

## **UG budget provision**

The university's fiscal year begins on January 1 and ends on December 31. The university's budget for the following year is approved no later than December 24 before the end of each fiscal year.

### **Budget formation and participants:**

- The director/vice-rector/head of the school prepares the budget project of the structural unit under his/her control and submits it to the financial service.
- The financial service prepares the joint budget of the university based on the budgets of the structural units.
- The Rector will present the consolidated budget of the UG to the partners' meeting for approval.
- The budget is approved by the meeting of partners.

### **Budget management and control**

- The director, vice-rector, rector, and president of the school managing the budget are responsible for budget implementation and reporting.
- The financial service systematically monitors the compliance of expenses with the budget.
- Every quarter, the financial service submits a budget execution report to the rector.

### **Approving budget changes**

- The school director and/or vice-rector will present the initiative on the budget change.
- The Financial Service will prepare the budget amendment project.
- The rector will present the project of change to the partnership assembly.
- The meeting of partners approves the budget change.

### **Consolidated Budget of UG**

Constituent parts of UG's consolidated budget are:

- The central budget of UG
- School budget (the school budget is a combination of the central budget of the school, the budget of the department included in the school, the educational program linked to the school/department, and the budgets of the independent educational program linked to the school/department)
- Independent educational program (IEP) budget
- The budget of the scientific research institute of UG (UGSRI)
- Budget of UG scientific research institute and scientific research institute/center outside the school structure

### **Central Budget of UG**

The revenue part of the central budget of UG is determined by:

- Contribution from the school to the central budget (the amount of the contribution is determined by the vice-rector in the financial and economic field in consultation with the director of the relevant school)
- Contribution made from the IEP to the central budget
- Contributions from partners/investors
- Donor's donation
- Loan received from financial institutions
- Income from other commercial activities/investments allowed by the University
- Internal university (issued for programs) loan structures

**The spending part of the central budget of UG is determined by:**

- Administration salary fund
- Travel and representative expenses of the administration
- Marketing and public relations expenses
- Office expenses
- Utility cost
- Logistics and maintenance cost
- Service of loan obligations
- Project investments
- Internal university (granted for programs) loan
- UGSRI funding
- other costs

**Educational program budget**

The income part of the educational program budget is determined by:

- The remaining share<sup>2</sup> in the program budget of the tuition fee to be paid by the student<sup>1</sup> (1 - the tuition fee to be paid by the student will be calculated according to the ECTS registered by the student in the year. If the student's registration in the reporting year exceeds 60 ECTS, the tuition fee to be paid by him will be:  
Annual tuition fees for the program \* ( 1+ 1 / 60 \* (the number of ECTS registered in the reporting year - 60)
- When calculating the program budget, the income is calculated taking into account the number of students and tuition fees for each stream (2 - part of the program income is used to finance the expenditure part of the program budget, and the rest is credited to the budget of the department/school, which the program represents.

In the case of an IEP, when the university owns more than 90% of the IEP, part of the program's income is used to finance the expenditure part of the program's budget, and the rest is distributed among the owners of the IEP on a pro-rata basis. The UG share is credited to the budget of the department/school administering the IEP as a contribution from the IEP to the budget of the department/school. Contributions from the IEP to the department/school

budget may be reinvested in whole or in part in the program. The volume of reinvestment is determined by the vice-rector in the financial and economic field as a result of consultation with the director of the school and the head of the department. Dividends from IEP owners (other than UG) may also be reinvested in the program at the discretion of the IEP owners.

In the case of an IEP, when the university owns less than 90% of the IEP, part of the income is used to finance the expenditure part of the program budget, the rest is fully or partially reinvested by the decision of the Program Development Council and is used for the development of the program or is distributed among the owners of the IEP. UG's share is paid into the UG's central budget, in the form of a contribution from the IEP to the central budget).

- University subsidy (if the income of the program does not separate the financing of the expenditure part, depending on the expediency of the existence of the program, according to the decision of the Rector's Council, the program receives a subsidy from the budget of the department/school, according to the decision of the School Council or from the central budget of the university according to the decision of the Rector's Council)

The expenditure part of the educational program budget is determined by:

- Salary cost of program administration
- The cost of acquiring expertise from departments
- Hourly remuneration of the invited personnel implementing the program components (except for the acquisition of expertise from the departments)
- Educational laboratory consumables
- Cost of services of other organizations for student internships, clinical studies, etc
- Investment cost of the program (arrangement of educational laboratories, auditoriums, library, etc.)
- office expenses
- Marketing and public relations expense
- Travel and representation expenses
- Domestic university loan servicing cost
- University infrastructure rent
- other costs

### **Department budget**

The revenue part of the department's budget is determined by:

- Sale of expertise (the amount paid from the program to the department for the implementation of the program component of the professor teachers of the department). From the component implemented by the professor of the department, where students of other educational programs are registered in addition to the students of the department's program, the department's share of the income received is equal to:

$$\sum_{k=1}^n (E * \sqrt{F_k * f / 60} + H * P * 1/N - H * R * 1/N) / 2$$

where  $k=1,2,\dots,n$  is the index of the student who is registered with the given lecturer of the department issuing the component.

$N$  – total number of students registered for the component

$F_k$  –  $k$ -student annual tuition fee

$f$  – The minimum tuition fees available at the university for the given time in the respective degree programs

$E$  – number of component credits (ECTS).

$H$  – number of paid contact hours

$P$  - hourly salary of the person implementing the component (charged) If the person implementing the component has a fixed monthly salary, then  $P=30$

$R$  - the hourly internal rental rate of the auditorium established by the University

- Contribution of educational programs/IEPs linked to the department (the amount of contribution from educational programs linked to the department is determined by the vice-rector in the field of finance and economy in consultation with the director of the relevant school, the head of the department and the administrative dean of the program).
- Income from technological transfer
- Scientific-research internal grant of UGSRI
- External scientific research grant
- University project financing
- Donor's donation

The expenditure part of the budget of the department is determined by:

- Financing of scientific research projects
- Salary fund of the department's administration
- Salary fund for the scientific-academic staff of the department
- Hourly salary of invited academic staff
- Cost of development of scientific research infrastructure (laboratories).
- The cost of organizing scientific conferences
- Cost of participation in scientific conferences
- Library expenses (including purchase of scientific periodicals)
- Office expenses
- Financing of the scientific research institute/center based on the department
- other costs

### **School budget**

The income part of the school budget is determined by:

- Contribution of school departments to the school budget
- Income from technological transfer
- UGSRI scientific research internal grant
- External scientific research grant

- University project financing
- Donor's donation

The spending part of the school budget is determined by:

- Financing of scientific research projects
- Salary fund of the school administration
- Cost of development of scientific research infrastructure (laboratories).
- The cost of organizing scientific conferences
- Cost of participation in scientific conferences
- Library expenses (including purchase of scientific periodicals)
- Office expenses
- Funding of the scientific research institute/center on the school base
- School endowment in the department included in the structure of the school
- other costs

### **Budget of UGSRI**

The revenue part of the UGSRI budget is determined by:

- Funding from the university
- External scientific research grant
- Income from technological transfer
- Donor's donation

The spending part of the UGSRI budget is determined by:

- Salary fund of UGSRI administration
- Travel and representative expenses of the administration
- The cost of organizing scientific conferences
- Cost of participation in scientific conferences
- Financing of scientific research institutes included in the structure and system of UGSRI (existing on the school base)
- Internal Scientific Grant Fund of UGSRI
- Stationery and other expenses

### **Budget of UGSRI and scientific research institutes/centers outside the school structure**

The part of the budget income of the scientific research center outside the structure of UGSRI and the school is determined by:

- Donor's donation
- Technological transfer

The spending part of the budget of UGSRI and the scientific research center outside the school structure is determined by:

- Cost of scientific research activities
- other costs