

Pursuant to the provisions of Articles 18, 51, 52 and 57 of the Statute of the Faculty of Kinesiology in Split, the Faculty Council adopts at its session held on 16 December 2015 the following

**REGULATIONS ON THE ORGANISATION AND OPERATION
OF THE INSTITUTE OF KINESIOLOGY AND SPORT
OF THE FACULTY OF KINESIOLOGY IN SPLIT**

I GENERAL PROVISIONS

Article 1

- (1) These Regulations regulate: activities, organisation, operations and functioning of the INSTITUTE OF KINESIOLOGY AND SPORT (hereinafter referred to as the Institute), as an organisational unit of the Faculty of Kinesiology in Split, authority, decision making processes and on other important issues, all in accordance with the Scientific Activity and Higher Education Act (hereinafter referred to as the Act) and Statute of the Faculty of Kinesiology in Split (hereinafter referred to as the Statute).
- (2) The Institute has its seal used for business correspondence. It is round in size and of 38 mm diameter with the name written in Croatian as follows “Kineziološki fakultet u Splitu, Institut za kineziologiju”¹ accompanied by a stylish sign.
- (3) The Institute has no legal personality.
- (4) Keeping the seal is a responsibility of an Institute’s employee, positioned as an office clerk.

II ACTIVITIES OF THE INSTITUTE

Article 2

The Institute is an organisational unit of the Faculty established with the aim of:

- (1) creating and improving conditions for implementation of classes, research and diagnostics in the scientific area of kinesiology,
- (2) implementing research and experimental development as well as knowledge transfer to all levels related to the scientific field of kinesiology and other areas related to kinesiology,
- (3) pursuing activities in accordance with the Statute of the Faculty and Decision of the Commercial Court in Split: data processing, designing and managing data bases, promotion, advertising, sports recreation, sports education, offering services on development, implementation and control of kinesiotherapeutic, sports and recreational programmes, managing and maintaining sports facilities, offering services regarding improvement of expert work to legal and physical persons from the area of kinesiology and sport, and other similar activities.

¹ Eng. Faculty of Kinesiology in Split, Institute of Kinesiology and Sport

The Institute takes responsibility for:

- (1) organisation, implementation and improvement of research and expert work from the area of kinesiology and other disciplines related to kinesiology,
- (2) connecting practice, sport, science and higher education,
- (3) health prevention, diagnostics, protection and improvement in students, employees and all participants to physical activities,
- (4) the process of publishing a research journal of the Faculty of Kinesiology in Split.

The Institute's tasks are:

- (1) organisation, coordination, connection and encouragement of research and expert activities of students, employees and external associates,
- (2) organisation, coordination and implementation of sports and medical diagnostics in the area of kinesiology and sport,
- (3) providing services in the area of kinesiology and sport to the interested users,
- (4) performing all other work with the aim of improvements of the basic Faculty activities.

III MEMBERSHIP

Article 3

The Institute can have its members. The membership can be: regular, associate and temporary.

REGULAR MEMBERSHIP

Article 4

- (1) Employees of the Faculty with a permanent contract holding a research and teaching position are entitled to submit a request for regular membership of the Institute to the Faculty Council.
- (2) All employees holding a research and teaching position who have been previously allocated with the membership by the Faculty Council under the conditions from these Regulations and other acts, and in accordance with their own competencies, are entitled to research activities and publication within the Institute.
- (3) All employees allocated with the regular membership by the Faculty Council are required to sign an annex to their work contract which specifies rights and obligations.
- (4) Regular members of the Institute have their Personal Seal which is assigned to them by the Faculty secretary and it is used for authentication of documentation which is issued under their zone of personal responsibility.
- (5) A zone of personal responsibility and usage of the Seal will be determined by an annex to the contract from Paragraph 4 of this Article.

ASSOCIATE MEMBERSHIP

Article 5

- (1) Other Faculty employees, or those who are not holding a research and teaching position at the Faculty or any other persons, are entitled to associate membership based on a written request to head of the Institute.
- (2) Decision on the right for implementing work at the Institute is made by the Faculty Council on a suggestion of the Head. All associate members who have the right to implement work at the Institute sign a contract on the membership of the Institute having a status of an associate.
- (3) Associate members of the Institute have their Personal Seal which is assigned to them by the Faculty secretary and it is used for authentication of documentation which is issued under their zone of personal responsibility.
- (4) A zone of personal responsibility and usage of the Seal will be determined by a contract from Paragraph 3 of this Article.

TEMPORARY MEMBERSHIP

Article 6

A status of temporary members who are entitled to implement work at the Institute can be allocated to those persons who fail to meet the prerequisites for associate or regular membership for the purpose of implementation of a work task. Temporary membership is based on a written request and under authorisation of the head of the Institute, if the membership is useful for activities implemented by the Institute.

IV ETHICS OF WORK PERFORMED AT THE INSTITUTE

Article 7

- (1) Before being included in all activities of the Institute, all persons are required to sign a Statement on accepting material and criminal responsibility for their work.
- (2) All information gathered while working at the Institute, are considered to be a trade secret.
- (3) All written documents such as analyses, reports, diagnoses, programmes, recommendations, syllabi and other similar documents which are delivered to clients must be authorised with a signature and personal seal of the member and seal of the Institute.
- (4) Faculty employees who have access to information on existing doubts on unethical or dishonest activities within the Institute are required to report them to the Ethics Committee of the Faculty which acts in accordance with the law and acts of the Faculty in the event of taking possible measurements including temporary or permanent withdrawal of the membership status at the Institute.

V ORGANISATIONAL STRUCTURE OF THE INSTITUTE

HEAD OF THE INSTITUTE

Article 8

- (1) Head of the Institute (hereinafter referred to as the Head) is in charge of Institute's activities.
- (2) The Head is elected for a period of 4 years and can be re-elected for an unlimited number of mandates.
- (3) The Head is accountable to the Dean of the Faculty and is required to submit a written report on Institute's activities.
- (4) The Head of the Institute represents the Institute in business correspondence, organises and manages its activities. He is responsible for the overall scientific, teaching, expert, research and financial work of the Institute as regulated by the Law, Statute and other normative acts of the Faculty and Institute.
- (5) Besides the activities defined in Paragraphs 1 and 2 in this Article, the Head also:
 - Participates in activities of a wider Dean's Collegium
 - Cooperates with Vice-Dean for Education and Students on plans for the usage of the Institute resources for the needs of educational processes
 - Suggests to Vice-Dean for Business and Finances measurements for improvements of work conditions within the Institute
 - Decides on priorities of fulfilling the work tasks
 - Takes responsibility for planning and spending means earned from the work carried out at the Institute in accordance with the acts of the Faculty and is responsible for financial business planning of the Institute
 - Orders execution of the financial plan within the Institute
 - Negotiates with potential service users of the Institute
 - Brings decisions regarding leaders and other executors of work tasks
 - Ensures all employees and members of Institute carry out their duties
 - Suggests to the Dean a catalogue – Price List of the Institute
 - Is a competent authority to all persons included in work of the Institute
 - Can appoint a deputy from among the Institute members, with a previous agreement from Dean
 - Carries out other work following instructions issued by Dean

EXPERT ASSOCIATE (ADVISOR) OF THE INSTITUTE OF KINESIOLOGY AND SPORT (TYPE I POSITION)

Article 9

Description of activities:

carrying out activities from the domain of the Faculty and Institute:

- participates in development of a science strategy of the Faculty of Kinesiology in Split
- takes responsibility for improvement of the scientific system and recognisability of the Faculty of Kinesiology in Split in international databases
- collaborates with Vice-Dean for Business and Finances, Vice-Dean for Science and Head of the Institute on designing plans for research equipment purchase

- gives advice for improvement of material and technical conditions of activities carried out at the Institute
- gives advice with the aim of improving organisation of scientific and professional meetings
- supervises Vice-Dean for Science and Head of the Institute of Kinesiology and Sport
- gives advice in regards to creating a scientific journal of the Faculty of Kinesiology of Split
- takes responsibility for activities related to application to competitive calls for financing research projects
- takes responsibility for advisory work related to problems and issues on planning and carrying out research or publishing papers in distinguished publications.

SENIOR OFFICE CLERK OF THE INSTITUTE OF KINESIOLOGY AND SPORT (TYPE II POSITION)

Article 10

Description of activities:

carrying out activities from the domain of the Faculty and Institute:

- data processing
- promotion, advertising and propaganda
- sports recreation
- sports instruction
- offering services of designing, adapting and controlling kinesitherapeutic, sports and recreational programmes
- carrying out activities related to improvement of expert work of legal and natural persons in the area of kinesiology and sport
- updating the website
- carrying out activities of a coordinator (teaching and research laboratories, laboratories, supervisors, lines of the study, etc.)
- contacting and communicating with natural persons, users of services provided by the Institute
- participates in organisation of scientific and professional meetings
- takes responsibility for technical conditions and devices of the Institute
- carries out administrative duties for the needs of the Faculty and Institute, etc.
- carries out other activities following instructions issued by Dean and Head

OFFICE CLERK (TYPE III POSITION)

Article 11

Description of activities:

- in collaboration with a Dean's secretary and department head (Protocol service), manages protocol and entire correspondence of the Institute according to the Plan of classification and codes for the current year
- carries out protocol activities related to contacts and communication with natural and legal persons who use services provided by the Institute
- receives and sends mail, sends mail and documents within the Institute

- keeps a register on sent mail
- keeps records of invoices using a software
- does transcripts of official letters for the needs of the Head of the Institute
- carries out other activities following instructions issued by Dean and Head
- keeps records on the internal delivery registry
- takes responsibility for accuracy and up-to-date relevance of documents and their formal and legal filing
- takes responsibility for the safety of records and records material of the Institute, and participates in selection and release of archive materials into the central archive
- keeps records on archives and issues it for temporary use
- carries out administrative activities as well as activities of a Head's secretary
- informs on meetings called by the Head
- takes responsibility of duly forwarding of documents and information issued by the Head
- participates to meetings and keeps minutes following instructions issued by the Head
- carries out organisational and technical activities regarding the protocol of scheduling and organising official visits to the Institute
- takes responsibility for keeping records and issuing the equipment of the Institute
- participates in expert activities carried out at the Institute within the competencies owned
- updates the schedule for using material and technical resources of the Institute
- participates in project activities
- carries out other tasks entrusted by Dean or Head of the Institute.

OTHER EMPLOYEE OR EXTERBAL ASSOCIATES ASSIGNED TO WORK AT THE INSTITUTE

Article 12

- (1) Besides the systematisation of planned positions and number of employees at the Institute of Kinesiology and Sport, the employees of the Faculty may be assigned to work entirely or partially at the Institute, previously regulated by a Dean's decision.
- (2) External associates can be assigned to work at the Institute upon a suggestion by the Head and approval of the Dean.
- (3) Assigned employees or external associates carry out their work which is of interest to the Faculty and Institute following instructions issued by the Head.
- (4) The Head can authorise an activity leader to manage and organise work of all other employees or external associates assigned to work at the Institute.

LEADERS OF RESEARCH PROJECTS

Article 13

Leaders of research or expert projects of the Faculty are automatically assigned as task leaders for the need of those projects.

LEADERS OF TASK ASSIGNMENTS

Article 14

Each researcher or professional assignment (measurements, designing a programme and other) has a leader in charge. The Leader of a task assignment can only be a regular or associate member of the Institute. A services user can suggest the leader of a task assignment. The final decision on appointment of the leaders of task assignments is made by the Head.

EXECUTOR OF TASK ASSIGNMENTS

Article 15

Executors of task assignments can be appointed persons competent to perform those task assignments. An executor of a task assignment can be a member of the Institute. Another executor of a task assignment can be suggested by the leader of task assignment in case of organisational or other circumstances the Faculty employees are not able to participate in implementation of the task assignment. The final decision on the appointment of an executor of a task assignment is made by the Head. Exceptionally, the Head can appoint persons other than the members of the Institute as executors of tasks assignments.

VI RESEARCH GROUPS

Article 16

- (1) Activities carried out at the Institute can be organised within research groups (hereinafter referred to as the R-group) of temporary or permanent character.
- (2) R-groups do not have a status of an organisational but they are functional organisational units based with the aim of improving team work and a more quality solving of research problems.
- (3) Decision on establishment of R-groups that is a Laboratory and appointment of heads are made by the Faculty Council upon a written suggestion of minimum 3 members of the Institute.
- (4) If a competitive research project includes in its plans establishment of a laboratory starting from the day of project acceptance, an R-group is automatically established and appointed as a laboratory, while leader of the project is also leader of the laboratory.
- (5) Leader takes responsibility for activities of the R-group.
- (6) Members of the Institute can be leaders of only one R-group.
- (7) Members of the Institute can be members of two R-groups at the most.

VII PROJECTS IMPLEMENTED BY RESEARCH GROUPS

Article 17

- (1) R-groups can initiate the establishment and implementation of different research and professional projects.
- (2) The Faculty Council makes the decision on establishment of a research or professional project upon a written request from G-group leader.

- (3) Funds for activities of a project can be ensured from all available sources of financing, including enhanced engagement and volunteering activities of R-group members within the Institute of Kinesiology and Sport.
- (4) Dean can, pursuant to Articles 13 and 14 of the Regulations on measurements and methods of using incomes of the Faculty of Kinesiology in Split received on the market for its own services and which are not funded from the government budget, make a decision on forwarding funds received from involvement of the leader and other R-group members of the Institute on expenses planned for allocating to cover costs of project activities and improvement of the work of a research group.
- (5) In case of bringing a decision from Paragraph 4 of this Article, leader of an R group is required to make an annual plan of expenses allocated for covering costs of project activities and improvement of the work of a research group.

VIII THE INSTITUTE FUNDING

Article 18

- (1) Considering the Institute is primarily research and teaching related, the Faculty provides funds for the fundamental activities.
- (2) Funds from Paragraph 1 of this Article include: salaries and salary bonuses of employees on the Institute in accordance with the Statute and systematisation of positions, funds for the space (rental fee, internet fee, cost of water consumption and electricity, cleaning and space maintenance, consumables), expenses of maintaining the existing and purchasing new equipment.
- (3) Fees and other type of income for employees and external associates not positioned permanently at the Institute but are hired on certain working tasks, can be paid only from the incomes received from carrying out a working task for which the fees are being paid.
- (4) Services provided by the Institute that are not regulated in separate contracts are charged according to price catalogue which is brought by Dean on a suggestion from the Head.

IX PRESENTING AND REPRESENTING THE INSTITUTE

Article 19

- (1) The Head of the Institute presents and represents the Institute in business correspondence and organises and manages its activities as well.
- (2) The Dean can authorise the Head to present and represent the Institute for certain activities only or in a whole.
- (3) The Head can authorise another member of the Institute to handle business correspondence regarding implementation of certain working tasks.

X PROCEDURE OF IMPLEMENTATION AND CHARACTERISTICS OF WORKING TASKS

Article 20

Each working task must be registered within the system of the Institute and it needs to be assigned with a unique working task code.

Article 21

Working tasks can be characterised as unique or complex.

- (1) Simple working tasks are activities that are realised on a one-time bases without a commitment to be repeated or carried out in a certain time period such as for example a one-time measurement of motor abilities, creating programmes for training sessions, development of programmes, professional studies, data bases, etc.
- (2) Complex working tasks can be projects or other activities that are repeated in a certain period of time such as scientific or professional projects of fixed duration, development of implementation and controlling programmes, and effects of training activities in a period of time, etc.).
- (3) Complex working tasks can include more simple working tasks.

Article 22

- (1) A procedure book on realisation of working tasks within the Institute of Kinesiology and Sport shall precisely define procedures on realisation and responsibility for implementation of working tasks.
- (2) The procedure book on realisation of working tasks within the Institute of Kinesiology and Sport is brought by the Dean on a suggestion from the Head of the Institute.

XI MODELS, RULES AND CONDITIONS FOR USING EQUIPMENT AND RESOURCES OF THE INSTITUTE

Article 23

- (1) Resources of the Institute include space, equipment and employees arranged to work at the Institute.
- (2) Equipment includes research and other equipment used for both research and professional activities within the Institute.

Article 24

According to characteristics of funds used for purchasing the equipment we have:

- (1) funds received from the government budget
- (2) funds received from engagement of the Head on funded projects
- (3) funds allocated according to the Regulations on Measurements of Evaluation and Additional Fostering of Scientific Excellence of Employees from Both Own and other Extra-Budgetary Funds of the Faculty of Kinesiology in Split
- (4) personal equipment of employees and external associates, and personal equipment of other natural persons and legal entities which can be used in accordance with requisites regulated by a contract for the needs of research activities in the Institute.

Article 25

- (1) Research equipment purchased with funds received from the government budget can be used by the leaders of working tasks so that from funds received for implementation of commercial working tasks, a part is reserved for maintenance or upgrading of the existing research equipment.
- (2) Research equipment purchased with funds received from engagement of the Head on funded projects or with funds allocated based on the Regulations on Measurements of Evaluation and Additional Fostering of Scientific Excellence of Employees from other Extra-Budgetary Funds of the Faculty of Kinesiology in Split, can be used by the leaders of working tasks so that from funds received for implementation of commercial working tasks, a part is reserved for maintenance or upgrading of the existing research equipment. A suggestion for maintenance/upgrading or purchasing new equipment can be made by the leader of a project who is an employee of the Faculty. After upgrading or purchasing new equipment it is treated and used under the same conditions as the equipment purchased with project funds.
- (3) Potential equipment of other natural persons and legal entities which is not owned by the Faculty of Kinesiology in Split can be used for the needs of research by leaders of working tasks in accordance with the previously set requisites of the equipment owners.

Article 26

- (1) Amounts/ratio of funds reserved for maintenance/upgrading or purchasing new equipment in accordance with Paragraphs 1, 2 and 3 of Article 21 of these Regulations shall be regulated in a separate decision of the Dean upon a suggestion from the Head of the Institute.

XII FINAL AND TRANSITIONAL PROVISIONS

Article 27

- (1) Amendments to these Regulations should be implemented following the way and the procedures for its bringing.
- (2) These Regulations enter into force on the day of their adoption and is applied starting with the eight day since being published on the Faculty notice board.
- (3) The Regulations are published on the Faculty notice board on 17 December 2015 and it entered into force on 25 December 2015.

DEAN:

prof. Đurđica Miletić, PhD

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