

Pursuant to Article 18 of the Statute of the Euro-Mediterranean University, the Management Board of the Euro-Mediterranean University, at its 83rd session held on 3 June 2026, adopted the following:

RULES ON PARTICIPATION IN EMUNI BODIES AND THE GENERAL ASSEMBLY

Article 1

These Rules regulate participation of members in the General Assembly and other EMUNI bodies, including their rights and obligations, as well as the principles governing the coverage of participation-related costs.

Article 2

These Rules shall apply to all members of EMUNI bodies, representatives of full member institutions, and other persons participating in EMUNI activities.

Article 3

Each full member institution shall have the right to designate one representative to participate in the General Assembly.

Article 4

The General Assembly shall meet at least once per year in a face-to-face and online format.

Article 5

EMUNI may cover costs related to participation in its bodies, in particular travel and accommodation, in accordance with these Rules and the Financial Annex.

Coverage of costs shall be subject to availability of funds, principles of economy and efficiency, and internal regulations.

Members participating within their regular employment duties in their home institution or organisation shall, as a general rule, not be entitled to coverage of travel and accommodation costs, unless otherwise decided in duly justified cases.

Coverage of costs shall not constitute a personal entitlement.

Article 6

Where EMUNI directly covers participation costs, members shall not be entitled to additional reimbursement for the same expenses.

Article 7

Members of EMUNI bodies shall actively participate in their work and regularly attend meetings.

Article 8

A member who, without justified reason, fails to attend three consecutive meetings shall be deemed not to fulfil their duties.

The Management Board shall invite the member to provide an explanation and assess whether the conditions for termination of the mandate are met.

The Management Board may submit a reasoned proposal to the General Assembly for termination of the mandate and appointment of a new member.

Article 9

Justified reasons for absence shall include illness, force majeure, or other objective circumstances, provided that the member informs the Chair in due time.

Article 10

Members may be granted compensation for incidental expenses incurred in connection with participation.

Such compensation shall be of a flat-rate nature, shall not constitute remuneration, and shall be regulated in detail in the Financial Annex.

Article 11

The Financial Annex forms an integral part of these Rules and defines detailed financial conditions, thresholds, and categories.

Article 12

These Rules shall enter into force on the date of their adoption and shall apply as of the date specified below.

Place and date: Koper, 3 June 2026

Date of entry into force: 3 June 2026

Reference number: 2-2_12_2026_KG

Prof. Dr. Mouin Hamze
Chairperson of the EMUNI
Management Board



A handwritten signature in blue ink, appearing to read "Mouin Hamze", with a long horizontal stroke extending to the left.

FINANCIAL ANNEX – CONDITIONS FOR PARTICIPATION IN EMUNI BODIES

Article 1

Membership fees paid by full members shall be used to cover participation of one representative per full member institution at General Assembly meetings.

Article 2

The maximum financial coverage per participant shall not exceed EUR 1,000.

Article 3

EMUNI may cover travel, accommodation, transfers, and, where applicable, conference participation fees.

Article 4

Members participating within their regular employment duties in their home institution or organisation shall, as a rule, not be entitled to reimbursement or direct coverage of travel and accommodation costs.

By way of exception, the Management Board may approve such coverage in duly justified cases.

Article 5

Travel shall be covered in economy class.

The most economical option available shall be selected.

Flights shall be booked at least four weeks in advance.

Maximum flight cost coverage shall be:

- EUR 500 for participants from outside the EU
- EUR 300 for participants from EU countries when the meeting is held within the EU
- EUR 500 for participants from EU countries when the meeting is held outside the EU

Article 6

EMUNI may organise shared transfers between the airport, accommodation, and venue.

Participants shall comply with coordinated schedules.

Transfers shall ensure arrival at the airport at least 2 hours and 30 minutes prior to departure.

Article 7

Accommodation shall be covered up to 2 nights for standalone meetings and up to 3 nights when the meeting is held within a conference.

The maximum accommodation cost shall be EUR 150 per night.

Participants may choose alternative accommodation within the allowed limits.

Article 8

Where the General Assembly is held within a conference, the participant shall be exempt from paying the conference fee.

Article 9

EMUNI may directly arrange and pay for services or reimburse participants upon submission of valid receipts.

Reimbursement shall be limited to actual costs within the defined thresholds.

Article 10

Members may be granted a daily incidental allowance covering minor expenses.

The allowance shall be a flat-rate amount and shall not constitute remuneration.

Article 11

Allowance shall be determined based on the category of member, geographical origin, travel burden, and duration of stay.

Article 12

Categories of members:

- Category A – Institutional Members
- Category B – External Members
- Category C – Intercontinental Members
- Category D – Student Representatives

Article 13

Allowance rates:

- Category A: no travel or accommodation coverage; no allowance (exceptionally up to EUR 40 per day)
- Category B: EUR 50–80 per day
- Category C: EUR 70–100 per day (maximum EUR 100)
- Category D: EUR 20–40 per day

Article 14

Allowance may be reduced or not granted where meals, transport, or other services are provided or where no additional costs arise.

Article 15

In justified cases, including long-haul travel exceeding eight hours, allowance may be granted at the upper range, not exceeding EUR 100 per day.

Article 16

The Management Board may approve exceptions in duly justified cases within the limits of this Annex.