



UNIVERSITETI "KADRI ZEKA" UNIVERSITY

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Chairman of the Steering Committee: Academician Fejzullah Krasniqi

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Pursuant to Article 23, paragraph 1.3 of the Provisional Statute of the University "Kadri Zeka" in Gjilan, the Steering Committee in its meeting held on the 01.04.2016, issued:

Regulation on the use of telephones (landline and mobile) at the University "Kadri Zeka" Gjilan

Article 1

Purpose

The regulation aims to determine the procedures for the regular and efficient use of telephones (landline and mobile) at the University "Kadri Zeka" in Gjilan, through normative regulation and the amount of telephone expenses in order to perform tasks and duties within the responsibility of officials defined in this Regulation.

Article 2

The right to mobile phone roaming

Only the Rector of the Public University of Gjilan "Kadri Zeka" has the right to mobile phone roaming.

Article 3

The right to mobile refill

The right to mobile refill have: Members of the Steering Committee, deans of academic units, vice deans of academic units, directors of UKZ offices and finance officials.

1.	Chairman of the Steering Committee	60 euros
2.	Members of the Steering Committee	50 euros
3.	Deans of academic units (coordinators)	30 euros
4.	Vice deans of academic units (coordinators)	15 euros
5.	Chairperson of the student parliament	20 euros
6.	Driver	30 euros
7.	Office directors (managers)	15 euros
8.	Finance officials	15 euros

Article 4

The right to Internet access

The right to internet access within the University platform have:

1. Rector (Unlimited)
2. Vice Rectors (limit 50 euros)
3. Secretary General (limit 50 euros)
4. Administrative staff (limit 3 euros)
5. Management staff: Deans, Vice Deans, Directors of Offices (limit 3 euros)
6. Presidency of the Student Parliament (limit 3 euros)

Article 5

The right to a landline telephone

All officials from article 2 and 3 of this Regulation, as well as every official of the University "Kadri Zeka" in Gjilan have the right to access the landline telephone, depending on the nature of the work with the approval of the secretary general.

Article 6

Monthly expenses for mobile phone roaming

Monthly expenses for mobile phone roaming are unlimited for the Rector.

Article 7

Monthly expenses for landline telephones

Monthly expenses for landline telephones are:

7.	Rector	unlimited
8.	Vice Rectors	40 euros
9.	Secretary General	40 euros

Article 8

The right to mobile phone and SIM card

The right to mobile phone and SIM card have: Members of the Steering Committee, Rector, Vice Rectors and the Secretary General of UKZ.

Article 9

The procedure to get equipped with a landline telephone

Every UKZ official who needs a landline telephone must first make a written request signed by the Director of the relevant service and then the request must be approved by the Secretary General of the University.

Article 10

Installation and maintenance

1. The information technology unit (hereinafter ITU) is responsible for the maintenance of the landline telephone network in UKZ.
2. The installation of the landline telephone network within the premises of the University can be done only by the officials of ITU or by the contracting party under the supervision of ITU.
3. In case of defect in the landline telephone network within the University premises, the official is obliged to notify the ITU.

Article 11

Monthly expenses report for landline telephones

4. The head of civil service of each academic unit is obliged to submit the monthly report of landline telephone expenses to the dean of the faculty as well as to the ITU not later than the 10th of the following month.
5. ITU based on the reports of the academic units drafts the final report on the expenses of landline telephones and submits the same to the University.

Article 12

Additional expenses by nature and type of work

6. Expenditures that by nature and type of work exceed the monthly amount specified in this Regulation require special approval.
7. The request for separate approval for telephone expenses must be accompanied by a justification for the connectivity of the work and the need for these expenses.
8. The special approval of telephone expenses for certain positions and in order to carry out certain tasks at work is done through the Secretary General and the Vice Rector for Finance of the University.

Article 13

Responsibility for using the telephone

1. The official telephone of the University is used for carrying out official duties and tasks and its user must use it responsibly.
2. The official telephone of the University can not be used for private conversations.
3. All expenses exceeding the amount specified in this Regulation shall be covered by the official who has exceeded the specified amount.

Article 14

Responsibility for the implementation of the Regulation

1. Responsible for the implementation of this Regulation are: The Secretary General of the University, and the senior officials of civil service in academic units.
2. The senior officials of civil service may issue relevant decisions to implement the Regulation

Article 15
Planning of telephone expenses

All academic units must plan telephone expenditures which will be approved in the UKZ fiscal budget.

Article 16

Entry into force

This Regulation enters into force on the day of approval by the Steering Committee of the University "Kadri Zeka" in Gjilan.

Gjilan, 01.04.2016

Chairman of the Steering Committee
Academician Fejzullah Krasniqi
