

# **EURO-MEDITERRANEAN UNIVERSITY**

## **EMUNI University**

# **REPORT FOR THE YEAR 2014**

Responsible person for the report:

Prof. Dr. Abdelhamid El-Zoheiry, President of the EMUNI University

The report was adopted by the Management Board at its 28<sup>th</sup> session, which was held 10 February 2015.

The Senate was informed with the report on its 20th session, which was held on 11 February 2015.

Portorož, February 2015

### Information on the EMUNI University

Full name of the University:	Euro-Mediterranean University
Abbreviated name:	EMUNI University
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City:	Portorož, 6320
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Current Account Number:	04321-0001536212 Nova KBM d. d., unit Koper

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## **1. VISION AND MISSION**

### **1.1 Vision**

**Euro-Mediterranean University** (EMUNI University), headquartered in Slovenia will significantly contribute to the development of Higher Education and Research Area and to sustainable development of wider social-economic and cultural environment in the EUROMED countries<sup>1</sup>, as well as to the recognition of Slovenia in the region – Union for the Mediterranean.

### **1.2 Mission**

**The EMUNI University** is an international association of universities with headquarters in Slovenia. It represents one of the six projects of the Union for the Mediterranean, approved in the frame of a common declaration, adopted in Paris on 13 July 2008. Within the mission of the EMUNI University, the following goals shall be achieved:

- Raising quality of higher education through the implementation of study and research programmes;
- Becoming an international university, which will acknowledge cultural diversity;
- Establishing university environment, which will have a stimulating effect on the integration of different nations and cultures in the academic spheres;
- Ensuring administrative, operational and material infrastructure, which will enable the operation of the university.

The goal of the EMUNI University is to create specialised study programmes among the Euro-Mediterranean universities. The study programmes will cover themes and areas, which are significant for the Euro-Mediterranean area. The study programmes or parts of them will be implemented at the EMUNI University as well as other universities, co-founders of the EMUNI University.

One of the main activities of the EMUNI University is also research, which is one of the important factors of development, success and quality of the University.

The basic mission of the University is to contribute with its higher education activities to strengthening intercultural dialogue in the Euro-Mediterranean region and to contribute to the priority goals of the Barcelona process, which is in the broader sense included also in the Union for the Mediterranean.

### **1.3 EMUNI Development Strategy 2014-2018**

EMUNI University has proposed the Strategy of EMUNI University for 2014-2018. Discussions about the EMUNI development strategy have often been held during sessions of the EMUNI bodies. EMUNI University has strengthened its basis for the development of the strategy in 2013 with self-evaluation reports and discussions during sessions of EMUNI bodies.

EMUNI Management Board adopted the Strategy of EMUNI University for 2014-2018 at its 25<sup>th</sup> session on 21 February 2014. In accordance with the strategy and the work programme, the EMUNI University will pursue and implement its goals.

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<sup>1</sup> EU plus 15 countries: Albania, Algeria, Bosnia and Herzegovina, Egypt, Israel, Jordan, Lebanon, Mauretaniya, Monaco, Montenegro, Morocco, Palestine, Syria, Tunisia and Turkey.

## 2. INTRODUCTION

Full name of the University:	Euro-Mediterranean University
Abbreviated name:	EMUNI University
Name in English language:	Euro-Mediterranean University
Abbreviated name in English language:	EMUNI University
Name in French language:	Univeristé Euro-Méditerranéenne
Abbreviated name in French language:	Univeristé EMUNI
Seat of the University:	Portorož, Sončna pot 20
Registration number:	3487288
Tax number:	SI79525415
Telephone:	+386 59 25 00 50
Fax:	+386 59 25 00 54
Website:	<a href="http://www.emuni.si">www.emuni.si</a>
Legal act:	Statute of the EMUNI University, 26 November 2008 (amendments of the Statute on 27 November 2010 and on 25 November 2011)

Since its establishment in 2008, the EMUNI University, one of the priority projects of the Union for the Mediterranean, has become an international institution, which gathers expert knowledge and experience of the Euro-Mediterranean countries and thus contributes in a significant way to the creation of a unified, integrated Euro-Mediterranean higher education and research area.

University to a large extent conducts its operation at its seat in Portorož, where the spatial conditions for some of its activities are fulfilled. When additional premises are needed, they are rented at the academic institutions in the surroundings.

The EMUNI University can implement the study activity in all study areas, classified in accordance with the international classification Isced (UNESCO, 1997). The EMUNI University organizes the implementation of study programmes, which are accredited at the partner universities in Slovenia and other member countries of the EMUNI University. The University conducts research activities in all scientific fields of research, classified in accordance with the international classification Frascati (UNESCO, 2002).

Important dates:

- February 2009: entry into the court register;
- June 2009: accreditation of the first study programme at the EMUNI University, which has already been accredited at the University of Maribor;
- July 2009: EMUNI University is entered into the Register of Higher Education Institutions in the Republic of Slovenia;
- December 2009: EMUNI University obtains the Erasmus University Charter;
- July 2011: two master study programmes (Business Communication in the International Environment and Environment Analyses and Management) are entered into the Register at the Ministry, competent for higher education.

## 2.1 University bodies

The EMUNI University is an international association of universities. The EMUNI University has the following bodies:

- General Assembly,
- Management Board,
- Senate,
- Vice President for Study Affairs,
- Vice President for Administrative and Financial Affairs,
- President of the University,
- Student Council.

**General Assembly** – The General Assembly of the EMUNI University is convened when necessary, in general once a year to discuss general policies and guidelines for the operation of the university. Each signatory of the Foundation Charter has one member at the General Assembly.

Chairing of the General Assembly:

Year	No. of members	No. of countries	Vice-Chair 1	Vice Chair 2
2009	114	32	Prof. Hassan Nadir Kheirallah	Prof. Maurits Van Rooijen
2010	141	37	Prof. Giuseppe Giliberti	Prof. Ahmed Nouredine Helal
2011	206	42	×	prof. António Sampaio da Nova
2013*	212	47	Prof. Hassan Nadir Kheirallah	Prof. Marko Pavliha
2013	206	41	Prof. Hassan Nadir Kheirallah	Prof. Marko Pavliha
2014**	194	41	×	×

\* In February 2013 the General Assembly was convened instead of in November 2012

\*\* In 2014, there was no General Assembly; EMUNI Management Board at its 27<sup>th</sup> session postponed it with the decision n° 6 to February 2015.

The responsibilities of the General Assembly are stipulated in Articles 14 and 15 of the EMUNI University Statute.

According to the Statute, the General Assembly shall be summoned once a year, i.e. in November, by taking into consideration the Register of the signatories of the Charter, i.e. of all parties exercising their founders' rights, as well as of the Register of the members of the General Assembly.

**The Management Board** is a University management body. The Management Board of the University is composed of 10 members coming from 7 countries. The members of the Management Board were appointed at the General Assembly on 23 February 2013 (Piran, Slovenia). Members (listed by alphabetical order):

- Chris Soler, Malta,
- Dragan Marušič, Slovenia,
- Giuseppe Giliberti, Italy,
- Hassan Nadir Kheirallah, Egypt,
- Ilan Chet, Spain,
- Inga Dailidienė, Lithuania,
- Mohammed Shabat, Palestinian Territory,
- Oto Luthar, Slovenia,

- Patrik Vlačič, Slovenia,<sup>2</sup>
- Michèle Gendreau-Massaloux.<sup>3</sup>

The Chairman of the Management Board is since 17 May 2014 Giuseppe Giliberti, Italy.

The Management Board operates in accordance with the provisions of the Statute of the EMUNI University, Articles 17, 18, 19.

**The Senate** The composition of the Senate takes into consideration the study areas and academic as well as scientific and research disciplines, as well as guarantee the representation of all members of the Union for the Mediterranean, thus realizing the mission of the University.

Members of the Senate, nominated on 31 May 2013, are:

- Prof. Dr. Abdelhamid El-Zoheiry, Egypt (President),
- Prof. Dr. Alejandro del Valle Galvez, Spain,
- Prof. Dr. Antoine Hokayem, Lebanon,
- Prof. Dr. Frédérique Vidal Zoccola, France,
- Prof. Dr. Giuseppe Cataldi, Italy,
- Prof. Dr. Gorazd Meško, Slovenia,
- Prof. Dr. Gregory Overton Smith, Switzerland,
- Prof. Dr. Inga Dalidiene, Lithuania,
- Prof. Dr. Jacek Ireneusz Witkos, Poland,
- Prof. Dr. Jilani Lamloumi, Tunisia,
- Prof. Dr. João Casqueira Cardoso, Portugal,
- Prof. Dr. Joseph Shevel, Israel,
- Prof. Dr. Karim Moustaghfir, Morocco,
- Prof. Dr. Labib M. M. Arafah, Palestine,
- Prof. Dr. Marwan R. Kamal, Jordan,
- Prof. Dr. Mohammed Shabat, Palestine,
- Prof. Dr. Nuhad Abdalla, Syria,
- Prof. Dr. Panayotis J. Tsakonas, Greece,
- Prof. Dr. Seddik AbdelSalam Tawfik, Egypt.

**President:** President, Prof. Dr. Abdelhamid El-Zoheiry, was appointed at the 24<sup>th</sup> session of the EMUNI Management Board in Rome (Italy) with a 5-year term of office starting on 1 February 2014. The president is the management and expert body of the University and its legal representative.

**Vice President for Study Affairs:** appointed and relieved from his post by the Senate and he is responsible for the area of study affairs at the University.

**Vice President for Administrative and Financial Affairs:** appointed and relieved from his post by the Management Board and is responsible for administrative and financial affairs of the university.

**Student Council:** The student council of the EMUNI University will be constituted, when the University has its own students. The legal basis for the cooperation of students by the functioning of the EMUNI University is currently being prepared.

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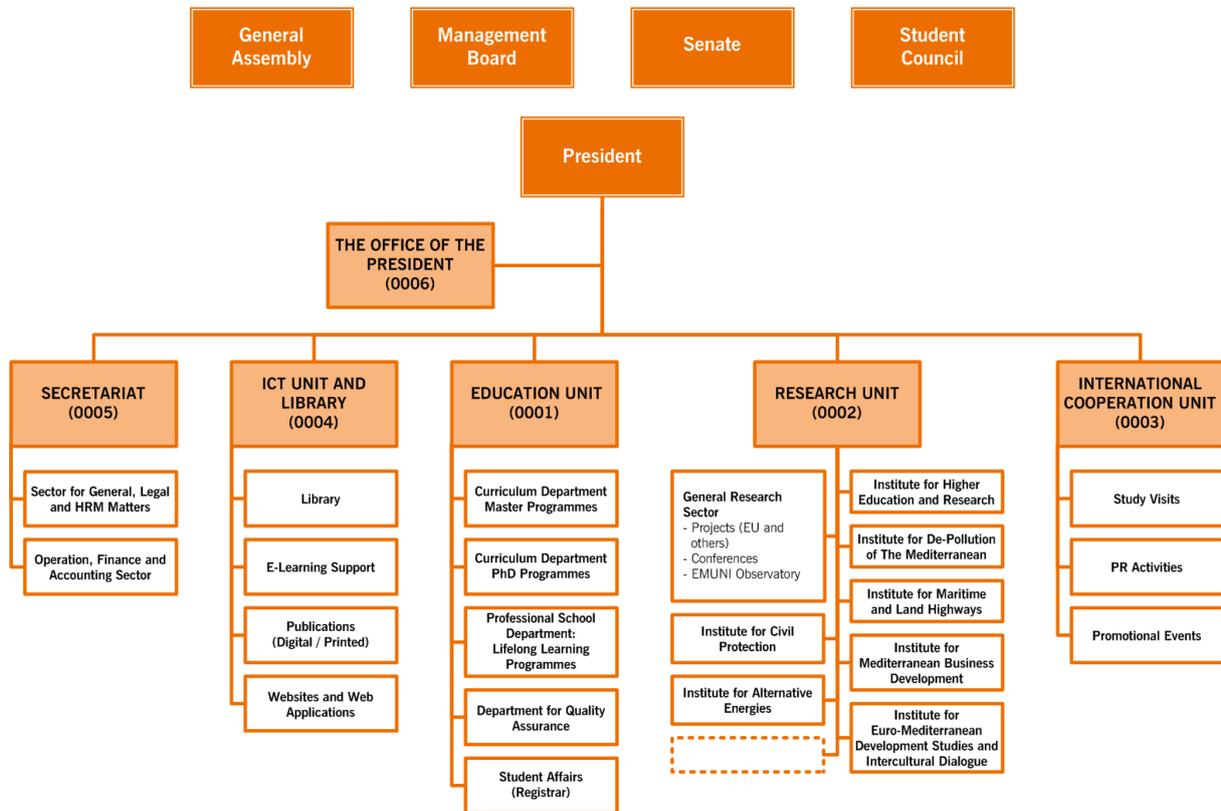
<sup>2</sup> He was nominated as member of the Management Board by the Government of the Republic of Slovenia on 5 December 2013.

<sup>3</sup> Michèle Gendreau-Massaloux was appointed the new member of the EMUNI Management Board by the EMUNI Foundation (instead of Peter Volasko).

## 2.2 Organisation

### Organisation structure

Organisational chart of the EMUNI University is schemed below.



Upon consent of the Management Board the President of the University can determine other internal organisational units (Article 33 of the Statute of the EMUNI University).

### **3. LEGAL BASIS AND GOALS**

#### **3.1. Legislation**

The EMUNI University is an international association of universities, established by means of the EMUNI University Memorandum of Association and in conformity with the Foundation Charter of the EMUNI University and pursuant to the Act Amending the Higher Education Act (RS Official Gazette, no. 64/08).

The EMUNI University is an international association of universities with a seat in Slovenia, organised as a Slovenian legal entity, registered as a private institution. Being registered in Slovenia, it is primarily governed by Slovenian law. Signatories of the agreement and other members of the General Assembly may exercise the founders' rights in the University in accordance with the Statute of the University.

#### **Basic legal basis of the operation:**

##### National:

- Higher Education Act (RS Official Gazette, No. 32/12 Official consolidated text, 40/12 – Fiscal Balance Act, 57/12 – Road Transport Act-2D and 109/12);
- Research and Development Act (RS Official Gazette, No. 22/06 Official consolidated text, 61/06 – Societies Act-1, 112/07, 9/11 and 57/12 – SPOP-1A;
- Resolution on the national programme of RS higher education (RS Official Gazette, No. 41/11);
- Professional and Academic Titles Act (RS Official Gazette, No. 61/06 and 87/11-ZVPI);
- Regulation amending the Decree on budgetary financing of higher education institutions and other institutions (RS Official Gazette, No. 7/11, 34/11- dec. US, 64/12 and 12/13);
- Rules on tuition fees and other contributions in Higher Education (RS Official Gazette, No. 40/94 and 45/98);
- Rules on Diploma Supplement (RS Official Gazette, No. 56/07 and 39/12);
- Rules on preregistration announcement and enrolment in higher education (RS Official Gazette, No. 7/10, 3/11 6/12 and 7/13);
- Regulations on tuition fees and accommodation in students' dormitories for Slovene Nationals without Slovene citizenship and foreigners in the Republic of Slovenia (RS Official Gazette, No. 70/08).

##### International acts:

- »Towards a Euro-Mediterranean Higher Education & Research Area: First Euro-Mediterranean Ministerial Conference on Higher Education and Scientific Research (Cairo Declaration)«, 18 June 2007;
- Joint Declaration of the Paris Summit for the Mediterranean, Paris, 13 July 2008;
- European Convention on the Recognition of the Legal Personality of International Non-Governmental Organisations, Strasbourg, 24.IV.1986; RS Official Gazette, No. 44/1993 (Slovenia, 1 January 1994);
- Vienna Convention on the Law of Treaties between States and International Organizations or between International Organizations (1986), 1155 UNTS 331;
- Agreement concerning the Central European Exchange Programme for University Studies (CEEPUS III) (RS Official Gazette, No. 104/10);
- Declaration adopted by the Speakers of the Parliaments of the Union for the Mediterranean, Marseille, 7 April 2013.

##### General Acts of the EMUNI University:

- Foundation Charter of the EMUNI University from 30 November 2008;
- The EMUNI University Memorandum of Association from 26 November 2008;
- The EMUNI University Statute, adopted on 26 November 2008, amended on 27 November 2010 and 25 November 2011;
- Criteria for appointment to the titles of teachers, scientists and employees in higher education at the EMUNI University, adopted on 14 December 2012;
- Quality Manual at the EMUNI University, adopted on 14 December 2012;
- Rules on the reimbursement of costs to the members of the bodies at the Euro-Mediterranean University – EMUNI, adopted on 3 July 2013;
- Regulation on the working time at EMUNI University, adopted on 31 October 2013;
- Regulation on business trips, 18 November 2013;
- Regulation on annual leave and other absence from work, adopted on 17 November 2013;
- Regulation on the signature of official documents, adopted on 20.12. 2013;
- Strategy of EMUNI University for 2014-2018, adopted on 21 February 2014;
- Revised Criteria for the Appointment to Titles, adopted on 20-24 February 2014 by the Senate on its correspondence session;
- Instructions on the Application and Enrolment Procedure and recognition of a Foreign Degree, adopted on 20 August 2014;
- Rules on Recognition of Foreign Education, adopted on 12-15 May 2014 by the Senate on its correspondence session;
- Rules on Recognition of Knowledge and Skills, adopted on 12-15 May 2014 by the Senate on its correspondence session;
- Revised Quality Manual, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on the Assessment of Knowledge, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules of Graduation, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on the Monitoring of the Actual Student Workload at EMUNI University, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on recognition of foreign professorship (habilitation), adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on Disciplinary Accountability of EMUNI University Students, adopted on 18-23 September 2014 by the Senate on its correspondence session.

### 3.2. Long-term/strategic goals of the EMUNI University

The long-term strategy of the EMUNI University is to become a well-recognisable international university in the Euro-Mediterranean area, to link higher education institutions and experts within the university programmes and to develop common study programmes in the frame of priorities of the Union for the Mediterranean.

Long-term/strategic goal	Measurements (tasks) for achieving long-term goals	Name of the indicator/indicators	Indicator baseline value in 2015	Indicator target value in 2018
To make a development strategy of EMUNI 2014-2018	Analysis of the past work at EMUNI, analysis of the trends in the region, Slovenian and international area	EMUNI development strategy 2014-2018	1	1
	Consolidation of the EMUNI University (status, personnel and financial)	Consolidated EMUNI University	partial	YES (2016)
To implement accredited and notified post-graduate study programmes	Defining topics, which are of interest for the Euro-Mediterranean area; defining partners, who will co-operate in the project; accreditation, calls, implementation of post-graduate study programmes	Number of accredited post-graduate study programmes; valid accreditation at the Slovenian Quality Assurance Agency (SQAA) for Higher Education	4	6
To implement international educational activity, which completes academic activities	Implementation of international summer schools, international events and conclusion of bilateral Erasmus agreements and other agreements	Number of summer schools	3	10
To strengthen and enrich the EMUNI network	Strengthening the network of EMUNI partner universities and other institutions	Number of international agreements (partners of EMUNI University)	194	120
		Number of international events	2015, 1	2018, 3
To strengthen research work, related to education	Application of EMUNI University as a research organisation and the creation of the EMUNI research group	Obtain the status of a research organisation	2015, YES	2018, YES
	Preparation and applications to projects together with partners	Number of research projects, where EMUNI is the applicant or partner	4	10

<b>Long-term/strategic goal</b>	<b>Measurements (tasks) for achieving long-term goals</b>	<b>Name of the indicator/indicators</b>	<b>Indicator baseline value in 2015</b>	<b>Indicator target value in 2018</b>
To issue the international scientific journal IJEMS	Continued issuing of the journal IJEMS, settling the relations with Springer publishing, ensuring funds	Number of issued journals annually	2	4
To improve personnel structure	Enhancing a higher number of employees at the EMUNI University for the support and development of activities	Number of employees	8	12
To achieve diversity in the financial resources structure	Obtaining various sources of financing for regular activities	Percentage of private resources in the total income mass	8 %	50 %
To arrange the institutional accreditation of the University	Fulfilling the conditions for prolongation of the accreditation	Extending the accreditations for the next 7 years	accreditation until 2016	Reaccreditation until 2023

### 3.3. Short-term annual goals

The implemented work plan for the year 2014 is summoned in the table below.

**Academic year 2013/14** lasts from 1 October 2013 until 30 September 2014 (Higher Education Act 32/2012-UPB7, Article 37).

**Academic year 2014/15** lasts from 1 October 2014 until 30 September 2015 (Higher Education Act 32/2012-UPB7, Article 37).

Short-term goals at the educational field for 2014/15 are described in a more detailed way in Chapter 4.

#### Educational activities

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Notification of 2 <sup>nd</sup> Bologna Cycle study programmes at the SQAA for Higher Education and entry into the register	2013/2014, 4 <sup>4</sup>	2014/2015, 6	Notification of 2 <sup>nd</sup> Bologna Cycle study programmes at the SQAA for Higher Education and entry into the register: - Management and Quality in Education - Information Technology in Construction	UNACCOMPLISHED	- <b>Management and Quality in Education:</b> not accomplished due to the increased workload related to the preparations for the implementation of the master study programme Intercultural Business Communication. - <b>Information Technology in Construction:</b> not

<sup>4</sup> 4 study programmes were notified and 3 of them entered into the register

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
					accomplished due to changes in the programme from the side of Maribor University & new agreement has to be concluded.
Accreditation of the 2 <sup>nd</sup> Bologna Cycle study programme at the SQAA for Higher Education and entry into the register	2013/2014, 0	2014/2015, 1	Accreditation of the 2 <sup>nd</sup> Bologna Cycle study programme at the SQAA for Higher Education and entry into the register: - Euro-Mediterranean and Intercultural Studies	PARTIALLY ACCOMPLISHED	The accreditation procedure is ongoing – awaiting for the SQAA decision.
Accreditation of the professional upgrading study programme at the Slovenian Quality Assurance Agency for Higher Education and entry into the register	2013/2014, 0	2014/2015, 1	Accreditation of the professional upgrading study programme “Euro-Mediterranean Studies”	PARTIALLY ACCOMPLISHED	The accreditation procedure is ongoing – awaiting for the SQAA decision.
Implementation of preparatory activities for the implementation of study programmes already entered into the register	2013/2014, NO	2014/2015, YES	Implementation of preparatory activities for the implementation of study programmes already entered into the register: - Intercultural Business Communication	ACCOMPLISHED	/
Implementation of post-graduate study programmes	2013/2014, 0	2014/2015, 2 <sup>5</sup>	Implementation of post-graduate study programmes	PARTIALLY ACCOMPLISHED	See explanation under “Accreditation of the 2 <sup>nd</sup> Bologna Cycle study

<sup>5</sup> If the study programme “Euro-Mediterranean and Intercultural Studies” is accredited in time and all preparatory activities for its call and implementation are carried out.

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
					programme at the SQAA for Higher Education and entry into the register”
Implementation of professional upgrading study programme “Euro-Mediterranean Studies”	2013/2014, 2 <sup>6</sup>	2014/2015, 1	Implementation of professional upgrading study programme “Euro-Mediterranean Studies”	UNACCOMPLISHED	“ <b>Euro-Mediterranean Studies</b> ”: not accomplished awaiting its accreditation
Implementation of study programmes (3 <sup>rd</sup> Bologna Cycle) under the EMUNI label and with the “UfM label”	2013/2014, 0	2014/2015, 1	Implementation of the 3 <sup>rd</sup> Bologna Cycle study programmes under the EMUNI label and with the “UfM label”	UNACCOMPLISHED	Not accomplished due to the increased workload related to the preparations for the implementation of the master study programme Intercultural Business Communication.

<sup>6</sup> It is a short programme, which lasts for a few weeks, this is why the indicator value cannot be transferred in the next year.

### Establishment of the library-information system

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Establishment of e-library	2013, 0	2014, 2	Acquire the access to online bases	UNACCOMPLISHED	Due to lack of financial resources, we did not acquire online bases
Establishment of the EMUNI library	2013, 50	2014, 100	Establishment of the EMUNI library and purchasing literature	ACCOMPLISHED More than 500 books	/

### EMUNI Summer schools

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Translation in Tourism	2013/2014, 5	2014/2015, 15	Implementation of a summer school	ACCOMPLISHED 22 students	/
EMUNI Translation Studies Doctoral and Teacher Training Summer School	2013/2014, 17	2014/2015, up to 17	Implementation of a summer school	ACCOMPLISHED 20 students	/
Innovation in Business – sustainable development of rural tourism	2013/2014, 12	2014/2015, up to 15	Implementation of a summer school and workshop	ACCOMPLISHED 10 students	/
Doctoral Students' Workshop	2013/2014, 17	2014/2015, up to 20	Implementation of a workshop for doctoral students as part of a summer school Innovation in Business – sustainable development of rural tourism (Portorož)	ACCOMPLISHED 10 students	/

### Lifelong learning programmes

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Possession of the Erasmus Mobility Charter 2014-2020	2007-2013, YES	2014-2020, YES	Prolongation of the ECHE (European Charter for Higher Education) for the Erasmus Mobility	ACCOMPLISHED	/
Application of the Intensive programme (IP)	2013, NO	2014, YES	Application of the professional upgrading study programme "Euro-Mediterranean Studies"	ACCOMPLISHED	/
Application of the individual mobility	2013, NO	2014, YES	Application of the individual mobility for students, professors and staff	UNACCOMPLISHED	We did not apply individual mobility, since we applied another intensive programme.
Cooperation of the EMUNI University as a partner in international projects of the lifelong learning programmes	2013, 0	2014, 2	EMUNI University as a partner in international projects of the lifelong learning programmes (Erasmus Mundus)	ACCOMPLISHED	/

### EMUNI Antenna at the University "Carlo Bo" in Urbino

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
To establish the EMUNI antenna	2013, 0	2014, 1	To prepare an agreement on the establishment of the EMUNI antenna	PARTIALLY ACCOMPLISHED	We are discussing its establishment.

## INPDAP

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Ensure scholarships for studying at EMUNI partner university	2013, 11	2014, 3	Continue with the implementation of the scholarship initiative	ACCOMPLISHED	/

## Events, where EMUNI University is a (co)organiser

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Implementation of national and international events	2013, 71	2014, 80	EMUNI HE&R conference	UNACCOMPLISHED	The HE&R conference was postponed to February 2015.
Implementation of national and international events	2013, 0	2014, up to 50	EMUNI ReSouk, 2 conferences foreseen in 2014	UNACCOMPLISHED	ReSouk was postponed to 2015.
Organisation of the conference on mediation in cooperation with the MFA	2013, 0	2014, up to 60	Organisation and logistical support to the conference	ACCOMPLISHED	/
Cooperation in EUROMED Migration III project	2013, YES	2014, YES	Administrative support to the project	ACCOMPLISHED	/
Organisation of the conference on the Euro-Mediterranean region with the OSCE	2013, 0	2014, up to 60	Organisation and logistical support to the conference	PARTIALLY ACCOMPLISHED	Conference was organized, but EMUNI could not attend.
Implementation of round tables	2013, 0	2014, 3	Organisation and implementation of round tables	ACCOMPLISHED	/

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Conclude the ENPI/2009/226-479 project	2013, partial	2014, YES	Payment of the rest of financial obligation	PARTIALLY ACCOMPLISHED	We settled financial obligations of what the EC approved and confirmed.

### Other international activities

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Participation at the event and representing the EMUNI University	2013, 1	2014, 2	Participation at the meeting of the Union for the Mediterranean	ACCOMPLISHED	/
Participation at the event and representing the EMUNI University	2013, 1	2014, 1	Participation at the session of the working group EMPA ( <i>Euro-Mediterranean Parliamentary Assembly</i> )	ACCOMPLISHED	/
Participation at the event and representing the EMUNI University	2013, 1	2014, 1	Participation at the forum of the Anna Lindh Foundation (ALF)	ACCOMPLISHED	/
Participation at the event and representing the EMUNI University	2013, 0	2014, 1	Participation at the meeting of the Alliance of Civilisations	ACCOMPLISHED	/
Participation at the event and representing the EMUNI University	2013, 1	2014, 1	Participation at the Bled Strategic Forum	ACCOMPLISHED	/
Participation at the event and representing the EMUNI University	2013, 1	2014, 1	Participation at the meeting with the ICD Berlin	UNACCOMPLISHED	/
Participation at the event	2013, 5	2014, 6	Participation at the	ACCOMPLISHED	/

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
and representing the EMUNI University			meetings with the EU institutions		

## Research

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Application of EMUNI University as a research organisation and the creation of the EMUNI research group	2013, NO	2014, YES	Prepare and submit documentation to the Slovenian Research Agency	ACCOMPLISHED	/
Cooperation in the project Handson ICT4T	2013, YES	2014, YES	Implementation of a pilot programme	ACCOMPLISHED	/
Cooperation in the CALAME project	2013, partial	2014, YES	Preparation and submission the application form	PARTIALLY ACCOMPLISHED	Preparation for application was made
Cooperation in the ECFEFP project	2013, YES	2014, YES	Implementation of the project	ACCOMPLISHED	/
Approved research projects, related especially to educational activity	2013, 1	2014, 2	Preparation and application of the projects together with partners	ACCOMPLISHED, 5 projects applied together with partners	/
Education and training of employees for the purpose of strengthening education activity	2013, 0	2014, 1	Visit and education at EMUNI partner institution	UNACCOMPLISHED	Due to lack of financial resources, we did not visit EMUNI partner institution

### Scientific Journal IJEMS

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Issuing IJEMS	2013, 2	2014, 2	Editorial activities in relation to the issue of scientific texts of IJEMS	ACCOMPLISHED	/

### IT services, technical support and informational-communicational matters

Short-term goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
To update the information system and ensure the access to the infrastructure for libraries of partner universities	2013, YES	2014, YES	Maintenance and updates of the programming solutions	ACCOMPLISHED	/

### Consolidation of the EMUNI University (financial and status)

Short-term annual goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Financial consolidation and stabilisation of the EMUNI University	2013, NO	2014, YES	Arranging the office rental with the MESS	PARTIALLY ACCOMPLISHED	Process is in the mediation with partial agreement.
	2013, partial	2014, YES	Payment of costs incurred by issuing of the international journal IJEMS	ACCOMPLISHED	/

Short-term annual goal for 2014	Indicator baseline value (year and value)	Indicator target value in 2014	Measurements (tasks), necessary for the realisation of the short-term goal	Realisation in the year 2014 (achieved value of the indicator)	Explanation of the differences
Amendments of the legal frame of the internal operation of the EMUNI University	2013, 5	2014, 10	Preparation of legal acts on internal operations, preparation of the amendment of the Statute of the EMUNI University	ACCOMPLISHED	/

## 4. IMPLEMENTATION OF ACTIVITIES

### 4.1. Educational activity

#### 4.1.1 *Implementation of study programmes in the academic year 2014/15*

##### **Master Study Programme "Intercultural Business Communication"**

Following the official launch of the master study programme on 17 May 2014, the rules and guidelines for the programme's implementation were finalized and promotional material was printed. At the Senate session in May 2014, the text of the call for enrolment, as well as the academic calendar for 2014/ 2015 were adopted and the Commission for Student and Study Affairs was appointed. This was followed by publication of the call for enrolment in the Slovenian national enrolment system eVŠ. In September 2014, the call for enrolment was revised and adopted by the Senate to allow for part-time study, which would in turn give more flexibility in determining the start date of the study (as it could then start in the second semester, Feb 2015). The application period was extended until December 15, 2014 to allow for more students to apply. Two scholarships were received (one from the French Institute in Ljubljana for a Slovenian Student and one from Heliopolis University, Egypt for an Egyptian student).

By the end of the application deadline on 15 December 2014, we received 22 applications, 5 of which were incomplete. Ten candidates met the conditions for enrolment. Three decided not to enrol and one wishes to enrol in October 2015. In January 2015, 6 students were enrolled coming from Palestine, Algeria, Tunisia (two students), Syria and Slovenia. The programme will start with distance learning in March 2015 and the first period of face-to-face sessions will take place between 13 April and 8 May in Slovenia. We received one scholarship from the French Institute in Slovenia. The other scholarship from Egypt cannot be activated at the moment since there are no enrolled Egyptian students.

In January 2014, the agreement was signed with the University of Urbino "Carlo Bo" regarding the implementation of the Master study programme Intercultural Business Communication, stating that the students who will do a part of their study obligations at another university, will gain a double degree. Consensus was reached regarding the terms and norms of cooperation in the implementation.

#### 4.1.2 *Accreditation and notification of study programmes*

##### **Accreditation of the 2<sup>nd</sup> Bologna Cycle study programme and entry into the register: »Euro-Mediterranean and Intercultural Studies«**

The programme was submitted for accreditation with the Slovenian Quality Assurance Agency for Higher Education (SQAA) in February 2013 and the application was complete in October 2013. In June 2014, an oral hearing on the programme was held at SQAA. In September 2014, NAKVIS addressed a letter to the Ministry of Education, Science and Sport asking their opinion as to whether SQAA has the competence and responsibility to accredit EMUNI and its programmes. They sent a reminder to the Ministry at the end of January. To our knowledge, the Ministry has not yet responded.

##### **Accreditation of the professional upgrading study programme and entry into the register: »Euro-Mediterranean Studies«**

In October 2013 EMUNI submitted an application for the accreditation of the professional upgrading study programme »Euro-Mediterranean Studies« to SQAA. The application was complete in August 2014. In September 2014, NAKVIS addressed a letter to the Ministry of Education, Science and Sport asking their opinion as to whether SQAA has the competence and responsibility to accredit EMUNI and its programmes. They sent a reminder to the Ministry at the end of January. To our knowledge, the Ministry has not yet responded.

## **Re-accreditation**

In September 2014, EMUNI submitted with the SQAA the application for institutional reaccreditation and application for reaccreditation of the doctoral study programme Criminal Justice and Security Studies. The institutional accreditation of EMUNI expires in the autumn 2015 and the accreditation of the doctoral study programme Criminal Justice and Security (which EMUNI notified with the Slovenian Quality Assurance Agency for Higher Education in 2009) expires in 2015. Complying with the requirements of the Agency, we submitted the applications and supporting documentation for both the institutional and study programme re-accreditation on 30 September 2014. Preparation of the application and supporting documents started in early August. The application and much of the required material was submitted to the accrediting agency (NAKVIS) by the end of September as required, with the remaining documentation submitted in December 2014.

### ***4.1.3 Implementation of international educational activities that complement the academic activity***

In December 2014 and January 2015 the course "Two Nations and Three Religions in Israel and Palestine" was conducted in the framework of the professional upgrading study programme Euro-Mediterranean Studies. It was attended by 12 participants from 8 countries.

EMUNI University was the co-organizer of the International Scientific Conference on Management of Knowledge and Learning "MakeLearn" which took place in June in Portorož, Slovenia.

### **4.3. Establishment of the library-information system**

In 2014, the EMUNI University has continued with the procedure of compiling its library through acquiring the adequate number and selection of literature relating to its fields of interest. So far, about 500 units were acquired. We have not acquired the access to online bases. EMUNI plans to offer to the EMUNI students an access to books of local libraries and higher education institutions (agreements on the access to the University Library of the University of Primorska and to the central library Srečko Vilher Koper have been signed), through which the selection of study books will be extended and the option for sources and literature enriched.

### **4.4. EMUNI Summer Schools**

In 2014, EMUNI University organized summer schools for the seventh time. EMUNI Summer Schools are implemented in collaboration with partner institutions of the EMUNI University. The following summer schools were implemented in 2014:

- Innovation in Interlinguistic and Intercultural Translation and Language Services for Tourism - Sustainable Development of Regional Tourism (Aristotle University of Thessaloniki, Greece), attended by 22 students,
- Emuni Ibn Tibbon Translation Studies Doctoral and Teacher Training Summer School (University of Granada, Spain) – 20 participants,
- Innovation in Business - Sustainable Development of Rural Tourism (International School for Social and Business Studies, Slovenia), 10 participants

As part of the Summer School "Innovation in business" a workshop for doctoral students was conducted - Academic writing for the publication of scientific articles in international journals (Portorož, Slovenia), which was attended by 10 participants.

### **4.5. Lifelong learning programmes**

Within the new Erasmus+ programme of the European Commission, EMUNI University signed 14 bilateral agreements with partner institutions. Bilateral agreements are the basis for the participation in

the programme Erasmus+ and enable direct participation in the fields of project co-operation, student exchange, staff mobility and upgrading university curricula.

From April to July 2014, EMUNI University hosted a student from the University of Salento (Italy) within the framework of the "Leonardo da Vinci programme". From September until December 2014, EMUNI University hosted a student from Egypt for a student placement. The purpose of these exchanges was to enable students getting educational, cultural and linguistic experiences and gain practical experience in the field of international cooperation.

EMUNI University applied in the Erasmus+ Intensive programme "Euro-Mediterranean Studies Module" and another Intensive programme in the Norway Financial Mechanism.

EMUNI University was invited to take part as a partner in several other international projects, namely:

- RDI Tourism Cluster - Innovative and Sustainable Tourism.
- Building Research and Innovation Congress/ Society in Egypt (BRICE – or BRISE).
- Raising awareness about children rights and children welfare in Jordan.
- Euro-Mediterranean Network for Economic Studies (EMNES).
- Bridge-Med project.

EMNES project was granted and will start carrying out in March 2015.

#### 4.6. EMUNI Antenna at the Carlo Bo University in Urbino

EMUNI Antenna stands for promotional activities of partner universities with the purpose of promoting culture of the Euro-Mediterranean and spreading the information of partner universities through the EMUNI network. The activities of the EMUNI Antenna also include promoting the "double degree programmes", summer schools, research projects and other educational activities within the frame of the EMUNI University. In 2014, EMUNI and Carlo Bo University in Urbino started with preliminary preparation activities to establish EMUNI Antenna. The antenna could not have been established due to agreements on the manner, conditions, rights and obligations arising from the "antenna".

#### 4.7. INPDAP (INPS)

The EMUNI University was cooperating with the institution INPS (previously known as INPDAP - *Istituto nazionale di previdenza per i dipendenti dell'amministrazione pubblica* - National Institute of Social Affairs for employees in public administration, Government of the Republic Italy). In the academic year 2011/2012 the EMUNI University received 38 scholarships for master study programmes students, who were enrolled in master study programmes of 5 Universities, EMUNI University members.

In the academic year 2012/2013 3 scholarships were approved to the EMUNI University for the below listed study programmes of the University of Murcia:

STUDY PROGRAMMES	ECTS	Duration	Institution
New Technologies in the Computer Science	60	1 year	Universidad de Murcia
Water Technology Administration and Management	60	1 year	Universidad de Murcia

In 2013 the EMUNI University issued a request for the payment of scholarships, which should be transferred to the recipient, i.e. the University of Murcia. Due to the inclusion of the institution INPS within the framework of another public administration institution and the transition to a new information system, the payment of funds by the INPS was not made and was postponed to 2014. In 2014, funds by the INPS were carried out.

#### **4.8. Events, where the EMUNI University is a co-organiser**

EMUNI events offer a valuable platform for networking, exchange of expertise between participants and the opportunity to acquire new skills in selected areas. They also aim at disseminating research results.

##### **EMUNI HE&R conference**

EMUNI has been organizing HE&R conferences on yearly basis. In 2014, EMUNI decided not to organize the HE&R conference. Instead, the conference was postponed to February 2015.

##### **EMUNI ReSouk**

EMUNI ReSouk conference is a conference that is taking place at different EMUNI partner institutions in the Euro-Mediterranean region. The conference aims to encourage the cooperation between universities, promotion of diversity and equal rights in the field of education and research and contribute to the values of intercultural dialogue with the help of mobility of professors and students, which is in line with the main ideas of the EMUNI University. The goal of the conference is to ensure the students the possibility to present and discuss their work in the field of research related to the Euro-Mediterranean topics outside their universities and countries. This creates possibilities of networking and exchange of experience in an international environment.

The conference is divided in three (3) parts. The first part is called the EMUNI forum, where invited professors from the Euro-Mediterranean region present their view of the topic. This part is taking place at one university (each year it is taking place at a different one), while the whole event is broadcasted live. Thus the access is guaranteed to all institutions involved, as well as to the wider interested public. The second part is called the institutional forum, where invited professors present their views of the topic of the conference at partner institution – if technical facilities allow them, their contributions are broadcasted live as well. The third part is dedicated to students and to the presentation of their work and findings.

ReSouk conference means a significant contribution to education and research activities in the Euro-Mediterranean region due to many participants from all over the region and thus enables a high quality and diverse exchange of knowledge and ideas.

Due to financial cuts, EMUNI could not organize and implement ReSouk conferences.

##### **Organisation of the conference on mediation in cooperation with the MFA**

The Ministry of Foreign Affairs (MFA) of the Republic of Slovenia carried out the international conference on the mediation in international relations, with an emphasis on open interstate conflicts in the Euro-Mediterranean region. The EMUNI University was invited to take part since it is one of those institutions in the Euro-Mediterranean region, which offers a frame for cooperation and discussion to all countries regardless of their foreign policy. The EMUNI University has already carried out in 2013 an inquiry among its partner universities, which perform research and education activities from this field. We received 17 positive answers. In 2014 the EMUNI University helped organising above mentioned international conference and took an active part in panel discussions.

##### **Project EUROMED Migration III**

In 2012 the European Commission granted a project entitled EUROMED Migration III, in which the EMUNI University cooperates as a partner. The project objectives are to strengthen cooperation in the field of migration in the Euro-Mediterranean area and cooperation of partner organizations in the project by the preparation of documents at the national and European level. The project is designed on the basis of three key issues: legal migration, migration and the related development and illegal migration. The project runs from 2012 to 2014.

The EMUNI University as project partner (in cooperation with the MFA) cooperated in the second peer-to-peer meeting that took place on 24-25 September 2013 in Portorož. The event was attended by 46 participants from 14 countries of the Euro-Mediterranean region. The event was also attended by 13 representatives of (international) (non) governmental organizations.

The purpose of the meeting was to discuss the importance of migration in the Euro-Mediterranean region and the exchange of experience in the field of national policies in regulating this issue. Guests from academic, political, economic and civil society spheres from across the Euro-Mediterranean region have prepared and developed proposals for improving both, national migration policies as well as the proposal of a unified Euro-Mediterranean policy in groups.

In 2014, EMUNI continued to take part in discussions and offered a continuous administrative and logistics support to the project.

### **Organisation of the conference on the Euro-Mediterranean region with the OSCE**

Organisation for Security and Cooperation in Europe (OSCE) every year organizes one major international conference on a topic that is pertinent and important in international environment. In 2014 the OSCE planned to organise the international conference on Euro-Mediterranean region, the aim of which would be to discuss role, importance, opportunities and challenges in the region for the Europe within the European Neighbourhood policy and for the world in the context of the global regionalisation. Due to decision of the OSCE, the conference was not organized.

### **Round tables**

Thematic round tables are organized by EMUNI University on different opportunities with an intention to raise the participation of the academia, invited experts and students within EMUNI activities and to discuss different specific topics of the Euro-Mediterranean region. In 2014 the EMUNI University organized three (3) different small scale events: round table, EMUNI Info Day and EMUNI Friendship Day. We invited all EMUNI partner universities, academia, students and wider interested public. Each event attracted up to 30 participants.

The EMUNI Info Day in May 2014 was organized with intention to discuss the future of EMUNI University, its goals and mission. The event aimed at introducing EMUNI to the broader public alongside with familiarizing the public with the Mediterranean location of Portorož and its surroundings, where the seat of EMUNI is located.

The EMUNI Friendship Day was organized in September 2015 in cooperation with the French Institute. The aim of this event was to officially launch the master study programme in Intercultural Business Communication and to set up EMUNI library with the help of the French Institute. The French Day at EMUNI was the first in a series of EMUNI Friendship days to be organised in the months to come, each being dedicated to a different Mediterranean country and its culture.

The round table in December 2014 was organized with the title "The Israeli-Palestinian Conflict: Beyond Politics". Two eminent guest speakers, Dr. Primož Šterbenc, Slovenian sociologist, political scientist and lecturer and Mr. Ben Dror Yemini, Israeli researcher, journalist and lecturer participated in the panel. Both speakers made an intervention presenting their views on the Israeli-Palestinian conflict, followed by a productive debate and discussion among the participants. Several interventions commended the role of EMUNI as a platform for science diplomacy in the Middle East and supported the idea of holding another event under the same topic with the participation of the civil societies from Israel and Palestine.

## **Conclude the ENPI/2009/226-479 project**

In 2009 the EMUNI University successfully applied for European funds and was granted a project for 1 million EUR under a service contract titled Support to the Euro-Mediterranean University (EMUNI), ENPI/2009/226-479. The project duration was initially 24 months (from 2009 until 2011). At the end of the 2011, the project period was extended for additional 12 months, until 31 December 2012.

The purpose of the project was to develop six (6) master study programmes, reflecting the priority areas of the Union for the Mediterranean and four (4) university policies.

EMUNI received two pre-financing instalments of 149.000 EUR and 27.571,35 EUR. EMUNI contracted 42 experts and one team leader to develop the project education programmes and policies. In 2012, 10 experts were paid for their work done in the project. In July 2013, EMUNI prepared and submitted the final report for the period of the duration of the project. In April 2014, the European Commission (EC) sent their evaluation of the final report which deemed most of the pre-financing instalments as ineligible expenses and they requested debit of the amounts plus interest. In July 2014, after agreeing with the EC on settling the payment on several instalments, EMUNI invoiced the EC for the team leader's efforts and 5 experts who were paid in 2012.

The EC reimbursed EMUNI for the amount of 184.807,44 EUR, but since EMUNI owed the EC almost the same amount for ineligible expenses, the EMUNI received no money, but instead settled the debt to the EC. In September 2014, EMUNI received from the EC the confirmation of the time sheets of another 23 experts.

In October 2014, EMUNI asked for a loan from the bank to pay those experts, whose final products were approved by the EC. The loan was approved in December 2014, therefore EMUNI immediately paid additional 23 experts whose products were approved by the EC.

## **4.9. Other international activities**

Due to its establishment and operation, the EMUNI University is embedded in the broad international institutional framework. This brings with it obligations to participate in the mandatory meetings, conferences and other international events, directly related to the areas of work and research of the EMUNI University. In 2014 representatives of EMUNI attended the following meetings and events:

### **Participation at the meeting of the Union for the Mediterranean**

In 2014, four (4) meetings with the representatives of the Union for the Mediterranean (the representative of which has a seat in the EMUNI Management Board) were attended by representative of EMUNI. The Union for the Mediterranean also supported the idea of the organisation of major international events in 2014 and the cooperation of EMUNI in other events that are considered important for its future development.

### **Participation at the session of the EMPA**

In accordance with the proposals of the EMPA working group, the EMUNI University prepares the report about its activities and pursuing goals, because the EMUNI University is one of the most important EU institutions in the Euro-Mediterranean region. In 2014, EMUNI representative attend the launch of Academic Platform, which will contribute in improving university curricula of those universities, involved in activities.

### **Participation at the meeting of the Anna Lindh Foundation (ALF)**

In spring 2013 the representative of the EMUNI University participated the ALF meeting in Ljubljana, the aim of which was to discuss future cooperation between the ALF and the EMUNI University. EMUNI University continued with the cooperation also in 2014, therefore the president of EMUNI met with ALF representatives in Cairo (Egypt) to discuss closer cooperation between EMUNI and ALF.

### **Participation at the meeting of the United Nations Alliance of Civilizations**

President of the EMUNI University participated at the AoCUN meeting in March 2014, because the meeting gathered representatives of institutions and countries from the Euro-Mediterranean basin. The importance of preserving good relations was exposed by members of the EMUNI Senate.

### **Participation at the Bled Strategic Forum**

Bled Strategic Forum represents for the EMUNI University an excellent opportunity for enhancing relationships with international partners as well as to get new ones. With its knowledge and experience in the Euro-Mediterranean region the EMUNI University can significantly contribute to discussions about the situation and future of the region. From this reason, in 2014 EMUNI president participated at the forum in order to present a new vision of EMUNI.

### **Participation at the meeting with the ICD Berlin**

With the Institution for Cultural Diplomacy in Berlin the EMUNI University has already discussed the implementation of a study programme the Euro-Mediterranean Cultural Diplomacy. Discussions about the implementation of study programmes were postponed in 2015.

### **Participation at the meetings with the EU institutions**

The EMUNI University is directly responsible also to the institutions of the European Union, since it has its full support and at the same time the institutions of the European Union helped establish the EMUNI University. With the aim to inform about activities of the EMUNI University, in 2014 EMUNI president participated at numerous meetings with representatives of different EU institutions and their representatives (European Commission, European Parliament, General Directorate for Development and Cooperation and European External Action Service).

## **4.10. Research**

### **Application of EMUNI University as a research organisation**

In 2014 EMUNI started fulfilling the necessary criteria to become a research organization. Thus we applied at the Slovenian Research Agency and acquired the title of a research organization (serial number 3353). This title is very important for the future of EMUNI, since it enables wider research activities and a springboard for future research projects granted through the research and innovation mechanisms.

### **Project Hands-On ICT: Learn, practice, teach creativity and ICT (Research)**

Handson ICT project was adopted in 2012. The EMUNI University is a partner in the project. The project will result in the creation of a new and simplified way of educating teachers using ICT in delivering knowledge to pupils / students / trainees. The main purpose of the pilot program is to ensure the quality of project results through testing, evaluation and improvement.

In 2013, as part of the project HandsOn ICT, several operational and technical meetings were held that were also attended by the representatives of EMUNI as partners in the project. Between 21. and 22. January 2013 its first meeting took place in Barcelona (Spain), which was intended to lay the foundations for the project and divide the roles of partners. The second meeting was held from 25.-27. 9. 2013 in Barcelona (Spain), the purpose of which was to present the project to the international forum EFQUEL and carrying out the workshops, at which new electronic tools in the learning process were presented. Partners in the project also recorded some demonstration videos.

A platform for e-learning was developed in the frame of the project, on which a pilot testing in three sets took place in 2014. Representatives of the Euro-Mediterranean University were in charge of the evaluation of the pilot, which were also moderators of individual courses. The first set of testing was prepared completely, in which the volunteers was testing three creative techniques that were used in education at different levels. Pilot testings were completed in 2014 and represented one of the most important parts of the project.

### **CALAME project**

Initiated by EMUNI partner university, *Université Paris-Diderot* (France), the EMUNI University was invited to take part of the consortium to prepare the international project CALAME (*“Coordination for the Action & Linkage between the Actors of the Mediterranean Economy”*). The aim of the project is to start implementing seminars related to topics of the Euro-Mediterranean region (e. g. seminar of water management, alternative energy, pollution of the Mediterranean Sea, influence of tourism on environment etc.). Seminars will be mainly dedicated to students, because it is foreseen the ECTS system for participation at these seminars. Each student shall have a possibility within the consortium a possibility to carry out additional education at partner universities that offer education activities from the field.

### **ECFEFP project**

The EMUNI University is a partner in an international project with a title *“European Citizens for European Foreign Policy (ECFEFP)”* that was accepted at the Education, Audiovisual and Culture Executive Agency (EACEA). The purpose of the project is to discuss the multidimensionality of the European foreign policy (where an important part represents the Euro-Mediterranean region) and the role of the citizens in policy-making. Since the EMUNI University is one of the key initiatives of the Union for the Mediterranean, it has knowledge on trends and needs in the Euro-Mediterranean region and at the same time a wide network that is an added value for the project. In 2014 three major international events were organized: in February 2014 in Ljubljana (Slovenia), in April 2014 in Trieste (Italy) and the last international conference in October 2014 in Ljubljana (Slovenia). EMUNI University took an active part in October conference.

### **EDULINK II - EU-ACP Networking for Academic Excellence onAgriculture and Food Security**

EU-ACP Networking for Academic Excellence onAgriculture and Food Security (EDULINK II) is a project, applied in the EuropeAid programme, which was adopted at the first stage of the evaluation at the European Commission in 2012. This is a project which aims to improve the higher education system and develop a quality network of higher education institutions in project partner countries in Africa.

ACP-EU project was approved and launched in November 2013. First project activities were associated with a presentation of the partners of their obligations and publishing information to online media on the launch of the project. The project is of great importance for the EMUNI University, as it will be directly involved in the research work in the transfer of good practices in the field of higher education and the establishment of the African- European university network. In 2014, representative of EMUNI participated two important meetings in Johannesburg (South Africa) and Lilongwe (Malawi), where EMUNI presented its network of institutions, how it was developed and what kind of activities it organized.

## **Middle East Research and Innovation Dialogue (MERID)**

In the field of research, EMUNI made a significant step forward in applying for project. Thus in 2014, EMUNI was granted a project with the title Middle East Research and Innovation Dialogue (MERID). The MERID project, starting in January 2015, is an example of science diplomacy in practice. It seeks to boost existing collaboration frameworks between the EU and Middle East countries while creating new channels and forging new links, especially with countries that are newcomers to EU cooperation in Research and Innovation. MERID's ultimate goal is to employ Research and Innovation as channels for intercultural dialogue, understanding and reconciliation.

MERID involves diverse partners from the European Union Member States, in addition to Egypt, Jordan, Lebanon and Palestine as well as Iran and Iraq. Participation of the latter countries is of particular importance as the MERID project will represent the very first attempt to systematise support to the policy dialogue and engagement of research communities of Iran and Iraq in the EU's actions and in particular the EU's programme for Research and Innovation "Horizon 2020". The MERID partners were carefully selected to embrace relevant stakeholders from diverse backgrounds representing the different sectors from research governance organisations to the civil society, including also academia and the business sector.

## **Scientific journal IJEMS**

International Journal of Euro-Mediterranean Studies (IJEMS - International Journal of Euro-Mediterranean Studies) and conference publications represent an interdisciplinary contribution to research of topics relevant to the Euro-Mediterranean region. IJEMS is an international journal aimed at promoting intercultural dialogue and exchange between the social environments, human resource development and at ensuring better mutual understanding of the broad field of the Euro-Mediterranean region. In order to accomplish these objectives, the journal tends to publish high quality research papers, scientific articles, testimonials and case studies. Key issues include policy papers, sociology, economics, growth and development, human geography, environment, business and management, education, international relations, gender studies, life science and history.

The IJEMS Journal is important for EMUNI, because it enables publishing of scientific-research accomplishments of teachers and researchers, who are cooperating with EMUNI, as well as of EMUNI students, who get the opportunity to publish their research projects and master papers. Thus, the journal serves as an appropriate textbook for the courses of study programmes and professional upgrading study programmes, implemented by EMUNI.

In 2014, we published two IJEMS editions:

1. IJEMS Volume 7, Number 1, 2014. An electronic version is available at: <http://www.emuni.si/en/ijems/volume-7-2014-number-1>. IJEMS contains five scientific articles dealing with various aspects of the Euro-Mediterranean area. 200 IJEMS copies were printed by the EMUNI University, which will serve as library material for the study purposes.
2. IJEMS Volume 7, Number 2, 2014. An electronic version is available at: <http://www.emuni.si/en/ijems/volume-7-2014-number-2>. IJEMS contains five scientific articles dealing with various aspects of the Euro-Mediterranean area. 200 IJEMS copies were printed by the EMUNI University, which will serve as library material for the study purposes.

#### **4.11. IT services, technical support and information communication technologies**

Main tasks and goals of the IT unit are defined by direct needs of EMUNI University – to ensure good operating conditions and high efficiency of the information systems.

##### **Support services are being carried out in different areas:**

- support and maintenance of the computer solutions;
- information and communication services – maintenance of the information infrastructure;
- office and business systems;
- information security;
- graphical design.

##### **Use of social media**

Mainly Facebook and Twitter are in use by the EMUNI University among social media. Social networks are used for the distribution of information, news, events links etc.

##### **Facebook**

EMUNI facebook page works as an addition to the existing EMUNI website. Most information, that is available on the EMUNI website, is also published as posts on facebook page. This brings the news of EMUNI directly to facebook users. Updates are mainly being delivered as a link to the EMUNI website sections. EMUNI Facebook site has 1.357 followers from 54 countries, while the posts in 2014 reached 1.806.160 users, while the number of total impressions was 4.978.250. EMUNI facebook page address: [www.facebook.com/emuni.university](http://www.facebook.com/emuni.university).

##### **Twitter**

EMUNI twitter account works as an addition to the existing EMUNI website. Twitter is being used to deliver news to our subscribers through published links. Until now, 69 posts were posted on Twitter. EMUNI Twitter has 209 followers. Twitter address of EMUNI: [twitter.com/#!/emuni](https://twitter.com/#!/emuni).

#### **4.12. Consolidation of the EMUNI University**

##### **Financial consolidation**

In 2014, EMUNI University continued with the financial consolidation. Actions envisaged the payment of financial obligations to the experts of the project ENPI/2009/226-479, debt towards the EC due to the outstanding of prefinancing installement, arrangement of the agreement on the use of premises between the MESS and costs incurred in issuing an international scientific journal IJEMS within the Springer.

By the beginning of 2014, EMUNI had several outstandings toward different entities. It had an outstanding of 176.987 EUR towards 43 experts who were working on the project with the title Support to the Euro-Mediterranean University (EMUNI), ENPI/2009/226-479. EMUNI owed to the European Commission in the amount of more than 180.000 EUR for outstanding of prefinancing installement from the EC for the before this project. EMUNI also had outstanding claims at the MESS in the amount of € 63,099.83, which refers to requests received for the payment of rent for the period from 1. 9. 2009 to 31. 12. 2013. Furthermore, EMUNI had a remaining debt to Springer in the amount of 30.000 EUR for issuing an international scientific journal IJEMS in the amount of 60.000 EUR.

EMUNI's operative budget was slightly more than 380.000 EUR. There were few projects, where EMUNI was partner (namely HANDSON ICT, ENPI Migration III and EDULINK II), but EMUNI received money only from the HANDSON ICT project in the amount of 19.551,20 EUR.

During 2014, the debt of EC was settled through invoicing for experts in the ENPI/2009/226-479. Experts were paid through a bank loan. The debt of Springer was paid. The debt of the rent has been reduced from 63.099,83 EUR to 58.433,82 and the whole issue with the final amount also is still in the

process of mediation (EMUNI is still in the process to reduce the debt of premises rental). The premises rental will be finally settled with 24 installements starting from January 2016.

It has to be pointed out that the EMUNI income from MESS in 2015 will be significantly reduced. But EMUNI acquired in 2014 two (2) important projects from the European Union, where EMUNI will have the coordination. This income will serve to reduce dependence on public money in the next three years.

#### **Consolidation of formal legal framework of the internal operation of EMUNI**

In 2013 the EMUNI University conducted an evaluation of the legal regulations of its operation, with the aim of raising the level of quality of university performance. This process was implemented in 2014, especially due to the forthcoming launch of its first study programme. Measures included the debate on amendments to the Statute of EMUNI and the development of additional internal regulations of the EMUNI University.

It was found out that the Statute and the Memorandum are not properly aligned, in addition, certain issues set in the Statute are vaguely defined (e.g. the replacement procedure of the members of the Senate). Because of this, draft amendments to the Statute of EMUNI were prepared and the process of its operationalization began in 2014. This process will end at the General Assembly in February 2015.

For the effective inner operation of the EMUNI University, it developed specific policies governing the operations and activities of EMUNI. The following rules were adopted:

- Strategy of EMUNI University for 2014-2018, adopted on 21 February 2014;
- Revised Criteria for the Appointment to Titles, adopted on 20-24 February 2014 by the Senate on its correspondence session;
- Instructions on the Application and Enrolment Procedure and recognition of a Foreign Degree, adopted on 20 August 2014;
- Rules on Recognition of Foreign Education, adopted on 12-15 May 2014 by the Senate on its correspondence session;
- Rules on Recognition of Knowledge and Skills, adopted on 12-15 May 2014 by the Senate on its correspondence session;
- Revised Quality Manual, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on the Assessment of Knowledge, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules of Graduation, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on the Monitoring of the Actual Student Workload at EMUNI University, adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on recognition of foreign professorship (habilitation), adopted on 18-23 September 2014 by the Senate on its correspondence session;
- Rules on Disciplinary Accountability of EMUNI University Students, adopted on 18-23 September 2014 by the Senate on its correspondence session.

#### **4.13. Promotional Publications**

In 2014 the EMUNI University produced the following electronic promotional publications:

- E-Newsletter: March (Vol. 6/No. 2), April (Vol. 6/No. 3), June (Vol. 6/No. 4), October (Vol. 6/No. 5) and December (Vol. 6/No. 6);
- Flyer for IBC study programme;
- Annual Report of the EMUNI University in 2014.

Promotional publications are intended for both, target and wider public in order to inform them about the activities and events of EMUNI. All promotional publications were issued in e-form to enable the

maximum extent. There were over 8000 recipients of e-publications in 2014, and the number of subscribers to the newsletter continues to grow.

#### **4.14. PR RELATIONS**

Public relations are an important factor for international recognition. The EMUNI University is regularly informing the public about important events. In addition, informing is done through public involvement in the activities of the University (roundtable discussions, press conferences, etc.). Public Relations are particularly intense in the time of EMUNI events (EMUNI HE&R, meeting and visits of guests, agreements on common projects), sessions of the bodies of the EMUNI University, at major events and at the beginning of the academic year. In 2015 we will continue to inform the public about activities and events of the EMUNI University. In relation to public relations activities the contact network media was updated, a PR report made after major events and media communication.

#### **4.15. SESSIONS OF THE OF THE UNIVERSITY BODIES IN 2014**

##### **General Assembly Sessions of the EMUNI University**

General Assembly of EMUNI University was postponed to February 2015 with the decision n° 6 of the 27<sup>th</sup> session of EMUNI Management Board.

##### **Sessions of the EMUNI Management Board**

1. 21-25 February 2014: correspondence session of the EMUNI Management Board,
2. 17 May 2014 session of the EMUNI Management Board (Portorož, Slovenia),
3. 27-29 November 2014: correspondence session of the EMUNI Management Board.

##### **Sessions of the EMUNI Senate**

1. 20–24 February 2014: correspondence session of the EMUNI Senate,
2. 12–15 May 2014: correspondence session of the EMUNI Senate,
4. 18–23 September 2014: correspondence session of the EMUNI Senate.

## **5. INVESTMENTS AND INVESTMENT MAINTENANCE**

No investments were made in 2014.

## **6. ASSESMENT OF THE ACHIEVEMENT OF GOALS**

We estimate that despite financial constraints the operation of the EMUNI University in 2014 was quite successful. EMUNI launched its first master study programme "Intercultural Business Communication" in collaboration with the University of Urbino" Carlo Bo, University of Primorska and University of Rijeka. In order to facilitate the implementation of study programmes, the EMUNI University continued with implementation of scholarship scheme, which aims to obtain material assets for students, who will be enrolled in EMUNI courses. We were granted two Scholarships from the French Institute in Ljubljani and Heliopolis University in Cairo.

We have paid experts of the project ENPI/2009/226-479, whose products were approved by the European Commission. At the same time EMUNI was granted two big international projects, where it plays a coordination role, i. e. Middle East Research and Innovation Dialogue (MEIRD) and Euro-Mediterranean Network for Economic Studies (EMNES).

EMUNI University was successful in the field of financial consolidation. We settled outstanding obligations to the Springer, the EC, the Foundation. We reached a mutual agreement on the open issue of the international journal IJEMS that was published by the Springer publishing house. The international journals IJEMS has now already been published by EMUNI since 2013. We settled all current and past operating costs liabilities. EMUNI reached an agreement with the MESS regarding premises. EMUNI managed to reduce the debt for premises in the process of mediation, but the process to reach the final solution will continue.

As part of the planned study activities we carried out all the set objectives according to the work programme - 4 Summer Schools in collaboration with partner universities. Regarding the internal operation of EMUNI, with effect from 1. 2. 2014 the EMUNI University got a new President, Prof. Dr. Abdelhamid El-Zoheiry.

## **7. IMPROPER OR UNEXPECTED EFFECTS OF THE IMPLEMENTATION**

The year 2014 was marked with some significant changes for future functioning of EMUNI. EMUNI got a new president in February 2014, who set a new vision and mission for EMUNI's future. EMUNI had to focus on solving past issues, while working on searching for new funds. By the end of the year, EMUNI faced with a severe cut of state budget from the MESS (almost 50 % of the total).

The realization of the objectives was influenced by other factors, mainly because of the extra workload for preparation for implementation of the master study programme "Intercultural Business Communication". Main yearly conference was postponed to February 2015, while other activities were carried out in accordance with the work plan.

In spite of these facts, there were no large or unexpected consequences on the implementation of the objectives.

## **8. SUCCESS ASSESMENT IN COMPARISON WITH PREVIOUS YEARS**

Compared with previous years, the EMUNI University made remarkable progress in 2014 in all areas, especially in the field of education. First and foremost, the master study programme in Intercultural Business Communication was launched and received 23 applications, while 6 students were successfully enrolled.

EMUNI University was successful financially and legally consolidated. In the context of financial consolidation of the EMUNI University, we acquired more funds from EU, thus reducing our dependency on public funds for next three years. In the field of legal affairs, EMUNI revised the current Statute and prepared amendments along with the preparation of additional internal legal regulations for the purpose of better internal cooperation and implementation of education activities. In 2014, we started a process of consolidating our EMUNI network with the purpose to strengthen its functioning and operability. The process will be finished at the General Assembly in February 2015. The majority of financial obligations were settled.

In the cooperation with partner universities from the Euro-Mediterranean region we conducted four summer schools and professional upgrading study programmes. Participation in international projects has significantly strengthened, through which the EMUNI University's professional and research activities were revived. EMUNI was invited to be a partner in five (5) European and international projects. In this context, it is important to highlight that EMUNI University successfully registered as a research organization in the Slovenian Research Agency (ARRS), which will open additional opportunities to EMUNI in the field of research.

The success was even more significant due to the limitations, which the EMUNI University was confronted with in 2014, i. e. lack of human resources and shortage of finances.

## **9. REVIEW OF THE EFFICIENCY OF OPERATIONS**

In assessing the efficiency and effectiveness of operations with respect to defined standards, criteria and measures to improve the efficiency and quality of operations, we derive from the regulation of public funding of higher education and other institutions, principles for the financing of higher education institutions contained in the Higher Education national programme and measures for monitoring, assessment and quality assurance of higher education institutions, study programmes and research, artistic and professional work.

The EMUNI University disposes with public funds of the budget of the Republic of Slovenia, in accordance with the financing agreement signed with the Ministry of Education, Science and Sport, and at the same time with the Public Finance Act and other legal regulations in this area. The EMUNI University operates with public funds in accordance with the criteria and standards set for the use of funds by the Ministry of Education. The EMUNI University fully complies with the principles of economy and efficiency of operations with funds.

The realisation reflects the reduction in funds from the state budget compared to 2013. In addition, the EMUNI University itself cannot use or redistribute public resources because it operates in accordance with the criteria and standards, provided by the Ministry for the usage of money through decisions and agreements for specific areas. Due to this fact, we had to make a rebalance of the work programme for 2014, thus adapting tasks to new financial reality.

## **10. EXPLANATIONS REGARDING AREAS WHERE OBJECTIVES HAVE NOT BEEN ACHIEVED**

The EMUNI University was successful in 2014 in comparison to previous years, however, some goals were not fully achieved due to various factors. Below the scope and objectives, which were either not met or were only partially achieved, are listed:

- In the study area we did not fully achieve the objectives because, since as a university network we mainly depended on the partner institutions and the concluded arrangements. In addition, many questions remain open in relation to the notification and accreditation of study programmes by the SQAA. In the work plan we planned the procedures for certain study programmes would be completed in 2014, but the process continues also in 2015
- A special section within the research part is the support of the Euro-Mediterranean University ENPI/2009/226-479, which was not fully financially completed in 2014 because the European

Commission did not approve all products. On contrary, we settled all financial requirements approved by the European Commission.

- In the area of financial consolidation, the objective of paying the operating costs for the use of premises of the EMUNI University was partly achieved in 2014. In the process of mediation, we agreed to continue to try to reach the final arrangement.

## **11. ASSESMENT OF BUSINESS EFFECTS OF HIGHER EDUCATION INSTITUTIONS ON OTHER AREAS**

The EMUNI University is one of the most important projects of the Union for the Mediterranean. It focuses on bringing together universities, research institutions, research centers and centers of excellence for the joint work in developing new programmes and projects aimed at bridging the gap between the north and the south, east and west of the Mediterranean region.

The priority areas of the EMUNI University include higher education and research, intercultural business communication and connections, sustainable conservation of the Mediterranean area, maritime and land highways, alternative energies and civil protection. These topics are dealt with in the context of EMUNI summer schools, research seminars, European projects and intensive programmes, which involve students, young graduates and academic staff, whose goal is to create a common language of the region - the language of research and excellence. EMUNI partner universities help in creating the foundations of intercultural dialogue and common sustainable growth, as they focus on themes and topics that directly relate to the Euro- Mediterranean region.

Thematically, the EMUNI University focuses on the priority areas of the Union for the Mediterranean and also on other areas that are of most interest for the international community, including business development and economic studies, marine issues, culture and tourism, human rights, migrations, gender issues, development studies, water management and regional integration. Study activities that are carried out in collaboration with partner universities (e.g. summer schools, professional upgrading study programmes, etc.) are through the optional and mandatory study courses also connected to the areas listed above.

In the year 2015 and in the academic year 2015/2016 the Euro-Mediterranean University will contribute to the creation of a single, integrated Euro-Mediterranean higher education, science and research area. The EMUNI University already serves as a center for the creation of institutional networks, exchange of students and projects in the Euro-Mediterranean region. According to the results achieved in 2014, in 2015 it will continue to actively contribute to the research and academic staff and to development of joint study programmes.

## **12. OTHER EXPLANATIONS**

The explanations that supplement the report on the operation of the EMUNI University in 2014 are described in detail in the following paragraphs.

### **1.1. Report on the implementation of the tasks under the contract no. 3330-13-500019**

In 2014 the EMUNI University realized the following obligations under the contract No. 3330-14-500023, which are listed in the Article 5:

- until the 10th day in the current month delivered a request for the payment of funds for the current month and report on its work and the dynamics of expenses and incomes,
- sent the annual report for 2014 and report on the performance of the contract to the Ministry until 28. 2. 2015,
- with the funds for labor costs and costs of goods and services co-finance the costs of management and professional services of the EMUNI University, activities related to the preparation and

implementation of study programmes in the academic year 2014/2015 and the costs of the facilities in the amount and in the manner as specified in the revised annual work programme for 2013, which was adopted by the Management Board of the EMUNI University at its 23rd session on 23. 11. 2013 at Brdo,

- Monitored the budget spending on a separate cost center/source of funding, so it is possible to verify the implementation of this contract,
- Operated rationally and carried out tasks which are co-financed from the state budget, exercising all due diligence,
- Use the received funds for the purposes specified in the contract,
- Enabled the Ministry to monitor the implementation of the above mentioned contract within the monthly report of activities, revenues and expenditures and explanations that the ministry demanded in 2014.

Regarding the 11<sup>th</sup> indent of the Article 5 contract regarding the submission of the the annual report for 2014, the ministry did not require business and documentation insight concerning the compliance with the above-mentioned contract. The EMUNI University will - at the request of the Ministry – enable the insight into the operations and documentation.

The EMUNI University paid the rent for the premises in 2013 and 2014, rents for the period 2010 – 2012 are subject to the mediation process between EMUNI and MESS at court of Koper.

## 1.2. Personnel policy analysis

On 31. 12. 2014 the EMUNI University had 5 employees. The average number of employees in 2014 amounted to 5,27.

Table: List of employees by job position and organisation unit

Work position	Situation 31. 12. 2012	Situation 31. 12. 2013	Situation 31.12. 2014
Acting President	0	0,2	0
President	0	0	1
Vice President for administration and finance	1 <sup>7</sup>	0	0
External – president's advisor	0	0	2
Head of President's office	1	0	0
Administrative assistant	0	0,5	1
International cooperation and projects	0	1	1
Education	2	1,5	1
ICT	1	1	1
Head of finance and accounting	1	1	0
Finance and accounting	1	0	0
Head of general affairs, legal affairs and human resources	1	1	0
External – Education	0	0	1
External - Finances	0	0	1
External – PR	0	0	1
External – international cooperation	0	0	1

<sup>7</sup> Until 1 April 2013, the Vice president was also Acting President.

External – legal matters	0	0	1
Total	8,0	6,2	12 <sup>8</sup>

### **Overview of employment at the University during the period from 1. 1. 2014 to 31. 12. 2014**

In February 2014, the EMUNI University employed new President as appointed by the Management Board on its 24<sup>th</sup> session on 12. 12. 2013, while the Acting's President contract ended in January 2014.

### **Overview of the employment termination in the period from 1. 1. 2013 until 31. 12. 2013**

Three employees left the EMUNI University in 2014:

- The employee at the post of the Head of the Finances and Accounting gave resignation as of February 2014,
- The contract with the employee at the post of the Head of the General Affairs, Legal Affairs and Human Resources due to death in March 2014,
- The employee at the post in the Education Department gave resignation as of August 2014,
- on 31. 1. 2014 the employment of the Acting President ended due to expiration of contract.

### **Contractors**

Contractors cooperated with EMUNI University in 2014 through freelance contracts and contracts for services. Freelance contracts were concluded in 2014 in the area of legal, educational and financial fields.

### **1.3. Investment report**

The EMUNI University did not have any investments in 2014.

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<sup>8</sup> External people are not employed.

## **13. ACCOUNTING INFORMATION FOR EMUNI UNIVERSITY FOR 2014**

### **13.1. Main accounting principles**

The Financial Report of the EMUNI University for 2014 has been drawn up in line with the Accounting Act (Official Gazette of the RS No. 23/99 30/02-ZJF-C and 114/06-ZUE) and the Slovenian Accounting Standard 36 - Accounting Solutions in Not-for-Profit Organisations - Private-Law Legal Entities (Official Gazette of the RS No. 118/05) and the Account Scheme for Not-for-Profit Organisations (Official Gazette of the RS No. 7/11 – CC Decree, 64/12 and 12/13).).

When drawing up accounting statements the EMUNI University follows the following general principles of evaluation:

- Principle of continuity;
- Principle of consistency and
- Principle of timeliness.

The accounting statements and notes reflect the true and fair situation of operations.

### **13.2. Balance Sheet - general rules**

The Balance Sheet is drawn up for a financial year, which is equal to the calendar year. The Balance Sheet as of 31<sup>st</sup> December 2014 shall also contain a column with data from the Balance Sheet as of 31<sup>st</sup> December 2013.

When providing explanations on the balance sheet items EMUNI University takes into account the rules on the content, layout and format of the financial statements.

Assets and liabilities are broken down per type and maturity.

#### **Intangible and tangible fixed assets**

The types of intangible fixed assets are defined in line with SAS 2, while the types of tangible fixed assets pursuant to SAS 1. They are measured in line with the SAS an initially recognised at their procurement cost. The procurement cost is composed of the purchasing price, the import and non-reimbursable duties and the costs of set-up for destined use. Any commercial or other discounts are subtracted from the purchasing price.

The residual value of intangible long-term assets and tangible fixed assets pursuant to SAS 1.17 and SAS 2.20 is disclosed in the Balance Sheet as the difference between the procurement value and the accrued correction of the value. The procurement value and the accrued corrections of value for tangible fixed assets and intangible long-term assets are disclosed separately in the accounting statements.

The depreciation of tangible fixed assets and intangible long-term assets is calculated individually on a regular basis by using the proportional method, consistently applied in each accounting period. The annual depreciation rates are set freely by the University. The net carrying amount of an item of tangible fixed assets is the difference between the cost of the item and its accumulated depreciation.

Tangible fixed assets, whose individual procurement value, as per the supplier's invoice, does not exceed EUR 500, are disclosed among small tools.

Individual items in the small-tools category, whose procurement value does not exceed EUR 500, are categorised as materials.

BALANCE SHEET – Table 1

Item	ADP Code	Amount	
		Current year	Previous year
2	3	4	5
<b>ASSETS (002+021+037)</b>	001	349.108	192.947
<b>A. LONG-TERM ASSETS (003+006+013+014+018)</b>	002	0	0
<b>I. Intangible assets and long-term accruals and prepaid expenditure (004+005)</b>	003	0	0
1. Intangible assets and long-term accrual and prepaid expenditure	004	0	0
2. Advance payments for intangible assets	005	0	0
<b>II. Tangible (fixed) assets (007 do 012)</b>	006	0	0
1. Land	007	0	0
2. Building	008	0	0
3. Equipment	009	0	0
4. Other tangible assets	010	0	0
5. Tangible assets in production	011	0	0
6. Advance payments for tangible assets	012	0	0
<b>III. Investment properties</b>	013	0	0
<b>IV. Long-term financial investments (015 do 017)</b>	014	0	0
1. Long-term capital investments	015	0	0
2. Long-term loans given	016	0	0
3. Long-term deposits	017	0	0
<b>V. Long-term receivables (019+020)</b>	018	0	0
1. Long-term accounts receivable	019	0	0
2. Others long-term receivable	020	0	0
<b>B. CURRENT ASSETS (022+023+029+032+036)</b>	021	347.454	192.744
<b>I. Current assets for trade</b>	022	0	0
<b>II. Stock (024 do 028)</b>	023	50.000	60.000
1. Material	024	50.000	60.000
2. Products	025	0	0
3. Non finished products and services	026	0	0

4. Merchandise	027	0	0
5. Advance payments for stock	028	0	0
<b>III. Short-term receivables (030+031)</b>	029	250.957	95.018
1. Short-term operating receivables to customers	030	203.463	49.507
2. Others short-term operating receivables	031	47.494	45.511
<b>IV. Short-term financial investments (033 do 035)</b>	032	0	0
1. Short-term capital investments	033	0	0
2 Short-term loans given	034	0	0
3 Short-term deposits	035	0	0
<b>V. Cash and cash equivalents</b>	036	46.497	37.726
<b>C. SHORT-TERM ACCRUALS AND PREPAID EXPENDITURES</b>	037	1.654	203
<b>Off-balance assets</b>	038	0	0
<b>LIABILITIES (040+043+047+050+055+060)</b>	039	349.108	192.947
<b>A. START-UP CAPITAL (041+042)</b>	040	0	0
1. Start-up capital	041	0	0
2 Surplus from evaluation adjustment	042	0	0
<b>B. SURPLUS REVENUES OR EXPENDITURES (044-045+046)</b>	043	-64.666	-67.835
1. Surplus revenues	044	0	0
2 Surplus expenditures	045	64.666	67.835
3 Surplus from evaluation adjustments	046	0	0
<b>C. RESERVATIONS, LONG-TERM ACCRUALS AND INCOME COLLECTED IN ADVANCE (048+049)</b>	047	0	0
1. Provisions	048	0	0
2 Long-term accruals and income collected in advance	049	0	0
<b>Č. OPERATING LIABILITIES (051 DO 054)</b>	050	49.149	66.764
1. Long-term operating liabilities	051	0	0
2 Short-term liabilities to suppliers	052	14.020	31.512
3 Short-term liabilities to employees	053	28.335	30.540

4 Others short-term operating liabilities	054	6.794	4.712
<b>D. FINANCIAL LIABILITIES (056 DO 059)</b>	055	364.625	194.018
1. Long-term borrowings from financial organisations	056	0	0
2 Long-term borrowings from other entities	057	0	0
3 Short-term borrowings from financial organisations	058	170.607	0
4 Short-term borrowings from other entities	059	194.018	194.018
<b>E. SHORT-TERM ACCRUAL AND INCOME COLLECTED IN ADVANCE</b>	060	0	0
<b>Off-balance liabilities</b>	061	0	0

## NOTES TO THE BALANCE SHEET

### Intangible fixed assets

In 2012, EMUNI University had no intangible long-term assets.

### Tangible fixed assets

The EMUNI University had no tangible fixed assets in 2012.

### Long-term investments

In 2012, EMUNI University had no long-term investments.

### Long-term operating receivables

The EMUNI University had no long-term operating receivables in 2012.

### Inventories

EMUNI University has on 31 December 2014 inventory of the professional literature in value of 50.000,00 EUR, that was supplied by the German supplier SPRINGER Customer Service Center GmbH. The value of the inventory stock in year 2014 and based on the market value in relation to the previous year has decreased for 10.000,00 EUR.

### Short-term operating receivables

As of 31<sup>st</sup> December 2014, the University had 250.957,88 EUR worth of short-term operating receivables from:

- short-term receivables to the customers in Slovenia 16.862,27 EUR;
- short-term receivables to the customers abroad in the amount of 186.600,96 EUR;
- short-term receivables from the pre-granted advances in the amount of 8.417,26,
- other short-term receivables to the physical persons in total of 39.077,39 EUR, predominantly addressed to the former EMUNI University president prof. dr. Joseph Mifsud.

### Cash at hand

EMUNI University does not operate with cash, i.e. it does not cover costs of material by cash.

### Cash at bank

The amount of cash in the current account, held at Nova KBM, amounted to 46.496,70 EUR on 31<sup>st</sup> December 2012.

### **Deferred costs and accrued revenues**

As of 31<sup>st</sup> December 2012 the value of the deferred costs amounts to 1.653,57 EUR, that are coming out from bank card membership, costs of printing, advance for the reservation of the rooms for the group in the period of 10. 2. to 14. 2. 2015 and insurance premiums.

There were no deferred costs and accrued revenues from the interests from loan contracts with EMUNI Foundation.

### **Short-term liabilities to employees**

EMUNI University, founded on 13 February 2009, did not have employees in the year of 2009.

The average number of employees on the basis of the working hours in the year 2014 was 5,27.

On 31<sup>st</sup> December 2012 EMUNI University was obliged to the employees for the payment for the December salary and salary related costs and travel orders in the amount of 28.335,16 EUR. Liability arising from the travel orders predominantly arises from the former president's travel orders. Short-term liabilities to employees from the unpaid salaries also comes from last unpaid salary to Joseph Mifsud in the amount of 4.800,00 EUR gross.

### **Short-term liabilities to suppliers**

EMUNI University's short-term liabilities to suppliers on 31<sup>st</sup> December 2014 amount to 14.019,94 EUR and consist of liabilities:

- to domestic suppliers in the amount of 7.745,00 EUR and
- to foreign suppliers in the amount of 6.274,94 EUR.

### **Other short-term operating liabilities**

The other short-term operating liabilities in the total amount of 15,944.45 EUR on 31<sup>st</sup> December 2012 include:

- liabilities from authorial and single-task work contracts in the amount of 6.294,05 EUR;
- liabilities from the received advances in the amount of 325,55 EUR;
- liabilities from short-term understocked assets in the amount of 174,28 EUR.

### **Long-term operating liabilities**

EMUNI University did not have long-term operating liabilities in 2014.

### **Short-term and long-term financial liabilities**

EMUNI University had short-term financial liabilities from loan agreements with EMUNI Foundation, namely:

- 27,000.00 EUR since December 2011,
- 50,000.00 EUR since September 2012,
- 116,000.00 EUR since December 2012,
- that is 193,000.00 EUR in principal and 1,017.73 EUR in interest.

In 2014 EMUNI University signed a short-term loan contract with Nova KBM in the amount of 176.987,00 EUR. From that address, in 2014 EMUNI has received 170.606,95 EUR, and the remaining in the amount of 6.380,05 EUR in 2015 (15 January 2015). The principal is due to be paid on 28 February 2015. The loan was taken for the purpose of payment the authorial work contract coming from the ENPI project and will be paid with the funds from the European Commission for the ENPI Project.

### **Long-term financial liabilities**

Also in 2014 EMUNI University did not have long-term financial liabilities.

### **Short-term accruals and deferred income**

On 31<sup>st</sup> December 2014 EMUNI University had no short-term accruals or deferred income recorded.

### Surplus of expenditures over revenues

In 2014, EMUNI University generated 3.169,81 EUR in surplus of expenditures over revenues. Along with the surplus of expenditures over revenues from the previous year in the amount of 67.835,32 EUR, the final surplus of expenditures over revenues amounts to 64.665,51 EUR EUR on 31<sup>st</sup> December 2014.

### Statements of revenues and expenditures – table 2

In determining the revenues and the expenditures of the accounting period, EMUNI University applied the accrual principle of accounting in line with the Slovenian Accounting Principles.

Item	ADP code	Amount	
		Current year	Previous year
2	3	4	5
<b>OPERATING REVENUES (081+086)</b>	080	618.404	446.040
<b>A. OPERATING REVENUES OF PUBLIC SERVICES ENTITIES (082 do 084-085)</b>	081	618.404	446.040
1. Public finance revenues	082	373.352	387.241
2. Other operating revenues from public entities	083	245.052	58.799
3. Increase of stock of products and non finished production	084	0	0
4. Decrease of stock of products and non finished production	085	0	0
<b>B. OPERATING REVENUES OF ENTITY MAIN ACTIVITY (087+088-089)</b>	086	0	0
1. Operating revenues from main activities	087	0	0
2. Increase of stock of products and non finished production	088	0	0
3. Decrease of stock of products and non finished production	089	0	0
<b>C. FINANCIAL REVENUES</b>	090	0	28
<b>Č. OTHERS REVENUES</b>	091	78	4.505
<b>D. TOTAL REVENUES (080+090+091)</b>	092	618.482	450.573
<b>E. COSTS FOR GOODS, MATERIAL AND SERVICES (094 do 096)</b>	093	408.100	232.900
1. Purchasing value of goods sold	094	0	0
2. Material costs	095	13.570	7.042
3. Service costs	096	394.530	225.858

<b>F. LABOUR COSTS (098 do 100)</b>	097	190.830	187.462
1. Costs of labour and other reimbursement to employee	098	148.696	108.055
2. Social contributions for employees	099	23.940	61.370
3. Other labour costs	100	18.194	18.037
<b>G. AMORTISATION/DEPRECIATION COSTS (102+103)</b>	101	0	0
1. Amortisation/depreciation and other long-term deferred revenues	102	0	0
2. Others depreciation costs	103	0	0
<b>H. PROVISIONS</b>	104	0	0
<b>I. OTHER COSTS (106+107)</b>	105	12.539	289
1. Revalued expenditures	106	10.000	0
2. Others costs	107	2.539	289
<b>J. FINANCIAL EXPENDITURES</b>	108	1.150	33
<b>K. OTHER EXPENDITURES (106+107)</b>	109	2.694	28.542
<b>L. TOTAL EXPENDITURES (093+097+101+104+105+108+109)</b>	110	615.313	449.226
<b>M. REVENUE SURPLUS (092-110)</b>	111	3.169	1.347
<b>M. EXPENDITURE SURPLUS (110-092)</b>	112	0	0
<b>N. TAX ON INCOME ON GAINFUL ACTIVITY</b>	113	0	0
<b>O. NET SURPLUS OF REVENUES IN ACCOUNTING PERIOD (111-113)</b>	114	3.169	1.347
<b>P. SURPLUS OF EXPENDITURES IN ACCOUNTING PERIOD (112+113)</b>	115	0	0
<b>R. REVENUES SURPLUS FROM PREVIOUS YEARS, INTENDED TO COVER EXPENDITURE SURPLUS OR CERTAIN COSTS IN ACCOUNTING PERIOD</b>	116	0	0
<b>S. AVERAGE NUMBER OF EMPLOYEES BASED ON WORKING HOURS IN ACCOUNTING PERIOD (two decimals)*</b>	117	5,27	6,82
<b>Š. TOTAL NUMBER OF OPERATING MONTHS</b>	118	12	12

## Notes to the statement of revenues and expenditures

### Operating revenues from the performance of activities of non-commercial public companies

In 2014, EMUNI University has received in total 618.404,37 EUR from the activities of non-commercial public companies, from the following sources:

- funds from the budget of RS (MESS) in the amount of 371.576,67 EUR or 60.09% of total revenues,
- funds from the budget of RS (ARRS) in the amount of 1.775,20 EUR or 0,29% of total revenues,
- funds from the project ENPI, co-financed from the EU in the amount of 174.324,09 EUR or 28,19% of total revenues,
- funds from the Italian labour ministry (INPS) in the amount of 30.000,00 EUR or 4,85% of total revenues,
- other funds from European projects, co-financed by the EU in the amount of 40.417,71 EUR or 6,53% of total revenues,
- from the sale of services and reimbursement of costs in the amount of 310,70 EUR or 0,05% of total revenue, which is irrelevant in the structure of the 2014 revenues.

### Revenues from financial activities

EMUNI University had no revenues from financial activities in 2014.

### Other revenues

Among other revenues, in year 2014 it is noted the return of the fee in the amount of 78,00 EUR and positive levelling of 0,15 EUR.

### Costs of material

The EMUNI University had a total of 13.569,61 EUR of costs of material or 2,21% of all costs, in particular for utility and maintenance (electricity, water, heating and waste disposal).

### Costs of services

In 2014 the University had 394.530,57 EUR of costs for the services or 64,12% of total costs as follows:

- Cost of business travel in the amount of 49.458,93 EUR or 12,54 %;
- Cost of fees in the amount of 199.045,05 EUR or 50,45 %;
- Education and training costs in the amount of 21.025,80 EUR or 5,33 %;
- Cost of advertising and entertainment in the amount of 4.409,96 EUR or 1,12 %;
- cost of telephone and postal services in the amount of 6.678,79 EUR or 1,69;
- cost of intellectual services (IT, printing and auditing services) in the amount of 38.504,39 EUR or 9,76 %;
- cost of accounting services in the amount of 8.052,00 EUR or 2,04 %;
- rental costs of 43.318,13 EUR or 10,98 %;
- 24.037,52 EUR or 6,09 % of the cost of services represent the cost of other services such as training costs, meals and transportation to the work of employees, insurance premiums, costs of payment transactions and other costs.

### Labour costs

Labour costs accounted to 190.829,71 EUR and represent 31,01% of total costs. They consist of:

- salaries and other salary reimbursement in the amount of 148.695,99 EUR,
- social security contributions in the amount of 23.940,07 EUR,
- other costs of work in the amount of 18.193,65 EUR.

### Other costs

In 2014 EMUNI University had a total of 12.539,14 EUR of other costs or 2,04%. Among other costs, there is 10.000 EUR coming from the lowering the stock value that are a consequence of the determination of the value of the professional literature supplied by the German supplier, SPRINGER

Customer Service Center GmbH. Addition to that, other costs also include costs of co-financing the summer school.

### **Financial costs**

EMUNI University had financial expenses in the amount of 1.149,60 EUR or 0,18% due to the late payment interests (rent payment to the Ministry of Education, Science and Sports). EMUNI University had interests from short-term loans in 2014.

### **Other expenses**

EMUNI University had other expenses in the amount of 2.694,08 EUR or 0,44 % of total costs in 2014:

- costs of fines in the amount of 2.502,00 EUR;
- costs of currency differences in the amount of 190,93 EUR and
- negative cent levelling in the amount of 1,15 EUR.

### **Surplus of expenditures over revenues**

As seen in the Statement of revenues and expenditures the surplus of revenues over expenses achieved with the operation of EMUNI University in the year 2014 amounted to 3.169,81 EUR. Along with the surplus of expenses from previous years, the final surplus of expenses over revenues on 31<sup>st</sup> December 2014 amounts to 64.665,51 EUR.

Portorož, 10 February 2015

For the accounting report:

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