

The Republic of Serbia
THE ACADEMY OF CRIMINALISTIC
AND POLICE STUDIES

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B e l g r a d e

Pursuant to Article 59 of the Statutes of the University of Criminal Investigation and Police Studies (17 No. 72/4-3-2014 of April 4, 2014), and in connection with Article 32 of the Law on Science and Research ("The Official Gazette of the Republic of Serbia" Nos. 110/05, 50/06, 18/10, and 112/15), the Senate, at its meeting held on December 8, 2017, passed the following

R U L E B O O K
ON THE IMPLEMENTATION OF SCIENTIFIC RESEARCH PROJECTS

Article 1

This Rulebook shall regulate the rights and obligations of the manager of the scientific research project and subproject, researchers, associates and other persons in connection with scientific research projects (hereinafter: the project), which are fully or partially implemented at the University of Criminal Investigation and Police Studies (hereinafter: the University), special funds acquired on the basis of scientific research work at the University, terms and procedure for distribution of the mentioned funds, as well as evaluation (of proposals and results) of projects.

A special rulebook may regulate certain procedures related to the implementation of international projects which the University coordinates or participates in.

Article 2

The University shall carry out scientific research in accordance with the law and the Statutes.

Special funds referred to in Article 1 of this Rulebook shall be provided:

- from the funds of the University provided for by the financial plan for scientific research in the current year, taking care that their use does not jeopardise the teaching and educational process at the University;
- through work on the project based on the participation of the University in the call for project proposals announced and funded by the ministry in charge of science and other competent authorities in accordance with the law governing scientific research activity;
- through work on the project based on the participation of the University in the call for project proposals announced and funded by legal entities from the country and/or abroad;
- through work on the project based on the direct offer by another user, or from other sources that are in accordance with the scientific research work of the University.

By source of funding and the manner of distribution of the acquired funds, the projects referred to in paragraph 2, indents 1 and 2 of this Article shall be non-commercial, while projects referred to in paragraph 2, indents 3 and 4 of this Article shall be commercial projects.

Article 3

The Senate shall pass the decision on accepting the project referred to in Article 2 of this Rulebook, and shall appoint the project manager and members of the scientific research team in the same or subsequent decision.

The University's participation in the call referred to in Article 2, paragraph 2, indents 2 and 3 of this Rulebook shall require the prior approval by the Senate, which, in the case of a successfully completed call, shall be considered a project acceptance decision.

Exceptionally, in urgent and other justified cases, the call for project proposals, or direct offer by other sources referred to in Article 2, paragraph 2, indents 3 and 4 of this Rulebook, may be acted upon without the prior approval of the Senate, but with the approval of the Rector given on the basis of the proposal by Vice-Rector for Science and Research. If necessary, and in accordance with the requirements of the call, the Rector, upon the proposal of the Vice-Rector for Science and Research, may appoint the manager and members of the scientific research team.

The Senate shall subsequently approve the acceptance of the project referred to in paragraph 3 of this Article, as well as the appointment of the project manager and members of the project team.

Article 4

Special funds, acquired on the basis of scientific research, shall be used for financing:

1. gross remuneration for the project and subproject manager, researchers, associates and administrative and technical staff;
2. material, overhead and other project costs;
3. remuneration of part of the doctoral studies costs in accordance with a special general act of the University and remuneration of professional and administrative services and work of professional services staff.

Article 5

Records of the balance of special funds, and revenues and expenditures based on the performance of scientific research activities shall be kept in the business records of the University on special accounts.

When preparing the appropriate annual reports on scientific research and projects implementation, the organisational unit of the University in charge of material and financial affairs shall be obliged to make a report on all revenues and expenditures related to scientific research and for each project individually, in terms of the provisions of this Rulebook.

Article 6

The project and subproject manager, researchers, associates, project secretary and administrative and technical staff, if employed at the University, shall be obliged to harmonise their obligations related to the work on the project with their regular work obligations.

Article 7

At the proposal of the Rector, the Senate shall appoint the project manager by decision.

Projects implemented within the scientific research activity of the University can be managed by teachers and researchers with a scientific title, who are employed at the University and who possess the necessary scientific and professional qualifications.

The project manager shall directly manage the project, in accordance with the concluded contract on the implementation and financing of the project.

The project manager shall be responsible for the timely and quality execution of the tasks of the scientific research team and individual participants in the project.

For the implementation of the project, the project manager shall be accountable to the Rector.

Article 8

In addition to the aforesaid in Article 7 of this Rulebook, the rights and obligations of the project manager shall be to:

- 1) participate in the processes of applying and contracting;
- 2) define draft project implementation plan;
- 3) propose the project team, taking into account the interests of the University;
- 4) obtain written consents (if required) on the engagement of the project team members;
- 5) propose the distribution of funds within the project (researcher's fees, material costs and overheads) to be decided by the Rector;
- 6) organise and coordinate all activities during the project implementation;
- 7) control the deadlines for the completion of certain activities;
- 8) control the quality of work of all project participants;
- 9) keep records of the course of project implementation;
- 10) report to the Vice-Rector for Science and Research on possible problems that arose during the implementation of the project and propose a way to solve them;
- 11) cooperate with the organisational unit of the University in charge of material and financial affairs related to the charge of services, expenditure of funds, payment of fees to the project team members and procurement and provision of material resources necessary for project implementation;
- 12) prepare the interim and final report on the project implementation and submit it to the competent authorities.

Article 9

The scientific research work on the project shall be performed by the scientific research team.

The Senate shall appoint the scientific research team at the proposal of the project manager.

Unless otherwise stipulated by the terms of the call for project proposals or the direct offer by another user, the following persons can work on the project which is fully or partially implemented at the University:

- as a project and subproject manager – a person who, in addition to the conditions provided for in Article 7, paragraph 2 of this Rulebook, possess a PhD in science, teaching or scientific title, as well as notable scientific papers in the field related to the project subject,
- as researchers – persons who meet the conditions provided by the law governing scientific research,
- other persons determined by Article 12 of this Rulebook.

Article 10

The rights and obligations of the scientific research team member shall be to:

- 1) execute the assumed obligations timely and with quality;
- 2) give proposals, suggestions and remarks to other members of the project team and the project manager that can contribute to the quality of the project results;
- 3) contribute to creating a favourable work environment with his/her relationship to other members of the scientific research team;
- 4) act in accordance with the recommendations and remarks of the project manager;
- 5) submit a work report to the project manager.

A member of the scientific research team shall be accountable to the project manager for his/her work.

Article 11

The project manager may appoint a project secretary from among the scientific research team.

The project secretary shall perform organisational and administrative tasks within the project.

Administrative and technical tasks shall be performed by employees of the organisational units of the University, according to the nature of their work.

The employees referred to in paragraph 3 of this Article shall be appointed by the Rector.

Article 12

As associates, the following persons can also be engaged in the realisation of certain tasks of the project:

- retired teachers who have contributed to the development of police education,
- prominent experts in the field of criminal-police and security theory and practice and other persons who have published professional papers, or have achieved notable results,
- other persons, provided that they have published professional papers, or have achieved notable results in their professional work in the relevant field.

Article 13

The project manager shall submit to the Vice-Rector for Science and Research and the Rector, a report on the completion of each phase of the project and the participation of persons engaged in this part of the project, as well as the final report on the project implementation.

Article 14

The value of the project referred to in Article 2, paragraph 2, indent 1 shall be determined on the basis of the Rector's decision, in accordance with the economic and accounting criteria for the field of scientific research in the Republic of Serbia.

The decision referred to in paragraph 1 of this Article shall be passed by the Rector at the proposal of the project manager, which shall be in accordance with the financial plan and the funds provided for scientific research for the current year. At the request of the project manager, the consent shall be given by the Vice-Rector for Finances.

All persons who participated in the successfully completed part of the project referred to in Article 2, paragraph 2, indent 1 of this Rulebook, shall be entitled to remuneration which shall be determined by multiplying the calculation basis and the appropriate coefficient.

Article 15

The calculation basis for remuneration referred to in Article 14, paragraph 3 of this Rulebook shall be 2,000.00 RSD. This amount shall vary in accordance with the change in the value of the basis used for the calculation of salaries at the University.

The corresponding coefficients shall be:

Full Professor, Principal Research Fellow	14
Associate Professor, Senior Research Associate	12
Assistant Professor, Professor of Vocational Studies, Research Associate, Expert Fellow	10
Lecturer, Foreign Language Teacher, Teaching Assistant, Research Assistant, Senior Expert Associate	8
Teacher of Criminalistic, Police and Security Skills, Junior Teaching Assistant, Junior Research Assistant, Expert Associate	6
Other persons participating in the project	6
Employees referred to in Article 11, paragraphs 3 and 4 of this Rulebook	2-3

For the project manager, as well as for the subproject manager, the basic coefficient according to the table from the previous paragraph shall be increased by 2.

Article 16

For their work on the project implemented on the basis of the University's participation in the call for project proposals or based on the direct offer by another user (Article 2, paragraph 2, indents 2, 3, and 4), researchers and other persons may be remunerated from special finds of the University, provided that the funds have been allocated to the University on that basis and for that purpose.

Article 17

The amount of the remuneration referred to in Article 2, paragraph 2, indent 2 of this Rulebook shall be paid in accordance with the terms of the call for project proposals, announced and financed by the ministry in charge of science and concluded with the appropriate contract.

From the funds provided by the University's participation in projects referred to in Article 2, paragraph 2, indents 3 and 4 of this Rulebook, that is, commercial projects, 15% shall be allocated for the University's costs, while the allocation of other funds for financing material and other project costs, as well as remuneration of researchers and other persons engaged in the project, shall be made in accordance with Article 8, item 5 of this Rulebook.

Exceptionally, in case of need to protect the interests of the University and if it is not in conflict with the terms of the call for project proposals or direct offer, or contract concluded for commercial projects, the Rector (in cooperation with the Vice-Rector for Science and Research) may decide that the allocation of funds referred to in paragraph 2 of this Article, shall be performed in the manner provided for in Article 15 of this Rulebook.

Article 18

Payment of remunerations for non-commercial projects, upon the decision of the Rector (in cooperation with the Vice-Rector for Science and Research), may be temporarily suspended for some researchers, if they do not successfully achieve individual results of the project.

If, in accordance with paragraph 1 of this Article, the payment of remuneration is temporarily suspended for some researchers, its payment shall continue only after a new decision of

the Rector (in cooperation with the Vice-Rector for Science and Research), which does not entitle them to previously suspended remuneration.

Article 19

Evaluation of the implementation of non-commercial projects shall be made through:

- review of projects by prominent scientists in the relevant field,
- organisation of public presentations (lecture, round table, conference symposium),
- or in some other appropriate way.

Article 20

On the day of the entry into force of this Rulebook, the Rulebook on the Implementation of Scientific Research Projects at the Academy of Criminalistic and Police Studies (20 No. 72/3-2-2016/consolidated text of April 13, 2016) shall cease to be valid.

Article 21

Activities related to scientific research projects approved before the entry into force of this Rulebook shall be completed in accordance with the provisions of this Rulebook, unless it would be contrary to the obligations assumed by the University to the other party or user by the date of entry into force of this Rulebook.

Article 22

The Rulebook herein shall enter into force on the day following the day of its adoption.

ACTING CHAIRMAN OF THE SENATE
Professor Djordje Djordjevic, LL.D