

INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU  
ULUSLARARASI SARAYBOSNA ÜNİVERSİTESİ



**INTERNATIONAL  
UNIVERSITY OF SARAJEVO**

**BOOK OF RULES  
ON  
RESEARCH AND DEVELOPMENT CENTER**

Date: 03.04.2026

Number: IUS-SENAT-11-967/26

*Pursuant to the Article 39 item p) and Article 61 paragraph (1) item d) of the Law on Higher Education (Official Gazette of Sarajevo Canton, No. 36/22, 28/25), and the Article 53 of the Statute of the International University of Sarajevo, no. IUS-SENAT-11-3326/2024 dated October 22<sup>nd</sup>, 2024), the Senate of the International University of Sarajevo, at the 199<sup>th</sup> session held on April 3<sup>rd</sup>, 2026, adopted the following*

## **BOOK OF RULES ON RESEARCH AND DEVELOPMENT CENTER**

### **I. TITLE, AIMS AND DEFINITIONS**

#### **Article 1**

The aim of this Book of Rules is to regulate the management structure, define responsibilities within the Center on Research and Development of the International University of Sarajevo (hereinafter: Center), to define strategic laboratory planning and stronger integration of research into education. It introduces safety regulations and emergency procedures, tutorial regulations and obligations, student roles and responsibilities, maintenance of the Centers equipment, research projects guidelines, collaboration and partnerships protocols under the auspices of the International University of Sarajevo, and other related matters. The emphasis is also placed on opening Center to society and industry through a structured approach to offering qualified services to third parties, and on the gradual development of laboratory capacities aligned with international accreditation standards.

#### **Article 2**

This Book of Rules establishes the mission, vision, organizational structure, and specific duties of the Centers' management- to ensure effective governance, accountability, and alignment with institutional research priorities.

#### **Article 3**

Under these Rules, the terms used hereinafter shall have the following meanings:

- a. Center: Research and Development Center (RDC) of the International University of Sarajevo,
- b. Manager: The Manager of the Center;
- 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 appointed by the Senate
- e. Vice Rector for International Cooperation and Research: Vice Rector for International Cooperation and Research of the International University of Sarajevo appointed by the Senate
- f. The University: International University of Sarajevo;
- g. Laboratory Technician – Laboratory Technician and/or (Senior) Assistants engaged in the Research of the Development Center.
- h. Office of Sponsored Projects (OSP) of the International University of Sarajevo.

## **II. ESTABLISHMENT, MISSION AND VISION**

### **Article 4**

The Center operates as a professional sub-operational unit within the University and is responsible for monitoring realization of scientific-research activities, proposing and taking measures for improvement of infrastructure for the scientific-research and other related activities defined by this Book of Rules.

### **Article 5**

The mission of the Center is to strengthen research capacity and institutional impact of the University by fostering innovation, promoting interdisciplinary collaboration, and supporting the integration of research into education and society, while encouraging the merging of science, technology, and real-world applications.

### **Article 6**

The vision of the Center is to position the Center as a recognized center of excellence for research, academic-industrial collaboration, and high-quality laboratory services, contributing to the advancement of knowledge, innovation, and sustainable development at both national and international levels.

## **III. CENTER IDENTITY AND SPHERES OF ACTIVITY**

### **Article 7**

1. The Center performs its activities and operates under the name: RESEARCH AND DEVELOPMENT CENTER.
2. Abbreviation name of the Center: RDC.
3. The Center's name in the official languages of Bosnia and Herzegovina: Centar za istraživanje i razvoj.
4. The name of the Center must be displayed on the Center's building.
5. The Center uses its logo after written approval of the Rector upon the procedure brought by the Board of Trustees Any modification to the logo must follow the University's visual identity policy and decision of the Rector
6. The seat of the Center is at Hrasnička cesta 15, Ilidža Municipality (Campus of the International University of Sarajevo).

### **Article 8**

The name and seat of the Center may be changed by Rector's decision, based on a justified proposal submitted by the Manager.

### **Article 9**

1. The Center uses official Universities' stamp on the decisions and other related documents within the given responsibility of the Center.
2. Upon approval, the Board of Trustees can allow production of an separate a stamp for specific Center's needs, which number and layout must be defined by the general act.

#### **Article 10**

The Center is focused on supporting research excellence, innovation, and laboratory-based education. It fosters interdisciplinary work across IUS faculties and programs and acts as a platform for societal impact in areas of national and European priority.

The Center's activities shall be aligned with broader development objectives, including but not limited to:

- Green and digital transformation,
- Health, biomedical research and biotechnology,
- Resilient, smart and sustainable industry.

#### **IV. CORE OBJECTIVES**

##### **Article 11**

The core objectives of the Center are:

- a. to enable and coordinate advanced laboratory operations,
- b. to support faculties/programs in their educational programs with hands-on technical capacity,
- c. to serve as a knowledge hub for IUS strategic research domains,
- d. to organize workshops, trainings and conferences,
- e. to provide internship program per request,
- f. to provide testing and consulting services to third parties,
- g. to develop accredited capacities aligned with ISO standards, and
- h. to develop policies on intellectual properties and promote its commercial exploitation.

#### **V. ORGANIZATIONAL AND MANAGEMENT STRUCTURE OF THE CENTER**

##### **Article 12**

The management of the Center is made up of the following:

- a. Manager of Research and Development Center;
- b. The Laboratory Manager / Deputy Manager of Research and Development Center;
- c. The Laboratory Technician I;
- d. The Laboratory Technician II.

##### **Article 13**

The Manager is the executive and strategic head of the Center, responsible for the management of research resources at the University, the implementation of institutional research priorities, and cross-faculty coordination. The duties of the Manager include:

- a) Managing Center's activities related to scientific research.
- b) Collecting requests from Faculties for research equipment and infrastructure needs, emphasizing that faculty should, in general, prioritize acquiring equipment through research project funding whenever possible.
- c) Preparing an annual analytical report for the Vice-Rector responsible for research, including research infrastructure development analysis, aligned with institutional action plan and strategic goals.

- d) Supporting decision-making by providing clear justifications aligned with strategic goals and evidence of need and impact.
- e) Proposing strategic initiatives, laboratory expansions, and organizational changes,
- f) Monitoring the implementation of action plans approved by the University Senate, under supervision of Rectorate,
- g) Managing Center's personnel, distributing tasks in the Center, taking account of the regular workload of employees; laboratories, projects, and service operations,
- h) Working on the development and modernization of practice training, and research capacity of laboratories related to curricula and programs;
- i) Cooperating with universities and other legal entities engaged in scientific research work and higher education;
- j) Proposing establishment of inter-institutional cooperation in the field of scientific research and higher education to the Board;
- k) Informing the Ministry about the situation and problems in the field of higher education, science and scientific research, and proposes a way to edit certain issues to ensure the full implementation of established policies and enforcement of laws, regulations and by-laws in this field;
- l) Ensuring alignment with ISO/IEC quality systems and international R&D trends.
- m) Reporting to the Rector regularly and upon request,
- n) Performing other duties as assigned by, or for which it has been authorized by Rectorate.

#### **Article 14**

The Manager operates within the assigned institutional framework and is responsible to Rector for progress in the areas of given responsibility.

#### **Article 15**

Each program should propose Laboratory Technician / Assistant who will be responsible for monitoring the corresponding laboratories. The Laboratory Technician / Assistant shall ensure the effective, safe, and compliant operation of the laboratory and is responsible for the following key duties:

- Planning and overseeing daily activities and long-term operational needs,
- Maintaining instruments, equipment, and safety infrastructure,
- Following calibration schedules and procedures, ensuring proper documentation, traceability, and timely verification by authorized personnel,
- Regular update laboratory inventory list,
- Supporting the laboratory accreditation processes and quality assurance,
- Preparing semestral needs and investment priorities,
- Supporting educational, research, and commercial use of laboratory facilities,
- Guiding and supervising students in laboratory work,
- Informing the students on all safety rules and regulations of the Center and particularly used laboratory primary to all laboratory activities,
- Preparing cost and quantity estimates for laboratory projects and related activities.
- other duties assigned by Rectorate, program coordinator or Center's manager.

### **Article 16**

The Center covers all the university laboratories and research facilities. The updated list is available on IUS website (<https://www.ius.edu.ba/en/laboratories>).

## **VI. TUTORIAL REGULATIONS AND DUTIES**

### **Article 17**

The appointed Laboratory Technicians and/or program (Senior) Assistants will be assigned to participate in organizing and performing laboratory tutorials at the Center.

## **VII. STUDENT REGULATIONS AND DUTIES**

### **Article 18**

Students engaged in research projects or laboratory tutorials at the Center should adhere to the following regulations:

- a. Center students are required to be aware of all safety guidelines and comply with the rules and regulations of the Center, which may be updated periodically,
- b. Students are required to maintain absolute self-discipline at the Center.
- c. Violation of rules will result in disciplinary action against the student, including a warning or measure of suspension/expulsion from the IUS, or both, depending on the gravity of the offense;
- d. Each student is responsible for the proper handling and safe custody of any apparatus or equipment that he/she may be using. In case of any intentional or negligent damage or loss to the institute property, the student shall have to compensate the cost of repair or replacement;
- e. Students must notify Laboratory Technician and/or (Senior) Assistants or Professors in case of any equipment malfunctioning, chemical spillage, or evaporation;
- f. Students must show respect to all members and management of the Center;
- g. Each student must attend theoretical classes before the practical work;
- h. Students must dress according to the university's dress code. Those who do not comply will not be allowed to participate in practical classes;
- i. Students should not enter the laboratories of the Center without Laboratory Technician, (Senior) Assistant) or Professor present;
- j. Students are prohibited from bringing food and water into the laboratories; and
- k. Students are prohibited from taking out any equipment, consumables, or samples. In case students need to take out some equipment, it has to be approved by Laboratory Technician or (Senior) Assistant and Center's Manager through RDC borrowing form.

## **VIII. INTERNSHIP STUDENT REGULATIONS**

### **Article 19**

Internship students will be given access to the Center with a guest card issued by university IT office and approved by the Center Manager.

### **Article 20**

Internship students need to have an internal mentor/coordinator who will primarily inform them on all laboratory safety rules and regulations, and guide them during the work in the

laboratory. Internal mentors are proposed by Program Coordinators and approved by the Manager.

#### **Article 21**

Internship students need to sign the document (Appendix 2.) before the beginning of the internship. This document clearly states internship students' obligations and rules which need to be obliged.

#### **Article 22**

Upon finalization of the internship program, students will receive the signed report on internship completed.

### **IX. MANAGEMENT OF RESEARCH RESOURCES AND PROCUREMENT PROCEDURE**

#### **Article 23**

Center is responsible for the management of research resources at the University. Procurement of equipment and consumables for RDC activities is conducted prior to each academic semester, using the RDC Request Form (Appendix 1). The equipment procurement process consists of several stages:

1. Manager should collect and verify procurement requests submitted by faculties and forwards to the responsible Vice Rector,
2. The Responsible Vice Rector evaluates the report and proposed priorities and submits the recommendations to the Rector.
3. For major equipment investments, the Rector forwards the proposal to the Board of Trustees, which decides on approval and allocation of funds.  
Once final decisions are made, Deans are formally notified.

#### **Article 24**

In addition to this annual process, the Center's management maintains ongoing responsibilities, including:

- Collecting and verifying procurement requests submitted by faculties.
- Maintaining an inventory of existing equipment (in cooperation with relevant laboratories).
- Tracking equipment maintenance, calibration and servicing schedules, and usage, and reporting any issues requiring intervention.
- Monitoring the availability and condition of research infrastructure to support continuous improvement.

#### **Article 25**

A regular semestral equipment order is carried out before the start of each semester through the RDC Request Form (attached in Appendix I). The Laboratory Assistant is responsible for preparing the list of required equipment and components, collecting related invoices, and submitting the completed RDC Request Form. The form must be signed by the Program Coordinator and the RDC Manager before being forwarded to the Rector for final approval.

#### **Article 26**

In case of any equipment malfunctioning, calibration/ service needs, Laboratory Technician, (Senior) Assistants, Professors and/or Experts in Practice engaged in the research need to notify the Center's Manager, who will further report the damage to the technical support and arrange service/calibration. Broken equipment should not be used during laboratory tutorials or research projects.

### **X. RESEARCH PROJECTS AND COLLABORATION WITH OFFICE OF SPONSORED PROJECTS**

#### **Article 27**

The Center and the Office of Sponsored Projects (OSP) shall collaborate to support the development and implementation of externally funded research, innovation, and educational projects.

This collaboration covers the use of Center's laboratories, equipment, and technical expertise, in alignment with the strategic objectives of the University.

#### **Article 28**

The RDC is responsible for:

- Providing access to laboratories, equipment, calibration, and technical support for sponsored projects,
- Ensuring that laboratory activities in funded projects comply with safety, documentation, and quality assurance standards;
- Cooperating with OSP in management and maintenance of research resources.

#### **Article 29**

The OSP is responsible for:

- Informing the RDC management on acceptance of Project application and further plans that involve RDC research resources,
- Project monitoring and reporting and other responsibilities in its Book of Rules.

#### **Article 30**

RDC and OSP will hold regular coordination meetings—at least twice per academic year—to review the progress of sponsored projects supported by the Center, assess laboratory usage, and align on strategic priorities.

#### **Article 31**

Equipment purchased through sponsored projects, realized in the Center shall remain the property of IUS unless otherwise specified by the funding agreement. Its management and allocation shall be coordinated by appropriate study program and Center's management.

#### **Article 32**

For research projects initiated by external researchers or institutions, the Research and Development Center may rent its laboratory facilities and charge for the use of equipment, consumables, or services. All agreements related to such projects, including financial terms and ownership of materials, require approval by the Rector.

## **XI. COLLABORATION AND PARTNERSHIPS OF THE CENTER**

### **Article 33**

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

### **Article 34**

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

## **XII. SAFETY REGULATIONS AND EMERGENCY PROCEDURES OF THE CENTER**

### **Article 35**

1. Laboratory safety rules and regulations must be posted in each laboratory.
2. Signs including "Hazardous Materials", "Flammable", "No food and drink", "First Aid Station", "Emergency Exit", etc. must be posted in each laboratory.
3. Signs should be placed near dangerous materials, by exits, and above-mentioned equipment.
4. Laboratory Technicians and/or (Senior) Assistants are responsible for rules and regulations in each laboratory.

### **Article 36**

Emergency Exit Plan:

1. The emergency exit plan must be updated regularly and outlined in a visible place.
2. The emergency exit plan must include the following information:
  - Evacuation routes
  - Assembly points
  - Procedures for contacting emergency services

### **Article 37**

Fire Extinguishers:

1. The location of fire extinguishers should be indicated throughout the Center.
2. Center Management must undergo training on how to use fire extinguishers.
3. The fire extinguishers must be inspected regularly.

### **Article 38**

Proper garbage disposal:

1. Waste segregation (e.g., general waste, recyclable materials, hazardous materials) should be properly specified.
2. Types of containers that should be used for different types of waste should be indicated.
3. Proper labeling of waste containers is required to ensure correct disposal.
4. Procedures for the safe disposal of hazardous materials, including proper storage, labeling, and transportation should be outlined in each laboratory.

#### **XIV. ACCESS AND WORKING HOURS AT THE CENTER**

##### **Article 39**

1. Access to the Center is granted to all IUS students by IUS Student Card.
2. In case students need to come to the laboratory to work on the project within the weekend, student needs to inform program coordinator and Center's Manager for approval. Center's manager should inform then IUS security personally on specific case.

#### **XV. TRANSITIONAL AND FINAL PROVISIONS**

##### **Article 40**

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

##### **Article 41**

This Book of Rules shall enter into force on the date of its adoption, and on the same date the Rules and Procedures of the Research and Development Center (RDC), No. IUS-SENAT-11-985/2016 dated April 6, 2016, shall cease to be in force.

Any amendments may be proposed by the Manager and require same Senate adoption.

**R E C T O R**

**Prof. Dr. Ali Osman KUŞAKCI**

**APPENDIX 1**

<b>RDC REQUEST FORM</b>	
<b>Protocol No. IUS-RDC-</b>	
*Filled by applicant	
Name and surname:	Email:
Title/ Position:	Phone:
Signature:	Submission date:
Purpose:	<input type="checkbox"/> Lab work consumables; <input type="checkbox"/> B.Sc. project; <input type="checkbox"/> M.Sc. project; <input type="checkbox"/> PhD project; <input type="checkbox"/> RDC maintenance; <input type="checkbox"/> Calibration/Service; <input type="checkbox"/> Other
Program:	Semester / Academic year:
Items/Services Requested:	TOTAL COST:
<b>Technical Justification</b>	
Describe the purpose, expected outcomes, and/or impact on research/teaching:	
<b>APPROVALS</b>	
Program Coordinator : _____ <div style="text-align: center; margin-left: 100px;">Name and signature</div>	
RDC manager: _____ <div style="text-align: center; margin-left: 100px;">Name and signature</div>	
<b>FINAL APPROVAL</b>	
Approved / Disapproved      RECTOR: _____	
Last updated: 10 <sup>th</sup> April 2026.	

## APPENDIX 2

Internship forms:

<https://www.ius.edu.ba/en/forms>

<https://www.ius.edu.ba/sites/default/files/docs/internship-report-f269.pdf?nocache=8086>