**Annex B to QC Manual - Word document template**

**Erasmus + Project No 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP**  
**Enhancement of HE Research Potential Contributing to Further Growth of the WB Region**  
**Re@WBC**

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**Abstract**

Inside work-package 2-leader University of Novi Sad, UES got an assignment to make analysis of the state-of-the-art on partner Western Balkan (WB) Universities concerning existence of different bylaws, documents and procedures regulating research and existence of research centers. This was performed inside activity 2.1. Following partner institutions sent necessary materials and information about current situation at their institutions: Universities of Nis, Tirana, Kragujevac, Montenegro, Belgrade, East Sarajevo, Novi Sad and Sarajevo. Following information were analyzed:
1. Information about concrete bylaws on institutions regulating status of researchers and research in general.
2. Main elements of research strategy like strategic aims and action plans
3. Information about bylaws regulating work of research centers.

The whole report is organized on the way that in the beginning of the report it can be found analysis of each participating institution and at the end some major conclusions and recommendations.

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WP2 Excellent University for the researchers
Activity 2.1: Reinforcing university centres and offices by creating and adopting relevant bylaws

**University of Sarajevo**

1. Information about concrete bylaws on your institutions regulating status of researchers and research in general:
   - The status of researchers at the University of Sarajevo and research in general is regulated by the Law on Research activities of Canton Sarajevo: the new Law has been adopted in June 2016, and you can find in the attachment.
   - Research activities are performed in line with the principles of the Code of Ethics of the University of Sarajevo (document in the attachment).
   - Additionally Decision on norms to define minimum standards in higher education in Bosnia and Herzegovina - BiH (from 4. 11. 2011, by the Agency for Development of Higher Education and Quality Assurance) treats in its part minimum standards for accreditation of programs of III cycle of study (revised document is in the form of draft).

There are different bylaws regulating directly and indirectly research on the University among whom the most important are: Rules of studies on the first, second and third cycles, bylaw about academic titles, bylaw regulating publishing activities, bylaw about quality assurance procedure on the University, Codex of ethics and etc.

2. Main elements of research strategy like strategic aims and action plans:
   - The University of Sarajevo Strategy which in its part 2.2. outlines main strategic goals in the field of research is for the period 2011-2015. Higher Education Development Strategy in KS for the period 2017 - 2022 is currently in preparation, and it will also tackle development of research and science in its parts. (The University strategy will follow after the adoption of the cantonal one). Action plan for research is developed inside Charter and Code.

3. Information about bylaws regulating work of research centers.
   - The possibility of establishment and operation of research institutes, centers, laboratories and other forms of organization of research activities in or as the departments of the University of Sarajevo are regulated by the University Statute (its Articles 29-31, and 35), which is also in the attachment. University of Sarajevo has different research centers and institutes: Institute for Crime Research and International Law, Institute Of History, Oriental Studies Institute, Institute for Genetics And Biotechnology, Language Institute, University Tele-Informatics Center (Utic), Human Rights Centre (Hrc), Centre for Interdisciplinary Postgraduate Studies (Cips).

**University of Belgrade**

1. Information about concrete bylaws on your institutions regulating status of researchers and research in general:
   The status of researchers and research is defined on the University of Belgrade by the Statute of the University. Different documents and bylaws on the University and faculty level are regulating in different extent position of research on the University. Following documents and bylaws are very important: strategy of the maintaining quality on the University (29.11.2013); bylaw regulating procedure for acquiring the academic title and for the employment of teachers on the University of
Belgrade (13.05.2008); bylaw regulating minimal condition for election of teachers in different academic position; bylaw defining procedures for evaluation of teachers by students (16.06.2010); bylaw regulation doctoral studies on the University (24.02.2010), Codex of professional ethics on the University (10.07.2016) and others.

2. Main elements of research strategy like strategic aims and action plans:
The program of scientific research at the University of Belgrade is based on the Law on Scientific Research, the Law on Higher Education, the Law on Innovation and the National Sustainable Development Strategy. Scientific work at the University of Belgrade is done through following activities: participation in domestic projects financed by Government; participation in international projects; development of strategic projects; innovative research directed to transfer of technology and training of staff for research through bachelor, master and doctoral studies. All faculties and institutes inside University of Belgrade are accredited institutions. University of Belgrade entered Shanghai list of the best Universities in 2012 and in 2013 University of Belgrade entered into 400 best universities in the world. University of Belgrade supports the innovation activities of its teaching staff and researchers through the work of innovation centers, Business Technology Incubator and the Center for Technology Transfer. The Working Group on Horizon 2020 coordinates and supports the activities of the University of Belgrade in European research programs.
University of Belgrade implementing research activities, in order to provide education of staff who will actively participate in raising the competitive ability of the Serbian economy, to strength the opportunities for participation in research projects of regional and European importance, to implement results of scientific research in the economy, education, culture and health and to maintain the progression of University of Belgrade in international academic rankings. Priorities in scientific research in the next period are:
to work on programs of basic research and technological development, publishing scientific results and organization of conferences and promotion of scientific excellence.

3. Information about bylaws regulating work of research centers and institutes.
At the University of Belgrade various centers for education and research are established. Different bylaws are regulating position of the each Center inside University. Some of the Centers are:
Information Center: The Belgrade University Information Center was founded in 2005 with the aim of providing an integrative information service at the University level. The activity of the IC is aimed at stimulating and upgrading the level of communication among the members of Belgrade University through dissemination of relevant information within the University community but also at developing new forms of communication between the University and its broader environment. Through these activities the IC becomes an important integrative factor in the functioning of the University and contributes to the strengthening of the role of the University in the society.
Centre for life-long learning: Centre for Lifelong Learning is an organizational unit at the University of Belgrade, created to further improve and promote the system of lifelong learning, as well as provide support to individuals interested in further education and expert training.
Centre for Quality Assurance is an organizational unit at the University of Belgrade, created to ensure the system of quality assurance at the University and the faculties that belong to the University. Together with the Quality Assurance Committee, the Centre creates a unique institutional framework for quality assurance in higher education within the University.

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Centre for Career Development: In order to create a professional university service to support students and recent graduates in developing practical knowledge and skills, or continuing education upon graduation and to connect them to the business community, the Foundation of Crown Prince Alexander for Culture and Education in cooperation with the University of Belgrade and the University of Nottingham has initiated the establishment of the Centre for Career Development.

Center for Strategic Management: The Center for Strategic Management and Strategic Planning (CESMUB) was founded in order to strengthen the integrative functions of the University, as well as the planning, organization and implementation of strategic activities of the University.

The Joint Japan-Serbia Center for the Promotion of Science and Technology: Within the Serbian-Japanese Centre for Scientific Simulations simulation science has been developed using two supercomputers SX-6i which were donated by Nippon Electric Corporation (NEC), Japan

Center for Technology Transfer: Center for technology transfer was founded by the decision of the University Council on October 26th 2010, with the purpose of identifying, protecting and commercializing the results of scientific, research and expert work and the protection of intellectual property of the University of Belgrade.

Centre for EU Public Policies: The University Centre for EU Public Policies was established in 2014 in the process of capacity building of the university teachers to research and deliver training in the field of EU public policies. The establishment of the Centre was a response to the growing need for the better understanding and knowledge about EU institutions. Most important research institutes on the University of Belgrade are: Institute for medical research, for physics, electrotechnical institute Nikola Tesla, for philosophy and social theory, for chemistry, technology and metallurgy, nuclear sciences Vinca, Institute Mihajlo Pupin, Institute for usage of nuclear energy, institute for biological research, institute for molecular genetics and genetical engineering and institute for multidisciplinary studies.

University of East Sarajevo

1. Information about concrete bylaws on your institutions regulating status of researchers and research in general:

All institutional acts defining the work of the academic staff and defining the work of researchers, are in accordance with the Statute of the University of East Sarajevo. Academic staff are persons who perform teaching, scientific, artistic and research work (teachers, researchers, staff, artistic staff and etc). University bylaws and documents do not regulate selection of the researchers. Bylaws are regulating elections in teaching positions, where teachers and staff within the 40-hour working week, among others, have obligations to work in the field of research. Full salary is equal to 60% of teaching and 40% of research work. Fundamental rights and freedoms of academic staff are defined by the Statute. The Code of Professional Ethics at the University of East Sarajevo establishes ethical principles in higher education, publishing scientific results, compared to the intellectual property, relationships between different groups involved in research. Bylaw on internal quality control procedures of implementation of research projects regulates the procedure of the application and implementation of projects and procedures for realization of grants and reporting. Bylaw regulating doctoral studies and the acquisition of the PhD of the University of East Sarajevo is describing organization of doctoral studies.

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2. **Main elements of research strategy like strategic aims and action plans:**
- Research strategy is defined on the University of East Sarajevo. University joined the IV cohort Strategic Group for Human Resources (Human Resources Strategy Group) and implemented different activities to ensure obtaining the prestigious Human Resources Excellence in Research sign-HR logo. We made and adopted the necessary documents to reduce the gap between the principles of the Charter and Code, and the current situation in the field of human resources at the university. We conducted a comprehensive analysis and based on it prepared strategic documents and action to overcome identified deficiencies.
All action plans with deadlines, responsible persons and indicators of success are clearly defined.
All documents can be found on the University Web site. Research is one of the main strategic aim inside our new University strategy.

3. **Information about bylaws regulating work of research centers.**
- From 26.02.2015, the operation of research centers at the University of East Sarajevo is regulated by Bylaw for running of the scientific research centers on the University of East Sarajevo. Five research centers are established. Research center for Biomedical sciences, for transportation, for humanistic and social sciences, for engineering and for food technology. Research institutes except Institute for Economics are not existing at the University at the moment.

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**University of Tirana**

1. **Information about concrete bylaws on your institutions regulating status of researchers and research in general:**
The Institutions of higher education in Albania carry out basic or applied scientific research, study or projects aiming development. Activities are defined by the Statute of the Institutions of higher education and by High Education Law (article 69 and 70 mainly). Topics and deadlines for the research activity, field of research and requirements regarding the scientific publications are determined by the Institutions of higher education. Different bylaws are regulating upgrading of staff from one position to another, career development process, ethics in research and running of doctoral studies.

2. **Main elements of research strategy like strategic aims and action plans:**
Research strategy does not exist, part of research strategy can be found inside different documents regulating development of the Universities.
The scientific research is carried out and based on plans, programs and projects defined in laws and bylaws. (article 59, 60 i 71). Performance research indicators are analyzed and evaluated by the governing board of the institutions of higher education.
Programs of the third cycle (PhD) and to some extent even programs of the second cycle undergo planning. In accordance with its teaching and scientific research mission, University of Tirana creates programs and projects based on the needs in different fields of study.

3. **Information about bylaws regulating work of research centers.**

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The career development centers carry out scientific research activity. They also help in the completion of the program for the second cycle and third cycle. The main office is part of the Rectorate and the other six centers, which depend on the main one, are part of the six Faculties. The head of the career development center is appointed by the Rector (when part of the Rectorate) or by the Dean when this is part of the Faculty (article 47). The structure and the organization of these centers are proposed by the respective Faculties and then approved by the Council of Administration. University has two institutes for Physics and European studies. Most of the things connected to research are regulated by University statute.

University of Nis

1. Information about concrete bylaws on your institutions regulating status of researchers and research in general: Research work is performed at all faculties of the University of Niš, in the areas of basic, applied and development scientific research. Activities financed by Serbian Ministry of Science represent the basic form of research work at the faculties, and considerable funding resource. International grants are also very important source from projects. Statute of the University (specially articles 114-117), bylaws regulating work of research centers and institutes, career development center, bylaw regulating promotion in academic and research career and etc. Most of things are regulated through the Statute. Code of Ethics also exists.

2. Main elements of research strategy like strategic aims and action plans: The University of Niš is the first university in Serbia to sign "The European Charter for Researchers" and "The Code of Conduct for the Recruitment of Researchers“ (C&C), thereby accepting the initiative of the European Commission which in 2005 adopted these documents with the aim of increasing employability and promoting research career as vital elements in the strategy of greater economy growth, employment, and setting up a European research area. The University of Niš incorporated all the principles of C&C into its regulations and practice as well as in its organizational and financial instruments. This commitment is took by the “Human Resources Strategy for Researchers incorporating the EU Charter and Code”, adopted by the University Senate on 26.3.2014. The Strategy comprises of the:
- Internal Analysis, which highlights the issues related to misalignment of the current practices of managing human resources with C&C principles, and action plan, which identifies and schedules the actions, needed to address the above issues

3. Information about bylaws regulating work of research centers.
University of Nis has 15 different centers and institutes dealing with research. They are organized in two groups: Units as legal entities and those which are inside University.
Part of the university: Centre for quality improvement, Center for International Cooperation, Career Development Center, Center for the recognition of foreign higher education qualifications, Center for Technology Transfer, Center for Lifelong Learning, Interface Center,Center for Scientific Research of SASA and University of Niš, Center for Multidisciplinary Studies, Center for Applied Physics, Center for Cognitive Science, Student support Center, Center for Byzantine Studies-Slovenian, Multimedia Center, Center for Public Policy of the European Union. Units as legal entities: Center for business cooperation, University library Nikola Tesla, Foundation for regulating

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accommodation for young researchers and Institute for informational technologies. They existence is regulated with Statute of the University.

**University of Kragujevac**

1. Information about concrete bylaws on your institutions regulating status of researchers and research in general:

   In the list below it can be found list of different bylaws and documents regulating position of researchers and research itself.

   Statute of the University of Kragujevac. Document regulating reorganization of the University of Kragujevac, Ethical codex of teachers at the University of Kragujevac, System for quality assurance of the University of Kragujevac, condition for election into position quality strategy and bylaw regulating QA procedures at the University of Kragujevac, Codex dealing with academic integrity, bylaw regulating self-evaluation process on the University of Kragujevac, document regulating publication of research journals, bylaw regulating recognition of foreign diploma, bylaw regulating work of scientific center SANU and of the University of Kragujevac, procedures about running and implementing international projects at the University, bylaw regulating mobility of students and transfers of credits, bylaw regulating credit mobility on the University, bylaw describing work of the Court of honor on the University.

   Each faculty inside University has set of bylaws and documents regulating position of research and researchers on the University. Crucial documents regulating this issue on the faculties are statute of the faculties and bylaws defining (work on the faculty, systematization of jobs, establishing and functioning of Center for LLL, election to the position of associates, publishing activities, work of ethical committee, and ethical codex, financing of scientific work, work of established journal, functioning of doctoral studies.

2. Main elements of research strategy like strategic aims and action plans:

   University of Kragujevac adopted in October 2016 Strategy of Human Resources for Researchers: [http://www.kg.ac.rs/strategija_resursi.php](http://www.kg.ac.rs/strategija_resursi.php) which in the accordance with proclamation and the recommendation of the European codex for researchers and their employment. University of Kragujevac made self-assessment report about current statutes of Research on the University and mapped all research potentials on the University. Their defined action plan and timetable of activities with division of responsibilities.

3. Information about bylaws regulating work of research centers.

   Work and functioning of each research center on the University of Kragujevac are regulated by bylaw. There are additional documents in each Center which are additionally regulating work.

   Cooperative training center is member of CTC network. Considering the importance and necessity of cooperation of the University with companies, the main strategic goal of the center is to coordinate and improve cooperation, to facilitate transfer of knowledge and technology to students and graduates and to give them the opportunity of gaining practical knowledge.

   The main activities of the Center for research- SANU and University of Kragujevac are implemented through work on research projects, organization of scientific meetings, debates, lectures, exhibitions, promotions, and other academic and cultural events. Particularly important activity of the Centre is publishing activity. Center for lifelong learning is working on establishing

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and maintaining basic institutional and organizational conditions for involvement of the University of Kragujevac in the LLL process. Substantial objectives of the Center for transfer of technology are to facilitate and coordinate the transfer of knowledge and technology at the University of Kragujevac, analyze and evaluate the technical and commercial opportunities for innovation, provide researchers necessary support in intellectual property protection for their inventions, organize training in this field, enabling networking and internationalization of research results through the establishment of a database. Office for business support In addition to mapping the potential of the university, its presentation in the context of the catalog (printed and online), the staff of the Office is involved in the development and maintenance of collaborative innovation platform for managing the collection and development of ideas and entrepreneurial ventures in the university environment. Through the development of partnerships with organizations to support innovation (Business Incubators, Innovation Centers, Science and Technology Parks, Investors) BSO will support the best ideas into their road to market.

Center for career development was established with the aim to help students to better prepare for entering the labor market after graduation, to connect them with the business community and provide them with support in the acquisition of the knowledge and skills that are now in the labor market are necessary.

**University of Montenegro**

1. **Information about concrete bylaws on your institutions regulating status of researchers and research in general:**

The status of researchers and research at University of Montenegro is regulated by Collective Labour Agreement. The agreement is available at: [http://www.ucg.ac.me/fajlovi/Kolektivni%20Ugovor%20Univerziteta%20Crne%20Gore.pdf](http://www.ucg.ac.me/fajlovi/Kolektivni%20Ugovor%20Univerziteta%20Crne%20Gore.pdf)

According to Article 24 - Academic staff is obliged that at least 30% of working time spent for scientific activities, while Researcher Staff is obliged to spent all time for scientific activities. Research is positioned at the University through clear description find in the Statute.

2. **Main elements of research strategy like strategic aims and action plans:**

At the moment there is no official document dealing with research strategy for the University of Montenegro with accompanied Action Plans. There is strategic plan developed inside Evolunimont – Project of the 7th Framework >Programme for Research and Development of the EC (Grant agreement no.: 229958). Its printing is funded within the TEMPUS programme “Creating R&D Capacities and Instruments for boosting HE-Economy Cooperations” Contract No: 145180-TEMPUS-2008-AT-SMHES).

3. **Information about bylaws regulating work of research centers.**

The regulation that will specify in more details work of research centers in under preparation. University of Montenegro has three Institutes: maritime, foreign languages and history and Center for information technology. University also organized Research & Development Service Centre.

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University of Novi Sad

1. Information about concrete bylaws on your institutions regulating status of researchers and research in general:
The status of researchers and research is defined on the University of Novi Sad is regulated by the Statute of the University. Different bylaws on the University and faculty level are regulating in different extent position of research on the University. Following bylaws are very important: Bylaw regulating minimal criteria for upgrading of teachers from one academic position to another (01.12.2016); Bylaw about election of professor emeritus (10.11.2016); Codex about academic integrity on the University Novi Sad (13.01.2017); Bylaw about obtaining academic title (08.09.2016); bylaw regulating inter and multidisciplinary master studies on the University (22.10.2015); Bylaw regulating doctoral studies (28.09.2015); Rules about Professional Conduct violation; Rules about running and implementation of international projects; Rules about systematic monitoring and evaluation of the quality of research work and others.

2. Main elements of research strategy like strategic aims and action plans:
At the moment there is no official research strategy for the University of Novi Sad nor centrally developed strategic plans with accompanied Action Plans.

3. Information about bylaws regulating work of research centers.
Inside University of Novi Sad different Centers are existing: Center for Informational technologies which is dealing with Design, development and maintenance of information systems and the main computer and communications hubs to support the shared information through the functions of the University. Center is giving hardware and software support to the University and its units. Association of Centers for Interdisciplinary and Multidisciplinary Studies and Research - ACIMSI the higher education unit of the University of Novi Sad, in which are realized master academic and doctoral studies as well as research in interdisciplinary and multidisciplinary sciences. The main objective of the Centre for Sustainable Development and Environment is to educate students and conduct research that will contribute to the improvement of management and organization in the field of environmental engineering. Center for medical physics and medical engineering is in charge of running specialist and doctoral interdisciplinary studies. Centre for Meteorology and Environmental Modeling was established to promote multidisciplinary research and studies in the field of environmental modeling, focusing primarily on meteorological phenomena. Center for gender equality is training students and a student of the interdisciplinary approach to research and integration of gender equality approach in studies within the social sciences and humanities. Center for European Studies and Research is affirming the multidisciplinary field of European studies, and therefore all aspects of European integration, civilization and culture. Center for research and development of technologies of electronic government is dealing with applying ICT in the public sector management and administration and etc.
University of Novi Sad organized several other very important Centers which everyday functioning is also very important for developing of research like Career Development center and Danube Center for transfer of technology.

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Conclusions

After deep analysis of the current situation by made some common conclusions:

❖ All partner universities described in details and covers organization and implementation of the research through existing university and faculty documents: statute, code of ethics, bylaw regulating promotion, bylaw regulating doctoral studies, career development centers bylaw regulating doctoral studies and etc.

❖ It should be emphasized by analyzing different bylaws dealing with academic promotions that conditions for promotion are very different on different partner institutions.

❖ We noticed that position of teachers and scientist and their definition on the Universities is quite different.

❖ Strategy for research is very different from university to university and on some universities does not exist. Implementation of different strategies and following strategic and action plans is questionable on the most institutions involved in this project.

❖ On different involved institutions number of research centers and institutes are existing but they have different structures and are legally organized on different ways. All of them represent important places for research but also connection between universities, work field and wider community.

It can be proposed, as common action plan for all WB Universities inside this activity, to develop research strategy with common minimal principles, developing all documents and bylaws regulating research on the University using existing good regional and European practice and regulating role of research centers and institutes on the similar way by using also good existing practices.

Literature (some important documents and links):

**University of East Sarajevo**

Bylaw regulating work of research centers at the University of East Sarajevo.  

Statute of the university of East Sarajevo (http://www.ues.rs.ba/media/akti/uis-statut-univerziteta.pdf).

Bylaw regulating academic promotions and going from one position to another  

Bylaw regulating internal quality assurance procedures (http://www.ues.rs.ba/media/akti/Pravilnik-o-osiguranju-kvaliteta-1.pdf).

Codex of professional ethics (http://www.ues.rs.ba/media/akti/uis-kodeks-profesionalne-etike.pdf).


**University of Nis:**

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Bylaw regulating work of center for technology http:// www.artf.ni.ac.rsГласник УН, број 8/2012.pdf.

University of Montenegro:
Research strategy http://old.ucg.ac.me/download/eng/strategy_final1.pdf.
Ethical codex  http://www.ucg.ac.me/fajlovi/ETIČKI%20KODEKS.pdf

Bylaw for academic and scientific promotion:
http://www.ucg.ac.me/fajlovi/PRAVILA%20POSTUPKA%20IZBORU%20AKADEMSKIH%20ZVANJA.pdf.

Bylaw regulating doctoral studies
http://www.ucg.ac.me/fajlovi/PRAVILA%20DOKTORSKIH%20STUDIJA%20.pdf

University of Sarajevo:
Statute of the University http://unsa.ba/s/images/stories/A0/KonacniStatutUNSA.pdf

Bylaw regulating doctoral studies:

Bylaw regulating internal quality assurance procedures:

Strategy for development of the UNSA

University of Tirana:
Strategic documents: http://www.unitir.edu.al

University of Belgrade:
Statute of the University of Belgrade (17.07.2015, official gazette, University of Belgrade, No, 186) Strategy maintaining quality on the University (29.11.2013, official gazette, University of Belgrade, No, 186.

Bylaw regulating way and procedure of acquiring academic title and working outside home institution official gazette, University of Belgrade, No, 6p. 192.

Bylaw regulating promotion of academic staff (01.07.2016, official gazette, University of Belgrade, No, 6p. 192.

Bylaw regulating work of bodies preparing materials for the Senate from different scientific areas.

Bylaw regulating student evaluation of professors and teachers, Official gazette, University of Belgrade, No, 157.

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Bylaw regulating conditions and possibilities that Research units and researchers are involved in teaching activities (25.10.2006, Glasnik Univerziteta u Beogradu, br. 132).

Bylaw about doctoral studies, Official gazette, University of Belgrade, No, 155.

Codex of professional ethics, Official gazette, University of Belgrade, No,193.