

Pursuant to Article 23 of the Law on Higher Education (“Official Gazette of the Republic of Macedonia”, No. 82/2018) and Articles 15 and 25 of the Law on Scientific Research activity (“Official Gazette of the Republic of Macedonia”, No. 46/08, 103/08, 80/12, 24/13, 147/13, 41/14, 145/15, 154/15, 30/16 and 53/16) and Article 27, paragraph 1, point 6 of the Statute of the South East European University, the University Board, at its meeting held on 09.09.2019, approved the following:

RULE FOR ORGANISATION AND WORK OF THE SCIENTIFIC INSTITUTE “MAX VAN DER STOEL”

I. General Provisions

Article 1

- (1) This Rule regulates internal relations and operations, internal organization and organs of the Scientific Institute “Max van der Stoel” as a scientific and research unit within South East European University.
- (2) The provisions of the Statute and other acts of SEE University shall apply to matters not covered by this Rule.

Article 2

- (1) The “Max van der Stoel” Institute promotes scientific and research activity, links science and education, promotes the use of research results, and develops and implements national, regional and international expert scientific projects.
- (2) The “Max van der Stoel” Institute conducts educational activities in the teaching-scientific field of social sciences.

Article 3

- (1) The name of the Institute in the English language is: Research Institute Max van der Stoel; the short name is “Research Institute MVDS”.
- (2) The name of the Institute in the Albanian language is: Instituti Hulumtues Max van der Stoel; the short name is “Instituti Hulumtues MVDS”.
- (3) The name of the Institute in the Macedonian language is: Научен институт „Макс ван дер Штул“; the short name is „Научен институт МВДШ“.
- (4) The Institute has its headquarters at:
 - Bul. “Ilindenska” 335, 1200 Tetovo, Republic of North Macedonia;
 - Bul. “Ilindenska” 335, 1200 Tetovë, Republika e Maqedonisë së Veriut,
 - Бул. „Илинденска” 335, 1200 Тетово, Република Северна Македонија.

II. Management organs

Article 4

Bodies of the Institute, as a unit of the University, are scientific council and a director.

Article 5

(1) The Scientific Council is a management body and an expert body of the Institute.

(2) The Scientific Council:

- Adopts strategic and action plans for scientific research activity of the Institute;
- Proposes development of projects in the areas of scientific research of the Institute;
- Proposes study programmes to the University Senate;
- Appoints and re-appoints in scientific titles a scientific associate (assistant professor), senior scientific associate (associate professor) and scientific advisor (full professor);
- Approves financial reports, strategic plans, and scientific research projects;
- Proposes the number of students enrolled in the second and third cycle of studies;
- Elects members of peer review committees, adopts a plan for the realization of the teaching process.

Article 6

(1) The Scientific council of the Institute is composed of:

- Director in the capacity of chairperson of the Scientific Council (*ex officio*);
- Pro-rector for research and international relations (*ex officio*);
- Representative of the Research Office (*ex officio*, without right to vote)
- Five members of the academic staff of the faculties (to have at least the teaching-scientific title assistant professor) in the relevant areas of scientific research of the institute.

(2) Members of the Scientific Council of the Institute shall be elected on the joint proposal of the Director of the Institute and the Vice-Rector for Research and International Relations.

(3) The composition of the Scientific Council should reflect the scientific areas defined by the institute and participation in projects managed by the Institute.

(4) The term of office of the Chairperson of the Scientific Council and of the other members shall be four years with the possibility of re-election.

Article 7

(1) The Scientific Council shall make a valid decision if more than half of its members are present at the meeting, and the decisions shall be taken by a majority vote of the members present.

(2) The Council meets two or more times a year depending on the needs of the Institute.

Article 8

The Scientific Council for the specific fields of research and teaching or for other purposes shall form the following commissions:

- Commission for Scientific and Research Activity
- Commission on Teaching Issues

Article 9

(1) The Director of the Institute shall be the managing body.

(2) The Director of the Institute shall, in the performance of hi/her management function:

- prepare financial reports;
- propose strategic plans, action plans for the development of scientific-research projects;
- execute the decisions and conclusions of the University Board, Senate, and the Rector;
- exercise the powers conferred by the Rector in accordance with the Statute of the University;
- execute the decisions and conclusions of the scientific council;
- take care of the harmonized performance of the higher education, scientific-research and applied, i.e. applicable activity;
- convene meetings of the Scientific Council, propose the agenda and preside over them.

(3) The Director is obliged, at least once a year, to report to the Scientific Council and the Rector of SEEU.

Article 10

The Pro-Rector for Research and International Relations in collaboration with the SEEU Research Office, supervises and coordinates the Institute's scientific research activities in accordance with the SEE University Rules and Procedures.

III. Scientific-research activity

Article 11

The main activity of the Institute is scientific and research work.

Article 12

The research activities of the Max van der Stoel Institute are carried out through the following activities:

- Realization of basic, advanced and applied research for development of scientific-research activity in legal, political, communication and other scientific research areas in the field of social sciences;
- Implementation and participation in national, regional and international scientific and research projects;
- Organization of international and national scientific conferences, workshops and seminars;
- Cooperation with national and international research institutions;
- Preparation of studies and analysis and preparation of technical documentation in the field of social sciences;

- Scientific-publishing activity (publishing of university and other books, monographs and scientific journals);
- Patenting;
- Consulting services;
- Other scientific-research activities in the field of social sciences.

Article 13

- (1) The coordinator of a particular project of the Institute shall be appointed by the Scientific Council on the proposal of the Director of the Institute.
- (2) The Project Coordinator manages the project in accordance with the concluded agreement for its implementation and financing.
- (3) The Project Coordinator is responsible for the implementation of the tasks of the research team, individuals and project participants.

Article 14

The results of the research activity of the Institute are available to the public and published in scientific and professional publications.

Article 15

- (1) The members of the research team shall receive remuneration in accordance with the designated funding of the project and the internal regulations of SEE University.
- (2) The Director of the Institute shall approve the payment of fees in accordance with the project dynamics and internal procedures of SEE University.

IV. Educational activity

Article 16

The Max van der Stoel Institute conducts higher education activity in teaching and scientific field in the second and third cycle of studies in the field of social sciences.

Article 17

The Institute, within its competences, performs higher education activities for postgraduate or specialist studies and enables the acquisition of a scientific title of Master of Science and Doctor of Science within the fields of science for which it is founded.

Article 18

- (1) Postgraduate studies are carried out through a credit transfer system, as a common procedure established under the European Credit Transfer System (ECTS) which provides:
 - a description of the student's obligations (workload) or the obligations to complete postgraduate studies,
 - valorisation of completed volume of studies,
 - measuring and comparing learning achievements and transferring them from one higher education institution to another, reflecting the quantity of work required by the study programme in relation to the total quantity of work required to complete all planned semesters of studies i.e. lectures, practical work, seminars, exercises, individual work, examination and more.

- (2) Postgraduate studies are realized on the basis of the Institute's Postgraduate Studies Programmes, the Rule on Second Cycle Studies and Third Cycle Studies at SEEU.

V. V. Concluding Provisions

Article 19

Provisions of the Statute and other acts of South East European University in Tetovo, which regulate scientific research activity, teaching scientific activity, associate titles, students, financing of Institute activity, publishing activity, Institute property, and performance of professional and administrative work appropriately are applied in the operation of the Institute.

Article 20

This Rule enters into force on 01.10.2019.