

INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU
ULUSLARARASI SARAYBOSNA ÜNİVERSİTESİ



INTERNATIONAL
UNIVERSITY OF SARAJEVO

BOOK OF RULES
ON
BALKAN STUDIES CENTER

DATE: SEPTEMBER 2023

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Pursuant to the Article 52 paragraph (2) and in the line with the Article 192 of the Statute of the International University of Sarajevo (Document no.: IUS-SENAT-11-1720/2023 dated June 19th, 2023), the Board of Trustees of the International University of Sarajevo, at the session held on September 19, 2023, brings

**BOOK OF RULES
ON
BALKAN STUDIES CENTER**

I. SHORT TITLE

Article 1.

This Book of Rules will be called the Book of Rules of the Balkan Studies Center of the International University of Sarajevo (hereinafter: Center).

II. AIMS, SCOPE, BASIS AND DEFINITIONS

Article 2.

This Book of Rules aims to regulate the administration, organs and work of the Balkan Studies Center established under the auspices of the International University of Sarajevo.

Article 3.

This Book of Rules comprises the aims, spheres of activity, managing bodies and the duties of these bodies of the Balkan Studies Center of the International University of Sarajevo.

Article 4

In this Book of Rules, the terms used hereinafter shall mean the following:

- a) Center: Balkan Studies Center of the International University of Sarajevo;
- b) Director: The Director of the Balkan Studies Center of the International University of Sarajevo;
- c) Rector: The Rector of the International University of Sarajevo;
- d) Vice-Rector for General Affairs: Vice-Rector for General Affairs of the International University of Sarajevo;
- e) University: The International University of Sarajevo;
- f) Executive Committee: The Executive Committee of the Balkan Studies Center; and
- g) Advisory Board: The Advisory Board of the Balkan Studies Center.



III. NAME, SEAT, STAMP AND SPHERES OF ACTIVITY OF THE CENTER

Article 5.

- 1) The Center performs its activities and operates under the name: BALKAN STUDIES CENTER.
- 2) Abbreviation name of the Center: BSC.
- 3) The Center's name in the official languages of Bosnia and Herzegovina: *Centar za balkanske studije*.
- 4) The name of the Center must be displayed on the Center's office.
- 5) This Book of Rules introduces new Center's logo which supersedes earlier logos. An addendum to this Book of Rules defines the logo.
- 6) The office of the Center is in Sarajevo, Hrasnička cesta 15 (Campus of the International University of Sarajevo).

Article 6.

The name and the seat of the Center may change by Rector's decision.

Article 7.

- 1) The Center uses official stamps on decisions and other documents of the University.
- 2) University stamp is round, 35 mm and 50 mm in diameter. Along its border is the name of the University in English and Bosnian language. In the center of the stamp is a contour of Sebilj at Baščaršija with a radial pattern in the background, which symbolizes the source of knowledge and education, and in the bottom of the Sebilj, 2004 is written. Below the Sebilj along the border of the stamp the abbreviation – IUS is written, and between the abbreviation and the border of the stamp the cardinal number of the stamp is inscribed, except for the number „0“ (zero), which is exclusively used by the Rector.
- 3) The Rector and University's Board of Trustees can define and regulate the Center's official stamp and the rules of stamp use.

Article 8.

The spheres of activity of the Center are:

- a) To realize or promote national or international level research and publication (books, journals, studies and policy briefs) in line with the aims of the Center;
- b) To conduct local and regional surveys;
- c) to monitor national, regional and international trends and developments, and feature how they affect the Western Balkans and the rest of the world;
- d) To organize seminars, conferences and symposia;
- e) To organize Summer schools;
- f) To provide advisory services to public and private institutions and international organizations and persons;
- g) To provide educational services;
- h) To organize internship programs; and
- i) To provide national and international support to the projects thus designed.

IV. AIMS AND MISSION OF THE CENTER

Article 9.

The aims of the Center are:

- a) Support scholarly contributions, research and development as to create a platform for local, regional and international scholars and researchers;
- b) Enhance research and policy analysis in the field of foreign policy and international relations;
- c) Integrate and network scientists, academicians and policy-makers whose narrow specialization is in Balkans studies;
- d) Organize lectures, workshops, seminars, symposiums, round-table discussions and conferences with an aim to create a scientific and educational platform for studying and researching the Balkans;
- e) Foster political culture, democratic values, tolerance, human rights, regional cooperation and Balkans common heritage;
- f) Establish cooperation with policy centers, institutions and universities in order to promote Balkans history, culture and common values;
- g) Promote the culture of peace, tolerance and understanding among all Balkans states by taking into consideration the Balkans multiethnic, multi-religious and multicultural features;
- h) Carry out research on genocide, war crimes against humanity, ethnic cleansing and processing of war crimes;
- i) Conduct quality research projects in the field of history, political economy, culture, literature, arts and architecture, foreign policy and security in the Balkans;
- j) Publish research projects, policy papers and the scientific journal; and
- k) Offer short courses, workshops and lectures to students and young leaders as to enhance their social responsibility and leadership knowledge and skills.

Article 10.

The mission of the Center is:

Center's mission is to motivate and support the academic community, policy-makers and the public in the promotion of scholarly research and policy analysis related to the Balkan's history, political economy, culture, literature, arts and architecture, foreign policy and security that will inevitably lead towards tolerance, understanding and the regional cooperation. The work of the Center will contribute to creating a peaceful, just and prosperous Balkans through training of young academicians who are interested in specialization in certain fields in the region.

V. ADMINISTRATION AND DUTIES OF THE CENTER

Article 11.

The administration of BSC is made up of the following:

- a) The Director;
- b) Academic Advisor;
- c) The Legal Advisor;

- d) The Secretary;
- e) The Executive Committee; and
- f) The Advisory Board.

Article 12.

- 1) The Director is proposed among the university academicians by the Rector and assigned with the assent of the University's Board of Trustees for a period of three years. The tenure of the Director may be lengthened when it is over.
- 2) The Director must have a Ph.D. degree in an appropriate area and at least two years of relevant experience.
- 3) When deemed necessary, the Rector may relieve the Director of his/her duty. If a Director is relieved of his/her duty or resigns from his/her position, a new Director is assigned to complete his/her term under the same conditions.
- 4) When the Director is unavailable for a period longer than six months, a member of the Advisory Board undertakes his/her responsibilities. Upon the Director's proposal, the Rector will appoint a member of the Advisory Board to temporarily perform the duties of the Center's Director.

Article 13.

The Director is responsible to the Rector and Vice-Rector for General Affairs for the progress in the areas of responsibility.

Article 14.

The duties of the Director are:

- a) To represent the Center and ensure the execution of the Centre's duties;
- b) To prepare the short, medium and long-range aims and policies and relevant education, research and advisory plans and programs to support these aims and policies, and, after the approval of the Executive Committee, to realize these plans and programs;
- c) To promote and facilitate leading-edge research, including collaborative and interdisciplinary research, in areas related to the goals of the Center;
- d) To chair the Advisory Board and to implement the decisions taken;
- e) To assume the responsibility of the Chairman of the Executive Committee when the Vice-Rector for General Affairs is absent;
- f) To develop strong linkages with appropriate University academic departments and administrative units;
- g) To determine human resource needs and to submit to the Rectorate;
- h) To establish Research and Project teams;
- i) To prepare an annual report of the Centre's accomplishments and a summary of the Centre's financial and administrative operations;
- j) To propose the Center's associates and visiting and honorary fellows to the Rectorate; and
- k) To help and guide the Western Balkans-related student clubs that are registered at the University but fall under the Centre's sphere of activities.

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Article 15.

- 1) The Rector appoints one of the senior academicians as the Academic advisor to the Center for a three-year term, based on the proposal of the Vice-Rector for General Affairs. The tenure of the Academic advisor may be lengthened when it is over.
- 2) To be an Academic advisor requires 10 years experience in higher education. If no one meets the minimum qualifications, the position will remain vacant.
- 3) If an Academic advisor is relieved of his/her duty or resigns from his/her position, a new Academic advisor is assigned under the same conditions.

Article 16.

The Academic Advisor provides day-to-day advice for the growth and development of the Center.

Article 17.

Upon the proposal of the Director of the Center, one of the academicians or a member of the administrative staff at IUS assigned to work at the Center is tasked as the Legal advisor for a period of two years by the Rector.

Article 18.

The duties of the Legal advisor are:

- a) To conduct legal analysis and researching legal matters;
- b) To provide advice on legal matters;
- c) To draft legal opinions, memoranda, and briefing documents;
- d) To execute necessary legal documents and records;
- e) To review legal material;
- f) To monitor the implementation of the legal clauses;
- g) To maintain constant communication with the Director; and
- h) To perform other duties as assigned by the Director and the Vice-Rector for General Affairs.

Article 19.

- 1) Upon the proposal of the Director of the Center, one of the academicians or a member of the administrative staff at IUS assigned to work at the Center is tasked as the Secretary for a period of two years by the Rector.
- 2) Upon the proposal of the Vice-Rector for General Affairs and after consultation with the Director, a Ph.D. student/candidate can be appointed to work at the Center as the Secretary for a period of one year by the Rector.
- 3) The Secretary, in cooperation with the Director, manages the activities of the Center.

Article 20.

The duties of the Secretary are:

- a) To manage and edit the Center's website and social media accounts;
- b) To perform administrative tasks necessary for the successful work of the Center;

- c) To assist in writing project proposals;
- d) To ensure meetings are effectively organized;
- e) To maintain an effective record of the organization's activities;
- f) To maintain an effective record of the sessions of the Executive Committee and Advisory Board;
- g) To write meeting minutes;
- h) To assist the Director in preparing annual reports;
- i) To communicate with partner institutions/organizations via e-mail addressed to the Center;
- j) To organize book promotions and roundtable discussions;
- k) To actively promote the Center; and
- l) To perform other duties as assigned by the Director and the Vice-Rector for General Affairs.

Article 21.

- 1) The Executive Committee consists of at least seven members, which includes the Vice-Rector for General Affairs and the Director. The members are appointed by the Rector and shall be confirmed by the University's Board of Trustees.
- 2) The term of office of the members of the Executive Committee is three years. A member whose term of office expires may be reappointed. In place of the member who leaves before the end of his/her term, a new member is appointed to complete the remaining term.

Article 22.

- 1) The Executive Committee convenes at least two times a year under the Chairman of the Vice-Rector for General Affairs. The Director assumes the responsibility of the Chairman when the Vice-Rector for General Affairs is absent.
- 2) The Director after the consultation with the Vice-Rector for General Affairs sets the agenda of the meeting by taking the requests of the members into account.
- 3) Invitation for the meeting has to be sent by email to the members of the Executive Committee no later than fifteen days before the date set for the meeting. The invitation must be sent via the Center's official email. The proposed agenda is also delivered together with the invitation to the meeting.
- 4) An emergency meeting of the Executive Committee may be called by the Director and the Vice-Rector for General Affairs. The Executive Committee may only discuss or act on emergency matters during the emergency meeting. Forty-eight hours' notice is given for every emergency meeting.
- 5) Online meetings are held with the support of advanced internal technologies or through established platforms of the University, which enables written, oral and/or video communication between the Executive Committee members. All required support must be given by the University's IT Center.
- 6) The membership of a member who fails to attend two regular meetings of the Executive Committee without permission or excuse is terminated by the decision of the Executive Committee.
- 7) The members of the Executive Committee must keep the information shared among the board members confidential.

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Article 23.

The Executive Committee has the following duties:

- a) To ensure that the agreed strategies and the Center's rules are implemented;
- b) To supervise the activities carried out by the Center;
- c) To take decisions on the work of the Center, in accordance with its mission and aims;
- d) To evaluate the activity report on the preceding year and the proposed work program for the following year and to decide on these to report to the Rector;
- e) To develop proposals and projects regarding any matter within the Center's area of work and operation;
- f) To evaluate project proposals;
- g) To assist the Director with recommendations about the Center's programs and policies; and
- h) To propose the Center's associates and visiting and honorary fellows to the Rectorate.

Article 24.

- 1) The Executive Committee takes decisions by discussing the agenda items prepared by the Director. The Executive Committee convenes with the absolute majority of the total number of members and decisions are taken by majority vote. The members should declare themselves by voting "FOR, AGAINST, OR ABSTAINED." Members who disagree with decisions/suggestions/comments can write a note of reservation which will be annexed to the report. The Secretary cannot vote.
- 2) Decisions are adopted by public voting, unless it is differently regulated by the Law, University's Statute or by other bylaws.
- 3) When necessary, upon the invitation of the Director, persons from within or outside the University who have knowledge, skills and experience on the subject may also attend the meetings of the Executive Committee in order to express their opinions. However, these persons cannot vote.

Article 25.

- 1) The Advisory Board is comprised of the Director, the Secretary and five academicians assigned by the Rector's approval among the ten proposed by the Director. After consulting with the Executive Committee, the Director makes recommendations for the Advisory Board.
- 2) The members of the Advisory Board are renowned academics and experts (not as representatives of their respective governments).
- 3) The tenure of the Advisory Board is three years. In the stead of a member who resigns before the end of tenure, a new member is assigned under the same conditions. The Director may invite the Legal advisor to the meetings occasionally.
- 4) The members of the Advisory Board must keep the information shared among the board members confidential.

Article 26.

- 1) The Advisory Board meets at least quarterly on the call of the Director. The duties of the Advisory Board are:

- a) To provide strategic and independent advice to the Director on the work of the Center;
 - b) To provide guidance and strategic input on how the Center can meet its objectives;
 - c) To advocate for the Center;
 - d) To present their opinions and suggestions on the work of and new spheres of activity for the Center;
 - e) To support the Center's research and educational functions by providing regular guidance and insights;
 - f) To identify and pursue research funding opportunities;
 - g) To identify opportunities for collaboration with government and non-government organizations, institutions, and units;
 - h) To periodically review and assist in the progress of the research work of the research scholars;
 - i) To advise on how the Center relates to and promotes itself in BiH, region, and globally; and
 - j) To establish standards for certificates and similar to be awarded to participants at the end of educational programs and to propose these standards to the Rector.
- 2) Invitation for the meeting has to be sent by email to the members of the Executive Committee no later than five days before the date set for the meeting. The invitation must be sent via the Center's official email. The proposed agenda is also delivered together with the invitation to the meeting.
 - 3) Online meetings are held with the support of advanced internal technologies or through established platforms of the University, which enables written, oral and/or video communication between the Executive Committee members. All required support must be given by the University's IT Center.
 - 4) The membership of a member who fails to attend two consecutive meetings of the Advisory Board without permission or excuse is terminated by the decision of the Advisory Board.

Article 27.

- 1) The Advisory Board adopts its decisions by a majority vote of the total number of the Advisory Board members. The members should declare themselves by voting "FOR, AGAINST, OR ABSTAINED." Members who disagree with decisions/suggestions/comments can write a note of reservation which will be annexed to the report. The Secretary and Legal advisor cannot vote.
- 2) Decisions are adopted by public voting, unless it is differently regulated by the Law, University's Statute or by other bylaws.
- 3) The Director chairs the Advisory Board.

Article 28.

Members of the Center's administration (Director, Legal Advisor, and Secretary) and the Academic Advisor are entitled to submit their resignation on their position(s) within the Center to Rector's Office for consideration.

Article 29.

Members of the Center's Executive Committee and Advisory Board can submit resignations on their position(s) within the Center to Rector's Office.

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Article 30.

- 1) Any members of the Center's administration, the Academic Advisor, the Executive Committee, the Advisory Board and the Associate network whose behavior or speech violates the Center's Book of Rules, the University's Statute and the University's Code of Ethics can be removed from the post by Rector's decision.
- 2) The Director and the Vice-Rector for General Affairs can suggest the removal of the members of the Center's administration, the Advisory Board and the Associate network to the Rector.
- 3) The Vice-Rector for General Affairs after the consultations with the Director can suggest the removal of the Academic advisor and the members of the Executive Committee to the Rector.

Article 31.

The academic and administrative personnel needs of the Center are met by personnel assigned by the Rector as proposed by the Director.

VI. MEMBERSHIP OF THE CENTER**Article 32.**

The Associate network of the Center is made up of members chosen upon the proposal of the Executive Committee and assigned by the Rector from among the University staff or upon request representatives of public or private enterprises from the same sphere of activities and/or specialists in related fields, for a 2-year tenure. It may be lengthened when it is over. The maximum number of members in the Associate network of the Center is 30.

Article 33.

The Associate appointment at the Center is neither academic nor scientific.

Article 34.

The Associates and other members of the Center can propose a sponsored project proposal. The proposal needs to be approved by the Executive Committee, and confirmed by Rector.

Article 35.

The Associate position at the Center is unpaid. However, the associates are entitled to the professional fee which represents the amount of honorarium in a project proposal, which is approved by the funding organization.

Article 36.

Visiting and honorary fellows can stay in the Center for one-year tenure. Researchers including visiting scholars, post-doctoral researchers and doctoral candidates can participate in the BSC Visiting Researcher Programme.

Article 37.

The Center will assess candidates for visiting and honorary appointments on the extent to which they will contribute to the achievement of the Center's mission and aims.

Article 38.

The visiting and honorary fellows are proposed by the Executive Committee and/or the Director, and confirmed by Rector.

Article 39.

The Center supports only applicants with external grants to conduct their research in social sciences and humanities.

Article 40.

The visiting and honorary research fellows are asked to:

- a) Acknowledge the Center in the publications that they publish as a result of their research at the Center;
- b) Manage their own housing and accommodation during their stay at the Center; and
- c) Deliver visiting lectures, and participate in panels and workshops that are organized by the Center (such duties will not exceed 10% of their allocated time at the Center).

Article 41.

All visiting and honorary appointments propose the Center and may be terminated at any time by written notice from the University.

Article 42.

The visiting and honorary appointments at the Center do not confer employee or worker status.

Article 43.

The Center's associates and the visiting and honorary fellows have to obey the Center's rules and the Code of Ethics of the University.

Article 44.

Associates and visiting and honorary fellows can be relieve from the Center by Rector's decision.

Article 45.

- 1) Internship and training programs at the Center offer practical experience and skills. The Center offers the chance to learn by doing in a setting where students are supervised by workplace professionals. The Center helps interns to learn how their classroom knowledge applies to real situations. The Center programs are designed for foreign and domestic university students or recent graduates. The programs are intended for students with at least 180 credits.
- 2) Students joining the Center as interns will spend 4-8 weeks working as integral members of the Center. After the completion of an internship, every intern is entitled to an internship certificate that bears the supervisor's and Director's signatures.

- 3) Students may be eligible to earn credit for internships in case if they are enrolled in a major that requires an internship-type experience as part of their core requirements or as an elective academic internship course.
- 4) The internship will be unpaid, and interns would be responsible for covering their living costs including insurance during their internship. It is recommended to apply for funding opportunities.
- 5) Two positions are available to be selected per semester (Fall and Spring) and summer recess for the Center's internship program.

VII. BUDGET AND FUNDING OF THE CENTER

Article 46.

The Center's income is generated through contributions from sources inside and outside the country and revenue generated from the sale of books and refereed journals published by the Center, through activities such as international symposia and international summer schools realized by the Center.

Article 47.

- 1) The Rector approves the Center's annual budget if it is deemed necessary.
- 2) The spending authority of the Center is the Rector. Rector may delegate this authority to the Director.

VIII. PARTNERSHIP AND COLLABORATION OF THE CENTER

Article 48.

The Center can establish collaboration with prominent international and local institutes and centers dealing with related fields of interest and research.

Article 49.

Rector's Office must be consulted prior to entering into collaboration and partnership with other institutions.

Article 50.

The Rector signs the agreements and documents on behalf of the Centre. Rector may delegate this authority to the Director.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 51.

An authentic interpretation of the Book of Rules is provided by the authority which has adopted them.

Article 52.

This Book of Rules comes into force on the day it is adopted.

Article 53.

The provisions of this Book of Rules are implemented by the Rector.



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IUS, 2023

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