GUIDE FOR ACCESS TO INFORMATION IN POSSESION

INSTITUTE FOR INTERDISCIPLINARY AND MULTIDISCIPLINARY STUDIES (IIMS)

**BASIC INFORMATION ABOUT IIMS**

Name: Institute for Interdisciplinary and Multidisciplinary Studies (IIMS)
Address: Jaglike Adžić bb, Podgorica
Phone: 020 414 246
Website: [www.ucg.ac.me/iims](http://www.ucg.ac.me/iims)
E-mail: iims@ucg.ac.me

**TYPES OF INFORMATION HELD BY IIMS**

The institute holds information related to:

* Scientific research projects
* Publications and research results
* Teaching programs and curricula
* Financial reports
* Employee data
* Decisions of governing bodies

**THE PROCEDURE FOR ACCESS TO INFORMATION**

**1. The initiation of the Procedur**

The procedure is initiated by the verbal or written request of the person requiring access to the information.

The application must be complete and understandable.

An administrative fee for the request does not have to be paid.

The request may be submitted:

* Directly, at the IIMS archive;
* By mail, to the address: Jaglike Adžić bb, 81000 Podgorica;
* Electronically, via e-mail: iims@ucg.ac.me.

**2. The Content of the Request**

The request should include:

- the title of the information or data by which it may be identified (approximate time when the information was recorded, the name of the body or bodies which issued the document and the like;

- the way in which the applicant wants to get access to information;

- information about the applicant (the name, surname and address of the individual, or the name and address of the legal entity), or else of his agent, representative or attorney

**3. The Method of exercising the Right of Access to Information**

The applicant chooses the way he wants to get access to the requested information, as follows:

- By direct inspection of the original or a copy of the information within the premises of the IIMS;

- By a transcription of the information provided to the applicant within the premises of the IIMS;

- By the submission of copies, transcripts, or scanned document / information request - directly, by post or electronically.

Access to information is allowed in the manner that is demanded by the applicant, unless the requested mode of access is not technically possible.

**4. The Deadline for Deciding upon the Request**

The decision on the request for access to information has to be decided within the legal deadline.

If the request for access to information is incomplete or unclear, and because of that the request cannot be proceeded, the applicant is requested to correct the deficiencies accorded to stated instructions, within eight days of the date of the invitation.

If the applicant fails to correct the deficiencies within the set deadline, the application will be rejected.

The applicant will be warned about this consequence in the request for the removal of shortcomings. In this case, the deadline for resolving the request begins to run from the date of receipt of the amended request.

**5. Decision on the Request and Legal Protection**

The request for access to information shall be decided within the legal deadline.

The Act by which the request for access to information is rejected includes a justification of the reason why the access to requested information is not allowed.

Any decision permitting access to information or part thereof determines the means and deadline for access to that information and the costs of the procedure.

Applicants can appeal to the Agency for the Protection of Personal Data and Access to Information concerning the Act by which the request for access to information was decided on and an administrative dispute may be initiated if the requested information is marked with a level of secrecy.

**6. Deadline for the Execution of the Decision**

Access to information will be allowed within three working days from the receipt of the decision to the applicant that access is being allowed to, or within five days after an applicant has submitted proof of payment of the costs, in cases where costs have been determined by the decision.

**7. Costs of the Procedure**

The costs of the procedure shall be borne by the applicant.

The costs of the procedure apply only to the actual costs of transcribing, photocopying, translating and delivering the requested information.

The costs of procedures are paid before the execution of the decision in favor of the Budget of the University of Montenegro to the account no. 510-279-76.

A disabled person or a person who is the user of social aid do not have to pay the cost of the procedure.

**AUTHORIZED AND RESPONSIBLE PERSONS**

The person responsible to act upon the request for free access to information is:
Luka Šubarić, phone: 020 414 246, e-mail: iims@ucg.ac.me and/or lukas@ucg.ac.me.

The people responsible for the adoption of acts upon requests (decision, conclusion and other documentation) are those who is in charge of the field to which the respective requests relate within IIMS.