

Based on Article 93 paragraph 11 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 82/2018) and Articles 27 paragraph 1 item 6 of the Statute of South East European University, the University Board, at its meeting held on 09.09.2019 approved the following:

RULE ON ORGANISATION AND WORK OF THE UNIVERSITY SENATE

I. Subject of regulation

Article 1

This Rule regulates the composition, management and operation of the University Senate, convening of the meeting, chairing, decision-making, application of decisions and other relevant matters dealing with the Senate's work.

II. Composition

Article 2

- (1) The University Senate is a professional body consisting of:
 1. Rector;
 2. Pro-rectors;
 3. Deans and Directors of Other Academic Units;
 4. Two representatives from the Faculty academic staff elected directly by each Faculty Teaching-Scientific Council;
 5. Student representatives elected by the Student Parliament (at least 10%, but not more than 15% of the total number of Senate members);
 6. One representative elected from and by the University administration;
- (2) Attending: the Secretary-General, the Raporteur and other invited persons excluded from voting.

III. Verification of the mandate

Article 3

- (3) At the beginning of each meeting of the Senate, the Secretary General introduces the new members for verification of their mandate.
- (4) The proposal for a new member is submitted to all Senate members three working days before the Senate meeting.
- (5) Voting for the proposed members is done individually after discussion, without the presence of the candidate proposed. The decision by majority vote to either accept or reject verification of an individual mandate is final.
- (6) After verification of the mandate, new members of the Senate give a solemn undertaking, by signing the declaration text as follows: 'I declare that I will accomplish the tasks with honor and respect, with justice and integrity, with scruples and

responsibility, that I will work in order to accomplish the Senate work, that I will represent the interests of the University with conscience and dedication, and that I will be loyal and devoted and carry out duties set out elsewhere in the Statute of SEE University’.

- (7) The mandate of Senate members is three years, with the right to one more appointment.
- (8) Students’ mandate is one year, without right to one more appointment.
- (9) Elected members can be dismissed. The procedure for dismissal of an elected member of the Senate may be initiated by the President of the Senate in the case of three consecutive unreasonable absences. The Senate decides by majority vote on dismissal. If the elected member of the Senate is dismissed, the designated teaching-scientific council shall be informed to propose a new member of the Senate.

IV. University Senate Competencies

Article 4

The University Senate:

1. decides on the teaching, scientific and applicative activities;
2. elects members to the Inter-University Conference by secret ballot;
3. discusses general issues relating to the research, teaching and courses at the University;
4. approves study programmes with the recommendation of the Teaching-Scientific Councils of Faculties and Scientific Institutes;
5. determines the educational activities of the University to be held in Albanian, Macedonian and international languages in accordance with the provisions of the Law on Higher Education and recommendation from Teaching-Scientific Councils;
6. establishes procedures to ensure academic quality, including the establishment of a Committee for Evaluation and Approval of Manuals for Evaluation in accordance with the Law;
7. implements procedures to ensure academic reforms and reviews and approves courses;
8. proposes to the Board the symbols of the University;
9. proposes to the Board the tuition and other fees payable to the University;
10. proposes to the Board establishing internal organizational units;
11. at the recommendation of the Rector’s Directorate, in consultation with the University Board, it determines the number of students to be enrolled and the admission criteria;
12. defines the policies, criteria and procedures for assessment and examination of the academic performance of students, on the recommendation of the Rector’s Directorate;
13. defines provisions for lifelong learning on the recommendation of the Rector’s Directorate;
14. determines procedures for the award of qualifications and honorary academic titles;
15. determines procedures for the exclusion of students for academic or other reasons;

16. considers the policy for the protection of the intellectual property of the University and its commercial exploitation;
17. determines the provision of advice on such other matters as the University Board, its Executive Committee, the Rector or the Rector's Directorate may refer to the Senate.
18. verifies a shortlist of candidates for the position of Rector;
19. approves the Annual Report on the Rector's work;
20. adopts academic rules;
21. among Full-Professors of the University selects an authorized person for accepting allegations on corruption;
22. reviews the University budget;
23. reviews the University Strategy;
24. establishes the Commission for Student Enrolment at the University;
25. appoints the Commission for Self-Evaluation;
26. on proposal of the Student Parliament of the University appoints the Student Ombudsperson;
27. on proposal of the Rector, elects the Dean from the list of three candidates for dean appointed by the Teaching-Scientific Council and sends the election decision for verification to the Executive Committee of the University Board;
28. on proposal of the Rector, elects the Director of the Centre and sends the election decision for verification to the Executive Committee of the University Board;
29. decides on appointment/reappointment in teaching-scientific, scientific, teaching, teaching-professional and collaborator title of the staff;
30. approves the Code of Ethics for students of the University;
31. establishes a Professional Council for Doctorate Studies;
32. as well as other works defined by law and the Statute.

V. The President of the Senate

Article 5

- (1) The President of the Senate chairs the Senate.
- (2) The President of the Senate shall be elected from among the Senators by secret ballot for a period of one year, with the right to one more mandate.
- (3) In order to elect a Senate president, the Senate may decide if at least two thirds of the total number of Senate members attend the sessions, and decides with a majority of the present members.
- (4) Every member of the Senate has the right to nominate a President of the Senate.
- (5) If the president is not elected in the first round, the voting shall be repeated so that the two persons who received the majority number of votes will continue in next round.
- (6) If no person receives the required majority of votes, the procedure shall be repeated by proposing another, that is, other persons for president.
- (7) The term of office of the President of the Senate shall terminate before the expiration of the period for which he is elected in case of disregard of the legality and statutory character of the work of the Senate.

- (8) The Senate shall decide on the termination of the mandate in the same manner and procedure as for his/her election

VI. Meetings

Article 6

- (1) Senate meetings are public.
- (2) The President of the Senate shall convene and chair Senate meetings.
- (3) If the President of the Senate fails to comply with the provisions of paragraphs (1) and (2) of this Article, the Rector shall convene a Senate meeting.
- (4) In case of absence or incapacity of the President of the Senate, the sessions of the Senate shall be conducted by the Rector present at the session.
- (5) The convening of the Senate meetings is done at least five business days prior to the meeting, except for extraordinary cases.
- (6) The agenda together with the materials for review are sent to the Senate members at least five business days prior to the meeting.
- (7) During the drafting of the agenda, the President takes special care:
 - to include in the agenda issues that, according to the Statute, belong to the scope and powers of the Senate;
 - to include in the agenda those issues that require resolution at certain timescales.
- (8) The President prepares and proposes the agenda in cooperation with the Rector, Secretary General and Deans.
- (9) In the absence of the President, the meeting is prepared and chaired by the Rector.
- (10) The President is obliged to convene the Senate's extraordinary meeting if it is required by a majority of members of the Senate (with the right to vote), Rector or Board of the University.

VII. Beginning of the meeting and adoption of the agenda

Article 7

- (1) At the beginning of the meeting, the President notes who is present and who is absent, and notes if there is a quorum, which is constituted by more than half of the senate members being present.
- (2) After noting the quorum the President proposes the agenda and opens discussion on the agenda.
- (3) After the adoption of the agenda and notes any declared conflict of interest and records any stated conflict of interest.
- (4) Senate members have the right to propose changes in the agenda. The President verifies adoption of the Agenda.
- (5) The Agenda cannot be changed after its adoption.

VIII. Role of the President

Article 8

The President opens the meeting according to the Agenda, gives the floor to the discussant, notes closing remarks of a certain subject, puts the issue to the vote, notes the adoption or rejection of the proposal, notes actions and deadlines, undertakes measures for ensuring successful progress of the meeting, notes the conclusions of the meeting and undertakes other actions necessary for conducting the meeting in line with this Rule.

IX. Course of the meeting

Article 9

- (1) After adoption of the agenda, the meeting continues with reviews and decisions on issues according to the Agenda. The report and explanation of the agenda is presented by the President or appointed person after whom the President opens the debate. Members of the Senate participate in discussion by presenting opinions and proposals on the relevant issues.
- (2) The President gives the floor following the order for debate.
- (3) No one may intervene in the discussion without obtaining permission of the President by raising his/her hand.
- (4) For each point of the Agenda, each participant is limited to two opportunities for speaking. The participant who takes the floor is obliged to keep to the issue that is being discussed, and may debate only concerning the point of the Agenda. If the participant in his/her discussion does not abide by this, he or she will be warned by the Chairperson.
- (5) Any participant who finds that any fact is distorted in relation to his contribution has the right, with the Chairperson's permission, to reply immediately after the previous participant concludes his/her contribution.
- (6) The reply to the same issue is allowed to the participant in debate only twice and for a maximum of three minutes.
- (7) The discussion on a certain point of the agenda lasts until a conclusion is reached, in the time period facilitated by the Chairperson to ensure maximum participation.
- (8) With the President's permission, those who are not members of the Senate may also contribute to the discussion. If the President does not give the floor to the speaker, the Senate decides.
- (9) If materials which are confidential documents are reviewed in the meeting, the President warns those present emphasizing that these are confidential documents and must be treated as such, collecting the materials after the conclusion of the Meeting.

X. Decision-making

Article 10

- (1) Before the decision is made, the President summarizes the proposals for decision or conclusions concerning that point of the agenda.
- (2) After reviewing and conclusion of the discussions, according to the Agenda, the Senate reaches a decision or a conclusion by consent or by voting as specified below:
 - The Senate may only make a formal decision (quorum equals more than half of the total number of eligible voting members present). The Senate makes a decision with the majority of votes by all members with the right to vote.
 - Proposals for decision or conclusions put forward by organs of the University are voted on before other individual proposals.
 - Open voting is made by a show of hands or individual declaration. The declaration is: 'Pro', 'Contra' and 'Abstention'.
 - If a Senate member requests a secret ballot, the Chairperson decides whether to put this request to an open vote or not. After voting, the Chairperson notes whether the secret ballot is agreed or not.
 - The procedure for a secret ballot is implemented by the Secretary General.

XI. Keeping order

Article 11

- (1) The President is responsible for the conduct of the meeting.
- (2) The President and participants in the Senate meeting are obliged to respect this Rule.
- (3) The planned meeting of the Senate may be postponed or curtailed in these circumstances:
 - if there is not a quorum;
 - if the meeting cannot be finished within a reasonable time ;
 - if there is unprofessional or disorderly conduct during the meeting;
 - if the President is not able to conduct the meeting.
- (4) The meeting is curtailed or postponed by the Chair.

XII. The Senate member's rights and duties

Article 12

- (1) A member of the Senate has these rights and duties:
 - prepare fully for the meeting and take active part in the discussion;
 - propose changes or additions to the agenda;
 - take an active part in reviewing the agenda issues;
 - ask for explanation and information on issues which are under the Senate's competency;
 - to elaborate, justify and explain his/her arguments;
 - vote or abstain;
 - ask questions to the President of the Senate.

- (2) A member of the Senate is obliged to participate in every meeting and must have a reasonable excuse for absence from the meeting.
- (3) The President of the Senate must be informed in advance of a member's absence.

XIII. Minutes of the Senate meeting

Article 13

- (1) Minutes are taken of each meeting of the Senate by the professional service of the University.
- (2) Minutes are taken both:
 - in writing, and
 - by recording in electronic form.
- (3) Minutes include essential data of the work of the meeting especially:
 - the number, date, and location of the meeting;
 - the names of members present in the meeting;
 - the names of those members who are absent from the meeting;
 - the Agenda;
 - specific discussion that has particular importance for any relevant issue;
 - decisions, actions and deadlines.
- (4) Minutes are signed by the Chairperson after approval by the Senate.
- (5) Minutes are sent to Senate members and a summary of minutes is circulated to the University staff. Confidential items are recorded separately and are not circulated.
- (6) Minutes recording the decisions of the Senate are kept under the supervision of the Rector and archived according to the University Archiving Policy.

XIV. Commissions

Article 14

The Senate may establish Commissions to assist its work according to the Statute and within their Terms of Reference.

XV. Senate authorities

Article 15

- (1) The Senate makes:
 - Decisions;
 - Conclusions;
 - Recommendations.
- (2) The Senate gives the authentic interpretation of the acts which it adopts.

XVI. Concluding and Transitional Provisions

Article 16

The mandate of all Senate members that are appointed before entering into force the Statute and this Rule continues until the deadline of the mandate in which they were appointed.

Article 17

This Rule comes into force on 01.10.2019.