academic staff will be evaluated by the supervisor once a year for his contribution to scientific research and artistic activity.

**Article 4  
Responsibilities of UHZ**

The University is dedicated to creating suitable conditions for scientific research and artistic activities to help the academic staff achieve competitive results at the national and international levels.

**Article 5**  
**Scientific research and artistic activity**

Scientific research and artistic activity include these activities:

1. Realization of basic, advanced, and applied research, as well as artistic activities to develop scientific research and artistic activities in areas such as business, tourism, agribusiness, law, and arts.
2. The organization of scientific conferences and local, regional, and international concerts, as well as the organization of workshops and seminars in cooperation with other institutions in the country and abroad;
3. Cooperation with economic enterprises and industry, as well as public and private institutions at the national and international levels;
4. Publishing activity of scientific journals;
5. Other scientific research activities in the fields covered by study programs at the University.

**Article 6**  
**Responsible bodies**

The bodies/responsible for scientific research and artistic activities are:

1. Vice-Rector for Teaching, Student Affairs and Scientific Research;
2. Office of Scientific Research;
3. Scientific research and artistic activity coordinator;
4. Group for scientific research and artistic activity;
5. Institute for Science and Arts.

**Article 7**  
**Responsibilities of the Vice-Rector for Teaching, Student Affairs, and Scientific Research**

Following the Strategy for Scientific Research at the institution level, the Vice- Rector is responsible for:

1. Coordination of scientific research and artistic activities at the University, following the Mission and Strategic Plan;
2. National and international cooperation in the field of scientific research and artistic activity;
3. Drafting and monitoring the implementation of the annual plan and budget for scientific research and artistic work;
4. Coordination and prioritization of the plan and scientific research and artistic activities proposed by the Institute for Science and Arts;
5. Informing the management bodies of the University about scientific research and artistic activities, as well as the representation of these activities inside and outside the country;
6. Proposing policies, regulations, and procedures for the regulation of scientific research and artistic activity;

**Article 8**  
**Duties of the Scientific Research Office**

The Scientific Research Office (SRO) coordinates scientific research and artistic activity in cooperation with the Vice-Rector and the Institute for Science and Arts.

1. SRO is led by the coordinator for scientific research and artistic activity and is responsible for:

- 1.1. Publication of the scientific journal at the University level;
- 1.2. Publication of the student magazine;
- 1.3. Supporting the professional development of academic staff;
- 1.4. Coordinating the work of publishing university texts according to the Regulation on Publications;
- 1.5. Supporting applications for small national research projects;
- 1.6. Administration supervision and monitoring of small national research projects;
- 1.7. Maintenance of the research section on the institution's official website;
- 1.8. Maintenance of the database for research on the official website of the UHZ;
- 1.9. Management and organization of the award "The Best Paper of the Year" & "The Best Artistic Work of the Year"
- 1.10. Management and organization of the "Researcher of the Year" Award.

## **Article 9**

### **Duties and responsibilities of the Scientific Research Group**

1. The group for scientific research and artistic activity is established by the decision of the Rector with a 4-year mandate, which is chaired by the coordinator for scientific research. This group consists of:
  1. Chair of the group – Scientific research coordinator;
  2. The Vice-Rector for Teaching, Student Affairs and Scientific Research;
  3. A representative of the business faculty;
  4. A representative of the law faculty;
  5. A representative of the Faculty of Management in Tourism, Hospitality and Environment;
  6. A representative of the agribusiness faculty;
  7. A representative of the faculty of arts;
  8. Director of teaching and academic affairs;
  9. Library director;
  10. One representative from among the students with an average grade of at least 8.00.
2. The Group for Scientific Research and Artistic Activity is responsible for the following categories:
  - 2.1. Reviews the documentation for supporting applications for financial support for the publication of scientific papers in international journals indexed in WEB OF SCIENCE (SCIE, SSCI, AHCI) and SCOPUS (Q1, Q2, Q3, Q4);
  - 2.2. Reviews the documentation for supporting applications for financial support for participation in international scientific conferences;
  - 2.3. Reviews the documentation for supporting the applications for small local and regional research projects;
  - 2.4. Makes the selection of the "Best Work of the Year" & "Best Artistic Work of the Year" award";
  - 2.5. Makes the selection of the "Researcher of the Year" award.
3. Based on the received and reviewed documentation, the Group for Scientific Research and Artistic Activities proposes/does not propose financial support for the categories as in paragraph 2 of this article, to the UHZ Steering Council.
4. The group for scientific research and artistic activity holds 4 (four) regular meetings (March, June, September, December) within a calendar year, in the framework of which it reviews the applications of the academic staff for financial support that are foreseen in the above points. Meetings are convened and chaired by the Chair of the Scientific Research Group.

5. In case of the absence of the chairman of the Group for Scientific Research, the meeting is led by the member authorized by the chairman.
6. In case of the absence of any of the members in the meetings of the group for scientific research 2 times in a row, without justification, it is considered that the member has given up the position of being a member of this group. Replacement is done according to point 1 of this article.

#### **Article 10 UHZ Institute**

1. The Institute for Science and Arts at the institutional level consists of 5 departments.
2. The work and activity of the institute is regulated by special regulations.
3. Scientific research and artistic activities at the level of the institute are supervised by the Scientific Councils of the institute in accordance with their regulations and managed by the director of the institute.
4. The scientific research and artistic activity of the institutes is conducted in the form of basic research and applied research as well as artistic activities that are closely related to the needs of public interest.
5. The main holder of the scientific research and artistic activity is the academic staff of the University engaged in its realization of individual or group obligations.
6. Students can also participate in the implementation of these activities in cooperation with the full-time academic staff of UHZ.

#### **Article 11 Financial support for the publication of scientific papers in journals indexed in WEB OF SCIENCE and SCOPUS**

1. Full-time academic staff will be financially supported for the publication of scientific papers (up to 3 papers) within a calendar year<sup>1</sup>, indexed in the WEB OF SCIENCE (SCIE, SSCI, AHCI) and SCOPUS (Q1, Q2, Q3, Q4) platforms, as follows:
  - a. For papers published in WEB OF SCIENCE (SCIE, SSCI, AHCI) support is offered in the amount of **€1,000.00**, if the applicant is the first author or corresponding author.
  - b. For papers published in SCOPUS (Q1, Q2, Q3, Q4), support is offered in the amount of **€800.00**, if the applicant is the first author or corresponding author.
2. Eligible for financial support are the academic staff of UHZ who are the first author or the corresponding author of that paper.<sup>2</sup>
3. For 3 papers, it can be applied only once, either by the first author or the corresponding author according to these rules:
  - 3.1. If the staff applies for financial support for 3 scientific papers, it can be done in different periods:
    - 3.1.1. For one paper they can apply throughout the entire calendar year, while for more than one paper they can apply only at the end of the calendar year.<sup>3</sup>
4. To apply for financial support for the publication of scientific papers in journals indexed in WEB

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<sup>1</sup> The Group for Scientific Research and Artistic Activities reserves the right that academic staff who apply with more than one paper will be funded depending on the budgetary possibilities that UHZ has.

<sup>2</sup> In cases where the corresponding author is not clearly identified as such in the paper, then the second author is supported.

<sup>3</sup> Due to the equal allocation of financial resources to each member of the academic staff who applies.

OF SCIENCE and SCOPUS, the following evidence must be submitted:

- 4.1. The form must be completed, signed and protocolled;
- 4.2. To attach proof of publication of the scientific paper in the journal indexed in WEB OF SCIENCE or SCOPUS;
- 4.3. To sign the statement under oath (Affidavit);
5. The documents must be sent in physical form to the protocol office in the rectory.
6. Financial support cannot be requested from UHZ for scientific papers for which it has been received from other institutions in the country.<sup>4</sup>
7. Support is offered only to papers published in credible journals.

## **Article 12**

### **Financial support for participation in international conferences**

1. To full-time academic staff, UHZ offers financial support for participation in international and regional scientific conferences according to the following rules:
  - a) All UHZ academic staff who are presenters at international conferences (with physical participation, distance, or poster presentation) are entitled to financial support);
  - b) The maximum amount of financial support for participation in international conferences<sup>5</sup> is **€ 500.00** (conference participation, accommodation and travel are financed);
  - c) The maximum amount of financial support for participation in regional conferences<sup>6</sup> is **€ 500.00** (only conference participation is financed);
  - d) Financial support cannot be requested from UHZ for participation in international conferences for which financial support has been received from other institutions in the country.<sup>7</sup>
  - e) Only once during one year the same academic staff can request financial support for this category.
2. To apply for financial support for participation in international conferences, the following documents must be submitted:
  - a. Apply at least one month before the conference is held;
  - b. Fill in, sign, and protocol the form;
  - c. Attach proof of acceptance of the abstract;
  - d. Attach the agenda of the conference;
3. Reimbursement of financial support is made after bringing the evidence (**certificate of participation; payment for participation in the conference**) to the Group for Scientific Research;
4. The documents must be sent in physical form to the protocol office in the rectory.

## **Article 13**

### **Financial support for small research projects**

1. To full-time academic staff, UHZ offers financial support for small research projects according to the following rules:
  - a) All academic staff of UHZ in collaboration with 1 administrative staff member, and at

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<sup>4</sup> Upon application, an affidavit must be signed, which is part of this regulation.

<sup>5</sup> Conferences held in countries with which Kosovo does not share territorial borders.

<sup>6</sup> Conferences held in the countries with which Kosovo borders in terms of territorial boundaries.

<sup>7</sup> Upon application, an affidavit must be signed, which is part of this regulation.

least 2 students, as well as collaborators of the Institute for Science and Arts, are eligible for financial support.;

- b) The project must be multidisciplinary and in the interest of the academic institution/unit, the community, and industry according to the following areas;
    - a. Business, economics, finance, and information technology sciences;
    - b. Social sciences;
    - c. Tourism and hospitality sciences;
    - d. Law sciences;
    - e. Agribusiness and environmental sciences;
    - f. Artistic and musical sciences
  - c) The maximum amount for financial support is determined by the announcement of the competition (small project, medium project, large project);
  - d) For financial support for scientific research and artistic projects for which financial support has been received from other institutions in the country, financial support from UHZ cannot be requested;
  - e) UHZ will announce a competition for scientific/artistic research projects at least 2 times<sup>8</sup> within a calendar year;
2. The number of projects to be funded by UHZ within a calendar year depends on the available budget.
  3. The application is made based on the competition announcement;
  4. The implementation of the project is carried out according to the deadline set by the competition;
  5. The reporting of the implementation of the project is carried out depending on the duration of the project<sup>9</sup>, to the Scientific Research Office;
  6. The project coordinators are responsible for the proposal-allocation of funding, implementation, and financial management of the projects following the laws, regulations/procedures of the University and the project;
  7. To apply for financial support for scientific research and artistic projects, one must:
    - a. Complete, sign, and protocol the form;
    - b. Attach the CVs of the members.
  8. The documents must be sent in physical form to the protocol office at the rectorate.
  9. The results resulting from these scientific research and artistic projects will be research results of the Institute for Science and Arts.
  10. In case of a lack of applications, as well as failure to meet the criteria, the university staff will re-announce the competition for external researchers.

## **Article 14**

### **Award "Best paper of the year" & "Best artistic work of the year"<sup>10</sup>**

1. UHZ annually rewards the "Best Paper of the Year" & "Best Artistic Work of the Year" awards for each academic unit;
2. The best paper of the year & best artistic work of the year within the calendar year is selected by the Group for Scientific Research;
3. The reward is made in monetary value of **€200.00**, as well as in non-monetary value, the distribution of the certificate;
4. The criteria for the "Best Paper of the Year" & "Best Artistic Work of the Year" awards are:

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<sup>8</sup> UHZ announces a competition depending on the available budget.

<sup>9</sup> If the project lasts two years, then reporting is done every 6 months.

<sup>10</sup> For academic staff of the Faculty of Arts.

- a) The applicant must be the first author;
  - b) The paper must be indexed in WEB OF SCIENCE (SCIE, SSCI, AHCI), and SCOPUS (Q1, Q2);
  - c) The paper must be published in a journal with an impact factor of 2.0 or higher;
  - d) The paper must be published in a credible journal;
  - e) The paper must have the highest number of citations;<sup>11</sup>
  - f) The work must be in the applicant's field;
  - g) The work must offer new knowledge in the service of teaching for the student;
  - h) The work must have a social contribution;
  - i) Artistic work – Soloist concert with artistic value;<sup>12</sup>
  - j) Artistic work realized in the international arena.
5. The application for the "Best Paper of the Year" & "Best Artistic Work of the Year" awards is made only once a year based on the call for applications announced on the official website on 10.01. – 25.01.;<sup>13</sup>
  6. To apply for the "Best Paper of the Year" or "Best Artistic Work of the Year" award, evidence must be attached according to point 4 (four) of this article.
  7. Documents must be sent in physical form to the protocol office at the rectorate.

## Article 15

### Award "Researcher of the Year"

1. Every calendar year, UHZ gives the award "Researcher of the Year" for each academic unit;
2. The researcher of the year is selected by the Group for Scientific Research;
3. The reward is made in monetary value of **€500.00**, as well as in non-monetary value, the distribution of the certificate;
4. The selection is made based on:
  - a) Number of scientific papers;
  - b) Number of scientific researches (such as post-doctoral studies, or similar);
  - c) Number of published books/chapters;
  - d) Number of monographs;
  - e) Number of scientific/artistic projects;
  - f) Number of international scientific conferences;
  - g) Number of international musical activities;
  - h) Number of participations in international festivals-concerts.
5. The criteria for the "Researcher of the Year" award are:
  - a) The applicant must be the first author or corresponding author;
  - b) The papers must be indexed in WEB OF SCIENCE (SCIE, SSCI, AHCI), and SCOPUS (Q1, Q2, Q3, Q4);
  - c) The papers must be published in journals that have a higher impact factor;
  - d) Papers must be published in credible journals;
  - e) Papers must have the highest number of citations;<sup>14</sup>
  - f) Papers must be in the applicant's field;
  - g) Papers must have a social contribution;
  - h) Scientific research must be in the applicant's field;
  - i) Books/chapters must be in the applicant's field;
  - j) Monographs must be in the applicant's field;

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<sup>11</sup> The paper with the most citations has priority.

<sup>12</sup> Concert with high artistic values.

<sup>13</sup> The application is made for the previous year.

<sup>14</sup> The paper with the most citations has priority.

- k) Scientific/artistic projects must be in the applicant's field;
  - l) International scientific conferences must be in the applicant's field;
  - m) International musical activities;
  - n) Participation in international festivals-concerts.
6. The application for the "Researcher of the Year" award is made only once a year based on the open call for applications that is announced on the official website on 10.01. – 25.01.;<sup>15</sup>
  7. To apply for the "Researcher of the Year" award, evidence must be attached according to point 5 (five) of this article;
  8. Documents must be sent in physical form to the protocol office in the rectory.

## **Article 16**

### **Coverage of expenses for scientific research and artistic activity**

1. The scientific research and artistic activity are financed from the UHZ budget for scientific research and artistic activity as well as from the participation of external partners and donors co-participating in joint projects.
2. They are covered by the budget line for scientific research:
  1. Publication of scientific papers in international scientific journals WEB OF SCIENCE and SCOPUS;
  2. Participation in international scientific conferences;
  3. Small research projects of academic units;
  4. Publication of university books according to the special regulation for publications;
  5. Publication of the journal at the University level;
  6. Publication of the student journal at the University level.
3. The amount of financial resources for scientific research and artistic activities is determined by the university budget, and approved by the Governing Council of UHZ. The allocation of financial resources foreseen in the budget is made according to the priorities of the annual program of scientific research and artistic activities approved by the Group for scientific research and artistic activity.
4. The Group for Scientific Research reports to the Rector on the realization of budget funds for scientific research and artistic activities.

## **Article 17**

### **Punitive measures for passivity in scientific research and artistic work**

1. The passivity of academic staff within an academic year for scientific research and artistic activities can be punished in forms that are under the legislation in force. The dean of the academic unit may undertake these measures:
  - 1.1. Pronouncement of verbal warning;
  - 1.2. Pronouncement of written warning;
  - 1.3. Charging with additional tasks according to the needs of the academic unit; and
  - 1.4. Other measures provided by the legislation in force.

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<sup>15</sup> The application is made for the previous year.



**Article 18**  
**Right of Complaint**

Against the decisions of the Group for Scientific Research, the academic staff has the right to appeal within 15 calendar days, from the day of acceptance of the decision, by directing to the committee for complaints and submissions within the senate of the UHZ, which serves as the first instance and the last one within UHZ.

**Article 19**  
**Appendices**

The implementation of this regulation is made following the procedures given in the APPENDICES that are an integral part of this Regulation.

**Article 20**

With the entry into force of this regulation, the Regulation for scientific research activity ref. no. 1521/20, dated 02.09.2020, is repealed.

**Article 21**

This regulation enters into force on 01.01.2023.

**Chairman of the Senate**  
**Prof. Dr. Armand Krasniqi**

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## APPENDICES



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GROUP FOR SCIENTIFIC RESEARCH

Peja, date

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### Affidavit

I \_\_\_\_\_ declare under oath, with ethical, moral, and disciplinary responsibility, that, for this work for which I am applying for financial support at the group for scientific research at "Haxhi Zeka" University in Peja, I have not been financially supported by any other institution.

The signature of the applicant

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"Haxhi Zeka" University in Peja

**Application form for financial support for the publication of Scientific Papers in Scientific Journals /  
Participation in International Scientific Conferences**

**Information for applicants**

<b>Name and surname</b>	
<b>Date of birth</b>	
<b>Scientific title/degree</b>	
<b>Academic unit (UHZ)</b>	
<b>Area(s) of research specialization</b>	
<b>Email</b>	
<b>Phone number</b>	

**Information about the scientific paper**

<b>The name of the paper</b>	
<b>Author(s) of the paper</b>	
<b>The role of the applicant in the paper (in a scientific journal)</b>	<input type="checkbox"/> First author <input type="checkbox"/> Corresponding author
<b>Name of the journal</b>	
<b>Journal indexing <sup>9</sup></b>	
<b>The link to the informative page for the journal</b>	
<b>Have you been financially supported by any other local institution? If so, specify.</b>	

<sup>9</sup> Only papers published in journals indexed in WEB OF SCIENCE and SCOPUS will be supported.

**Information about the international scientific conference / artistic performance**

<b>Title of scientific conference/artistic performance <sup>10</sup></b>	
<b>Authors of the artistic work/performance <sup>11</sup></b>	
<b>A) The role of the applicant in artistic performance</b>	<input type="checkbox"/> Soloist <input type="checkbox"/> Guest <input type="checkbox"/> Co-repeater
<b>B) The role of the applicant in the conference</b>	<input type="checkbox"/> Presenter of the paper at the conference
<b>The link to the informative page for the conference or performance</b>	
<b>Have you been financially supported by any other local institution? If so, specify.</b>	

**The signature of the applicant**

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<sup>10</sup> Conferences and performances held in Kosovo's neighboring countries will not be supported.

<sup>11</sup> If you apply for support for participation in artistic performance, complete one of the options in column A. If you apply for support for participation in a scientific conference, fill in section B.



**"Haxhi Zeka" University in Peja**

**Application form for a research project for the UHZ Academic Unit**

**Part I: Administration**

Title of the project	
Project duration (in months)	
Applying UHZ Academic Unit	
<b>Data for the research team of the research project</b>	
<b>Data for the Dean of the Academic Unit</b>	
Dean's name	
Place	
Phone number	
Email	
Website/social network	

**Note: Financing will be done in euros (€).**

<b>Data for members of the research team</b>	
<b>Member 1</b>	
Name and surname	
Scientific title/degree	
Academic Unit	

within UHZ	
Phone number	
Email	
Field of research specialization	
Contribution to the project	

<b>Member 2</b>	
Name and surname	
Scientific title/degree	
Academic Unit within UHZ	
Phone number	
Email	
Field of research specialization	
Contribution to the project	

<b>Member 3</b>	
Name and surname	
Scientific title/degree	
Academic Unit within UHZ	
Phone number	
Email	

Field of research specialization	
Contribution to the project	

<b>Member 4</b>	
Name and surname	
Scientific title/degree	
Academic Unit within UHZ	
Phone number	
Email	
Field of research specialization	
Contribution to the project	

**Note:** Add tables like the ones above, depending on the number of members.

**Part II: Information about the project**

**Comprehensive scientific description of the project (300-500 words)**

*Brief overview of your project proposal: What is intended to be studied? What are the objectives and purpose? What are the research questions, methods and sustainability of the project?*

Keywords for the project (6 max.)



**The plan of research/implementation of the project-proposal (1-2 pages)**

*Mention and reiterate the objectives and goals of the project proposal, research methods, available data and/or data to be collected. Who on the research team will lead/undertake different parts of the project?*

1. Title
2. Thematic areas
3. Main objectives and goals
4. Brief description of activities
5. Division of work among members of the research team

**Impact and sustainability of the project (max. 1 page)**

*Why is this research project important? What is the impact of the project to the benefit of the field of study, to the benefit of UHZ, or to the benefit of society in general?*

### **Work plan and timelines**

*Present a work plan as detailed as possible (in tabular form) including the activities that are expected to be undertaken in this project, the time limits for each of these activities, the persons responsible for the realization of the activity and the cost associated with the activity.*

### III. Financial justification

General budget plan	
Total project cost (EUR)	
The amount requested by UHZ (EUR) (100%) <sup>12</sup>	
Of which:	
Material cost (Equipment, products, etc.) (40%)	
Administrative costs (travel, meetings, daily expenses, etc.) (30%)	
Personnel costs <sup>13</sup> (students, experts or external consultants) (20%)	
Other costs (10%)	

Detailed cost description <sup>14</sup>		
The project costs are preferably distributed in: 40% material costs, 30% administrative costs, 20% personnel costs and 10% other costs.		
DESCRIPTION OF COST	QUANTITY	TOTAL COST
<b>Material cost</b> (40%) (In the following sections, describe the material costs in more detail; e.g. purchase of xx devices)		
<b>Administrative costs</b> (30%) (In the following sections, describe in more detail the administrative costs: e.g. travel, meetings, etc. .)		

<sup>12</sup> With reasonable justification, these percentages may be changed.

<sup>13</sup> Per diems for internal project staff (UHZ) are not covered.

<sup>14</sup> Evidence of project costs should be kept and reported at the end of the project.

<b>Personnel cost (20%)</b> (In the following sections, describe in more detail the personnel costs: e.g. engagement of consultants, experts, students, etc..)		
<b>Other costs (10%)</b> (In the following sections, describe in more detail the other costs involved in the project)		
Total cost (100%)	/	€

The signature of the applicant

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## PROJECT EVALUATION AT THE POINT

ACTIVITY	POINTS
Comprehensive scientific description of the project (20 points)	
Research plan/implementation of the project proposal (20 points)	
Impact and sustainability of the project (30 points)	
Work plan and deadlines (10 points)	
Financial justification (20 points)	
Total (100 points)	



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## **REPORT**

for the implementation of the research project <sup>15</sup>

<b>Project title:</b>	
<b>Project collaborators:</b>	
<b>Date of project approval:</b>	
<b>Date of fund transfer:</b>	
<b>Project implementation start date:</b>	
<b>Project progress:</b>	
<b>Project completion date:</b>	

**Signature of the project coordinator**

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<sup>15</sup> This form is used for project reporting.

## **Definitions and criteria for the financing of internal projects**

1. Definitions of terms and criteria, which are applied to the financing of projects, are as follows:
  - 1.1. "Material cost" refers to the cost of various office or laboratory equipment for the realization of the project for which no more than 40% of the project budget can be allocated.
  - 1.2. "Administrative cost" refers to the fee for administration or coordination of the project and expenses for office materials and similar, for which a maximum of 30% of the project budget can be allocated;
  - 1.3. "Personnel cost" refers to payments for external consultants and students involved in the project, for which up to 20% of the project budget can be allocated;
  - 1.4. "Other costs" refers to other expenses necessary for the realization of the project, but which are not foreseen in the aforementioned categories, for which no more than 10% can be allocated.