

Based on Article 27 of the Statute of the Euro-Mediterranean University (hereinafter: EMUNI) and in accordance with the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 56/25), the President of the Euro-Mediterranean University, Prof. Dr. Rado Bohinc, adopted the following on 28.2.2026

RULES ON RESEARCH, DEVELOPMENT AND INNOVATION ACTIVITIES AND ON THE INVOLVEMENT OF EMUNI RESEARCHERS AND EXTERNAL RESEARCHERS IN RESEARCH, DEVELOPMENT AND INNOVATION PROJECTS

I. GENERAL PROVISIONS

Article 1

(legal basis, subject of the regulations and definition of terms)

(1) These regulations determine the organization, procedures, powers and responsibilities related to the preparation and management of research and development projects (hereinafter: projects), with the aim of promoting research and development activities and ensuring transparent and efficient management and allocation of financial, human and other resources necessary for the implementation of projects at EMUNI.

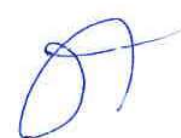
(2) These regulations govern:

- the rules for involving EMUNI researchers and external researchers in research, development and innovation projects acquired or implemented by EMUNI,
- the implementation of project research, development and innovation work by EMUNI researchers and external researchers, – the relationship between research, development and innovation work, regular work obligations of employees and the rules regarding assumed obligations, responsibilities and remuneration,
- the basic rules of EMUNI's institutional cooperation with external researchers.

(3) The individual terms used in these regulations have the following meanings:

- **EMUNI researcher** is a person with the status of a researcher, employed at EMUNI on a full or part-time basis, regardless of whether, in addition to research work, they also perform pedagogical, professional-administrative, managerial or leadership work;
- **external researcher** is a person with the status of a researcher who is not employed at EMUNI and participates in EMUNI research, development and innovation projects on the basis of a contract;
- **project** is a research, development or innovation project in which EMUNI participates as a project leader or as a partner organisation;
- **project proposal** is a proposal for applying for a project in a call for proposals;
- **action plan** is a detailed implementation plan for an approved project.

Article 2



(purpose and objectives of the regulations)

The purpose of these regulations is to ensure:

– the consistency of project research, development and innovation work with the basic mission of EMUNI and the regulated position and relationships of EMUNI researchers who also perform pedagogical, professional-administrative, managerial or leadership work, – the promotion of research and development activities and the provision of transparent and efficient management and allocation of financial, human and other resources necessary for the implementation of projects at EMUNI, – the priority inclusion of EMUNI researchers in research, development and innovation projects, – transparent, proportionate and responsible allocation of research, development and innovation activities at EMUNI, – the smooth implementation of pedagogical, professional-administrative and managerial tasks and the simultaneous institutional strengthening of EMUNI through research activities.

Article 3

(scope of application)

(1) These regulations apply to all projects in which EMUNI participates as a project leader or as a partner organization.

(2) Refers to projects financed by national, European and/or other international legal entities.

II. RULES FOR PARTICIPATION IN RESEARCH PROJECTS

Article 4

(involvement of EMUNI researchers and external researchers)

(1) EMUNI researchers who have researcher status in accordance with applicable regulations shall participate in research, development and innovation projects.

(2) When forming project teams, project applicants and the head of the research, development and innovation department must actively examine the possibilities of including EMUNI researchers and, if necessary, external researchers.

(3) EMUNI researchers who perform professional or managerial positions at EMUNI (e.g. head of department, secretary general, vice president, president) may participate in research, development and innovation projects under the terms of these regulations.

(4) They may undertake research tasks for which they are paid separately from project funds up to the amount specified in these regulations only if this does not in any way interfere with the scope, quality and smooth implementation of their professional or



managerial tasks. The payment is determined according to the payment for the appropriate research title and not according to the function or job position.

(5) The assessment of whether the inclusion of an EMUNI researcher who performs professional or managerial tasks under an employment contract or other contract in an individual project is consistent with his or her obligations shall be carried out by the President of EMUNI by decision at the proposal of the competent head of department. The assessment shall be carried out before the approval of the project team or before the start of the project implementation.

(6) The provisions of these regulations regarding the involvement of EMUNI researchers do not apply to researchers participating in projects in a management capacity.

Article 5

(principle of institutional advantage)

(1) Research, development and innovation activities at EMUNI are carried out by EMUNI researchers and external researchers, provided that they have researcher status in accordance with applicable regulations.

(2) Persons with researcher status working at EMUNI, as full-time employees (100%) under an employment contract, or as full-time employees under another contract, may additionally perform research, development and innovation work up to a maximum of 20% of the total workload.

(3) EMUNI researchers who work less than 100% under an employment or other contract may, for the duration of the project, additionally perform research, development and innovation work up to a difference of up to 100% and additionally perform the same work up to a maximum of 20%. An employment contract for supplementary work in one's own organization or another contract shall be concluded regarding the supplementary work.

(4) For EMUNI researchers who additionally perform research, development and innovation work and/or teaching work with supplementary work at another organization and achieve an additional 20% there, the provisions of the previous two paragraphs on supplementary work in their own organization do not apply.

(5) EMUNI researchers are given priority to apply for and participate in research, development and innovation projects as project leaders or members of project teams, provided that they meet the professional, scientific and other conditions of the project and are not yet performing research activities to the extent of 100% employment.

(6) External researchers may only be involved:
– when all relevant EMUNI researchers are fully covered by the available project hours,
or – when the project requires specific knowledge or experience that EMUNI does not have, as determined by the President of EMUNI based on the opinion of the Head of the Department for Research, Development and Innovation.



III. PREPARATION AND APPROVAL OF PROJECTS

Article 6

(project proposal)

(1) Each project application proposal (hereinafter: project proposal) in which EMUNI wishes to participate as a leading organization (coordinator) or partner must be prepared in accordance with the applicable guidelines of the funders and aligned with EMUNI's internal documents (statute, rules).

(2) The project proposal must contain:

– identification of the project sponsor (EMUNI or partner organization), – proposed project leader with EMUNI, – brief description of the project and its objectives, – timeline, – financial structure of the project and share of funds to cover general costs, – list of partner organizations, – list of participating researchers and technical staff with an indication of their scope of work and employment relationship with EMUNI, – key information from the call for proposals, such as the promoter, funder, application deadline and the expected share of co-financing, – if necessary, also an indication of the resources that EMUNI must provide for the preparation or implementation of the project.

(3) The project proposal must include a preliminary risk assessment covering financial, operational, compliance and reputational risks.

Article 7

(submission and approval of the project proposal)

(1) A project proposal can be prepared and submitted by any researcher employed at EMUNI or affiliated with it on another legal basis, who obtains information about the call, forms a project team and obtains the consent of the head of the Department of Research, Development and Innovation.

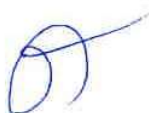
(2) Head of the Research, Development and Innovation Department submits the project proposal for approval to the President of EMUNI, who assesses its compliance with the university's strategic goals, financial sustainability and human resources capabilities and makes a decision to approve, reject or supplement the project proposal.

IV. PROJECT MANAGEMENT

Article 8

(project team and action plan)

(1) For each approved project, the President of EMUNI, upon the proposal of the project manager and the Head of the Department for Research, Development and Innovation, appoints a project group by decision.



(2) The project team is determined by listing the members by name, their legal relationship with EMUNI and the percentage of workload on the project.

(3) The group must also include a member of the department responsible for supporting application, management and reporting, except for projects where the financial resources for EMUNI do not exceed EUR 10,000.

(4) After the financier's decision on the selection of the project proposal, the project manager must prepare a detailed action plan for the implementation of the project, which contains:

- a timeline of work packages with a specification of the tasks of individual members, - a timeline plan of revenues and expenses, - the share of the salary of each member that is covered by the project's revenues.

(5) The action plan is approved by the Head of the Department for Research, Development and Innovation and the Secretary General of EMUNI, and then approved by the President of EMUNI. During the course of the project, the action plan may be amended by resolution.

Article 9

(research project leaders)

(1) When determining the leaders of research, development and innovation projects, in addition to research references, the following shall be taken into account:

- EMUNI researcher workload,
- number and scope of projects already managed,
- other obligations of an EMUNI researcher at the university.

(2) EMUNI follows the principle of proportionality and the gradual inclusion of a wider circle of EMUNI researchers in project management.

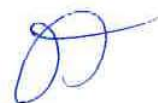
Article 10

(research workload)

(1) EMUNI strives for the highest possible level of coverage of EMUNI researchers with research, development and innovation work.

(2) EMUNI strives for balanced combinations of research, development and innovation work with teaching work and the performance of professional or managerial tasks.

(3) EMUNI researchers whose regular work obligations are fully covered by an employment contract may be paid up to an additional 20% from project funds for additional research, development and innovation work, provided that they perform their other tasks fully and intact.



Article 11

(time of application of principles)

- (1) The principles of these regulations must be taken into account when forming project teams when submitting a project application.
- (2) Deviations from these principles must be justified and approved by the President of EMUNI in accordance with the internal organization of the university.

Article 12

(institutional costs and development)

- (1) When assessing the share of project funds remaining with EMUNI, it is taken into account that EMUNI provides technological and information infrastructure, a working environment and support services, the development of research staff and the covering of deficits in the pedagogical process.
- (2) Revenues from covering indirect costs (overhead) and other institutional funds from projects are invested exclusively in the development of EMUNI and the improvement of the working conditions of EMUNI researchers and are not paid outside the university.

Article 13

(project management)

Project management includes the following phases:

- planning: defining objectives, activities, timeline and budget,
- implementation: coordinating activities, monitoring implementation, managing changes,
- monitoring: monitoring and evaluating progress, reporting to funders and the EMUNI President,
- closure: preparing a final report, financial report and analysis of achievements.

Article 14

(responsibility of the project manager)

- (1) The project manager is responsible for ensuring that the project is planned, implemented, monitored and completed in accordance with the implementation contract and the requirements of the funders and the internal rules of EMUNI.
- (2) The project manager regularly reports to the Head of Department, who in turn reports to the President of EMUNI, on progress in accordance with the action plan.

Article 15

(risk management)



- (1) EMUNI implements risk management procedures to ensure the successful implementation of research projects, especially those with high risk or large budgets.
- (2) All projects must include a risk assessment covering financial, operational, compliance and reputational risks. The project manager prepares a preliminary risk assessment already at the project proposal stage. The Research, Development and Innovation Department provides support in the development of risk management plans.
- (3) The project manager is responsible for monitoring and managing risks and communicating with stakeholders.
- (4) Risk management procedures shall be reviewed at least once a year and adjusted as necessary.

V. INVOLVEMENT OF EXTERNAL RESEARCHERS

Article 16

(general rules for external researchers)

- (1) External researchers may participate in the acquisition and implementation of EMUNI research, development and innovation projects under the terms of these regulations and on the basis of a written contract.
- (2) The role, scope of responsibility, financial relations and method of cooperation of external researchers shall be determined depending on whether the external researcher participates in the implementation of the project or only in its acquisition.
- (3) Regardless of the form of cooperation, EMUNI is the project leader or institutionally responsible organization, unless the project rules provide otherwise.

Article 17

(external researchers participating in the project)

- (1) External researchers participating in the implementation of the project may act in one of the following roles:
 - as a substantive and administrative-managerial project coordinator (A1), – as a substantive project coordinator (A2).

A1 – external researcher as content and administrative-managerial project coordinator

- (2) An external researcher may assume substantive coordination, administrative and managerial coordination, and overall responsibility for the implementation of the project, if the nature of the project so requires or allows.
- (3) In such a case, it is generally determined that:
 - EMUNI receives at least 25 % of the share of the total project value that belongs to



EMUNI, – EMUNI provides the infrastructure, organizational and support environment, in particular:

- use of premises, – support for events (e.g. coffee breaks, organization of meetings), – institutional presentation of EMUNI,
- project office as an administrative interface,
- accounting, contracts and promotion of the project.

(4) In addition to complying with the rule from the previous paragraph, the external researcher must ensure:

- the inclusion of EMUNI colleagues in the substantive part of the project to the extent of at least 35% of the personnel budget,
- the implementation of project tasks with their own team to the extent of approximately 65% of the personnel budget.

(5) In this case, the external researcher is responsible for:

- the substantive implementation of the project, – the business aspect of the project according to the "zero sum" principle, – the economical use of funds, – the compliance of the project implementation with the funder's rules and the full use of available funds.

A2 – external researcher as content coordinator of the project

(6) An external researcher may assume exclusive substantive coordination of the project and participate in administrative and managerial tasks in a support role.

(7) In this case, it is generally determined that:

- EMUNI receives at least 30% of the total value of the project,
- the external researcher and EMUNI agree on the payment of the external researcher based on the scope of the work undertaken.

(8) EMUNI, in cooperation with an external researcher, assigns its employees to project tasks.

(9) The administrative and managerial management of the project is carried out by the EMUNI project office, which is responsible for the business aspect of the project according to the "zero sum" principle, as well as for compliance with the funder's rules and full absorption of funds.

(10) In this case, the external researcher is responsible for the substantive implementation of the project.

Article 18

(external researchers who are not involved in the implementation of the project)

(1) An external researcher who is not implementing the project may participate in its acquisition for EMUNI in the role of an advisor or assistant in the preparation of the project application.



(2) In this case, the external researcher:

– does not assume responsibility for the implementation of the project, – is at EMUNI's disposal for professional assistance, explanations and support related to the preparation of the project application.

(3) The cooperation shall be regulated by a contract, which shall stipulate a payment in the amount of 10% of the project budget for projects up to and including the value of 250,000 Euros. For projects above the value of 250,000 Euros, a payment in the amount of 5% of the value that accrues to EMUNI with the project shall be stipulated.

(4) The exact proportions and conditions of participation shall be determined depending on the nature of the project and the extent of the external researcher's participation.

Article 19

(contractual arrangement)

(1) All collaborations with external researchers shall be regulated by a written contract that specifies:

– role and responsibilities, – scope of work, – financial conditions, – responsibility for the business and content aspects of the project, – relationship to the funder's rules.

(2) Contracts with external researchers must be concluded upon submission of the project or at the latest before the start of project implementation.

VII. FINANCIAL COOPERATION AND ALLOCATION OF FUNDS

Article 20

(financial reporting)

The Secretary General or an authorized person regularly monitors, records and reports on project revenues and expenditures, in accordance with the action plan (Annex 1).

Article 21

(direct costs)

Direct costs are costs that can be directly attributed to the project (salaries, materials, services, depreciation, other costs directly related to the implementation of the project).

Article 22

(indirect costs)

Indirect costs include:

– maintenance and renovation of premises and equipment, – management and administration costs, – fixed operating costs (energy, utilities, telecommunications, cleaning, security, insurance, etc.), – other university operating costs that are not



directly related to projects (office supplies, travel expenses, printing, software licenses, representation, etc.).

Article 23

(contribution to cover indirect costs)

The contribution to cover indirect costs shall be set at the amount permitted by the conditions of the call for proposals. If these are not specified, the contribution shall be set at 20% of the value of the allocated funds.

Article 24

(other forms of covering indirect costs)

Indirect costs can also be covered by partially involving employees in the project's shared services (part-time employment), when permitted by the funder's rules.

Article 25

(providing own contribution)

Own contribution for international projects can be provided from:

1. market revenues,
2. surpluses after covering indirect costs,
3. ARIS funds for programs,
4. other sources (research work, funds for young researchers).

VIII. MONITORING AND REPORTING

Article 26

(reporting on the implementation of the action plan)

In accordance with the contract, the project manager must report to the financiers and every three months to the President of EMUNI on progress, achieved goals, use of funds and deviations from the plan.

Article 27

(regular and extraordinary audits)

The Secretary General or the Finance Department may conduct regular and extraordinary audits of project implementation. In the event of irregularities, a report is prepared and measures are proposed to the President of EMUNI.

Article 28



(final report)

At the end of the project, the leader prepares a final report with a financial analysis and assessment of the achieved goals, which he submits to the President of EMUNI and the financier.

Article 29

(project evaluation)

The final phase also includes an evaluation, which brings improvements for future projects and contributes to the formation of EMUNI's research strategy.

IX. RESEARCH ORGANIZATION, INTEGRITY AND DATA PROTECTION

Article 30

(EMUNI researchers and research centers)

- (1) Employees who wish to participate in research activities must obtain a research title and be entered in the ARIS register.
- (2) EMUNI researchers are obliged to monitor calls for proposals and propose projects through EMUNI. Projects through other organizations are permitted only by mutual agreement and with the prior consent of the EMUNI President.
- (3) Researchers may form research centers by field. The proposal for establishment shall be submitted by a group of researchers and approved by the president upon the proposal of the head of the department.

Article 31

(research integrity)

Staff and students must conduct research in accordance with the EMUNI Code of Ethics and the European Code of Conduct for Research Integrity. Any research involving ethical dilemmas must have prior ethical approval. Violations of research integrity (falsification, fabrication, plagiarism) are prohibited. Cases are decided by the Research Ethics Committee.

Article 32

(data protection)

The research is conducted in accordance with the GDPR, the legislation of the Republic of Slovenia and EMUNI's internal rules. Personal data is processed only with explicit consent or in the public interest, using anonymization. The data is generally stored for five years after the completion of the research, after which it is deleted.



Article 33

(open science)

EMUNI researchers are committed to open science and provide open access to research results unless there are legal, ethical or other justified restrictions.

Article 34

(professional development of researchers)

EMUNI promotes the professional development of researchers through training in project management, research methods, ethics, and data processing.

Article 35

(intellectual property)

Intellectual property is regulated in accordance with the legislation of the Republic of Slovenia. Authorship is attributed to all participants in accordance with their contributions. EMUNI provides support in the management of intellectual property and the protection of research results.

Article 36

(conflict of interest)

Researchers must disclose any potential conflicts of interest. EMUNI implements measures to prevent the influence of interests on research work in accordance with regulations.

X. TRANSITIONAL AND FINAL PROVISIONS

Article 37

(amendments and supplements)

The rules are reviewed at least once a year and, if necessary, amended in light of changes in legislation and the university's strategic goals.

Article 38

(relationship to other acts)

These regulations apply in accordance with the EMUNI Statute and other internal acts of the university.

Article 39



(entry into force)

This policy shall enter into force on the date of adoption and shall apply to projects that begin after that date.

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A handwritten signature in blue ink, consisting of several loops and a long vertical stroke, positioned above the name of the president.

Prof. Dr. Rado Bohinc
President of the Euro-Mediterranean University

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