



Southeastern Europe Association of Economic Institutes – SEEA

RULES OF PROCEDURE

GENERAL PROVISIONS

Having expressed the common aspiration to establish and develop close cooperation in research and higher education, the SEEA members agree to cooperate, jointly or alternatively, in joint research projects and exchange of academic staff and students as well as exchange information on matters of common interest, specified hereinafter.

SEEA members shall endeavor to intensify and expand their contacts in the research field. They shall initiate common research activities and encourage the publication of the results.

SEEA members express the wish that there should be a regular exchange of instructors/researchers for the purposes of education and research.

SEEA members that offer second and third cycle programmes shall encourage regular exchange of master and PhD students for the purposes of education and research.

Recognizing the importance of protecting intellectual property and members' assets, SEEA members agree to respect certain restrictions prescribed in this document.

Article 1

SEEA members agree on the relevance of international scientific cooperation in all areas of knowledge and aim to develop joint research proposal on projects of mutual interest.

SEEA members also agree to cooperate in a range of activities including, but not limited to:

- i. Joint and coordinated execution of research programs and projects- ;
- ii. Exchange of information, educational and research material;
- iii. Organization of congresses, seminars, conferences, training and other academic activities in which experts from SEEA members shall participate;
- iv. Mobility of students involved in the second and third cycle of study according to the Bologna's Declaration;
- v. Mobility of academic staff and researchers in exchanging information, knowledge and experience in study programs and/or for the purposes of implementing joint research projects.

RESEARCH PROJECTS

Article 2

SEEA members shall promote cooperation through cooperation programs and in accordance with their needs and possibilities shall apply and execute research projects. The institutions shall facilitate the participation of scientists and researchers in joint projects, as well as in scientific conferences and seminars organized in members' countries.

Article 3

SEEA members will jointly apply for, support and manage research and consultancy projects. SEEA members will at their best facilitate the access of the research staff conducting a project to suitable research field sites and topics.

Article 4

SEEA members have the right to jointly benefit, within the policies, procedures and regulations in effect in their countries and institutions, from scientific results and information acquired within the collaborative implementation of this agreement.

Unless otherwise agreed, SEEA members will jointly own the technological and scientific results obtained within the present cooperation program. Thus, SEEA members are partners for common publications in national or international journals.

Information and scientific research not jointly published can be conveyed to a third party only with the agreement of institutions taking part in the research.

Article 5

Each SEEA member undertakes to:

- (i) perform on time the tasks and responsibilities assigned to it in the specific project(s) and to make project(s)-related information available on time to other research project parties and/or member institutions;
- (ii) participate actively with all involved institutions in matters pertaining to research projects and organizational tasks as assigned jointly or solely;
- (iii) timely notify the project coordinator and other involved parties of possible delay in performance in accordance with (i) and (ii) above;

Article 6

If any SEEA member proposes to employ a subcontractor to carry out any part of that party's work on the project, such employment shall be subject to prior approval of the other SEEA members involved in the project. Approval of subcontractor's employment shall only be on terms enabling that party to carry out its obligations under this Agreement.

Article 7

If any SEEA member, acting as Principal Investigator Institution, works on a project whose implementation will be shared with other SEEA members, acting

as Collaborating Investigator Institutions, then the allocation of project funds between the Principal Investigator Institution and the Collaborating Investigator Institutions, as regards to the activities performed by their researchers, institution and/or activities conducted in their country, shall be regulated by an additional agreement between the SEEA members participating in the project.

Article 8

Financial support for each project will be provided in accordance to the administrative and accounting rules and practices of each SEEA member participating in the project. This funding could include grants, mobility costs, research costs, specific costs for meetings.

ACADEMIC EXCHANGE

Article 9

SEEA members will develop appropriate targets for exchange of instructors/researchers, and will support and encourage such academic mobility. The members shall, as far as their possibilities allow, foster the exchange of researchers and teaching staff from their institutions and shall encourage the establishment of close cooperation that will enable their respective nationals to pursue research for doctorate, specialization or postdoctoral fellowships and/or research projects at the partner institutions. The exchange shall be mutually beneficial and bilaterally equitable between two or more SEEA members.

Article 10

SEEA members shall proceed, according to the laws and regulations in effect in their country and their internal regulations and according to their means and interests, to establish regular long or short term instructors/researchers exchanges, in order to offer lectures, conferences, to participate in research seminars, in theses defenses or activities linked to research or monitoring of theses. The instructor/researcher assignments shall be in agreement with, and conform to, the regulations of the host institution, specifically regarding the length of stay.

Article 11

The exchange of instructors/researchers shall be effected on the basis of selection according to the field of expertise/interest by their own institution and with the approval of the host institution, either as members of a joint research program or as visiting lecturers.

Article 12

Short and long term stays shall be for a minimum of 1(one) month and a maximum of 6 (six) months per year, accordingly.

Article 13

Each of the SEEA members shall provide, to the best of their ability, all the necessary assistance with the entry, stay and departure of participants who are officially involved in the cooperation. The participants shall be subject to the immigration, tax, customs and national security law of the host country and may not partake in any activity other than that pertaining to their function, without the prior permission of the competent authorities.

Article 14

Participants in the academic exchange shall be responsible for obtaining any necessary visas and otherwise complying with all immigration laws and regulations of the country of the host institution. The host institution shall cooperate in such efforts, but shall not have any responsibility to assure granting any visas, permits or approvals.

Article 15

The exchange instructor(s)/researcher(s) shall continue to be paid by their home institution and to receive the benefits to which they are entitled according to the laws and regulations in each state. They will also be subject to income tax regulations that are in effect in their home country.

Article 16

The exchange instructor/researcher shall bear all expenses related to travel, accommodation and living.

STUDENT EXCHANGE

Article 17

SEEA members that offer second and third cycle programmes agree to implement a student exchange program. The members shall take necessary steps for an equitable exchange, based upon their respective needs and interests. The number of students to be exchanged per year will be approximately equivalent. Minor imbalances may be adjusted.

Article 18

SEEA members are prepared to exchange annually a number of students in an advanced stage of their studies (master and PhD students) in order to enable them to complete a part of their study and/or research at another institution. The duration of the stay shall be 6 (six) months, with a possibility to extend the stay up to a maximum of 12 (twelve) months.

Article 19

SEEA members, which will participate in the student exchange, shall jointly select the master and PhD students/researchers for the exchange. Both institutions, based on common agreement, shall also jointly decide on the level,

