



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

INTERNATIONAL UNIVERSITY OF SARAJEVO

Number: IUS-SENAUT-11-985/2016
Date: April 06th 2016

RULES AND PROCEDURES OF THE RESEARCH & DEVELOPMENT CENTER (RDC)

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- SENATE -

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Pursuant to Article 119 of the Higher Education Law („Official Gazette of the Sarajevo Canton“, issue: 42/13 – amended text), Senate of the International University of Sarajevo, adopts the following

**RULES AND PROCEDURES
OF THE
RESEARCH & DEVELOPMENT CENTER (RDC)**

I

Based on these Rules and Procedures, the Research & Development Center (RDC) has been established as a sub-operational unit within the International University of Sarajevo. According to the regulations assigned with this document, the IUS Research and Development Center (RDC) will be organized by RDC management, which can be comprised of these positions: Manager, Vice manager, Management assistant and RDC technician(s)

II

The management of RDC will support research programs in the identified areas; build up research manpower and facilities; assist faculties/programs in their educational programs by offering to teach relevant courses and to co-supervise research students; provide advice and consultancy, and generally interact with government agencies and local or international academic or industrial organizations, promote awareness of the disciplines and applications of the research results; and/or develop intellectual properties and promote their commercial exploitations.

III

The detailed job description of the Manager and all positions under of RDC is defined by the document: "JOB CLASSIFICATION WITH A SHORT DESCRIPTION OF DUTIES AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO".

IV

The expected duties of RDC Manager are:

- a) Managing the activities relating to scientific research;
- b) Work on the development and modernization of practice training; and research capacity of laboratories related to curricula and programs;
- c) Distributes tasks in the department he runs, taking account of their regular workload;





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- d) Give instructions to perform specific tasks in the domain of scientific research;
- e) Scientific research staff provides expert knowledge in the work;
- f) Where appropriate, cooperates and coordinates the work of the faculty deans and program coordinators;
- g) Consists of annual and periodic work programs and plans for the area of scientific research and reports, etc.;
- h) Cooperate with universities and other legal entities engaged in scientific research work and higher education;
- i) Propose to the board forms inter-cantonal, inter-entity cooperation in the field of scientific research and higher education,
- j) Performs other duties as assigned by, or for which it has been authorized by Rector and Vice rector for International Cooperation and Research.
- k) Consults with deans of faculties, academics and researchers in order to prepare projects and monitors the development of scientific research at the university;
- l) Performs other related duties, such as participation in committees, meetings, conferences, etc.

V

RDC manager is responsible to the Rector and Vice Rector for International Cooperation and Research. The job description of the RDC staff (Vice manager, assistant, technician) is determined by the document in the item III of this Rules and in addition it can be given also by RDC Manager and Rectorate (with special resolution specifying additional duties).

VI

Laboratory management

The management of Research and Development Center will be responsible for the laboratories management, research and training activities and project organizations as well. In this regards RDC will be more representative, for regional and international cooperation. The program coordinators will tightly corporate with RDC management for an effective and efficient work of the center.

VII

The coordinators of Mechanical Engineering, Computer Sciences and Engineering, Genetics and Bioengineering, Electrical and Electronics Engineering programs, Architecture and Computer Science programs, will have the responsibility to organize and manage the corresponded laboratories.

The following laboratories will be organized by RDC:

- Genetic and Bioengineering Laboratories;
- Physics laboratory;

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- Computer Laboratories;
- Electrical and Electronics Engineering Laboratories;
- Architecture Laboratory and Workshop;
- Mechanical Engineering Laboratories;
- ECON Lab;
- Psychology laboratories;
- VACD studios; and
- other laboratories established upon official procedure.

Project Management Office (PMO) is a subunit of RDC, and its working under Rules and procedures which are determined by the Board of Trustees.

VIII

Laboratory management and procedures

Program coordinators, with the approval of RDC management, propose laboratory assistants. The laboratory assistants will have specific tasks. Laboratory assistances are responsible for their laboratories to maintain research and organize their needs with the academic staff and program coordinators. Additional tasks can vary depending on the specific demands but typically involve:

- a) assisting and performing laboratory tests, with the supervision of professors and other academic staff, in order to produce reliable and precise data to support scientific investigations;
- b) carrying out routine tasks accurately and following strict methodologies to carry out analyses;
- c) preparing specimens and samples;
- d) constructing, maintaining and operating standard laboratory equipment, for example centrifuges, titrators, pipetting machines, pH meters; electrical measurement devices, mechanical test equipments, etc.;
- e) ensuring the laboratory is well-stocked and resourced;
- f) recording and sometimes interpreting results to present to senior colleagues;
- g) keeping up to date with technical developments, especially those which can save time and improve reliability;
- h) conducting searches on identified topics relevant to the research;
- i) following and ensuring strict safety procedures and safety checks;
- j) collecting and process samples from various sources and use lab equipment to analyze them;
- k) preparing inventory lists of chemicals/devices and consumables once a year for the responsible laboratory;



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- I) keeping equipment and materials lists, and laboratory data's.

X

The Laboratory assistants can be chosen from the study program or be M.Sc./Ph.D. students in the corresponding study programme. The final appointment for a laboratory assistant will be decided by the RDC management, with the approval of the FENS dean/Rectorate.

In addition, the program coordinators may request an additional laboratory technician, with similar job description as laboratory assistants, with the approval of Rectorate, defined by special resolution specifying additional requirements and duties for this position.

X

The laboratory needs will be purchased minimum once a year or every semester. The organizational procedure starts with the request by the course holder, responsible for the undergraduate course, through a written request form (See Annex 1). The filled Request Form must be signed by program coordinator, faculty dean, RDC manager and finally approved by the Rectorate.

XI

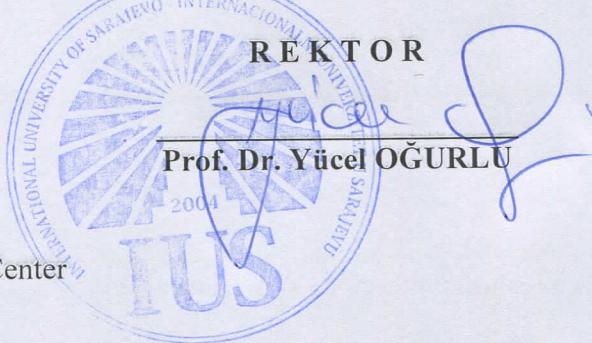
The request form may include specific request such as; financing of small project, purchase of material /consumable/ chemical needs and other needs correlated to the educational and research activities. All the requests that include equipments or consumables must have an additional pro forma invoice/es attached. Laboratory assistant will help the professors to prepare/organize the needs by checking the laboratory stock.

XII

Amendments to these Rules shall be made in the manner and procedure of its adoption, on the proposal of the Senate and Rector.

XIII

These Rules and Procedures become effective once they have been rendered.



Deliver to:

- 1 x Research & Development Center
- 1 x Rectorate
- 1 x QA Office
- 1 x archives

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ANNEX 1

REQUEST FORM			
Name:	Title:		
Email:	Date:		
Signature:	Phone :		
Protocol No. IUS-RDC-			
request/REASONS			TOTAL COST:
Name of the laboratory		Date of the action	
additional information			
APPROVED BY :			
Program Coordinator : <hr/>			
DEAN: <hr/>			
RDC Manager: <hr/>			
FINAL APPROVAL Approved / Disapproved		RECTOR :	

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Updated request version: 20th January 2016.

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