

Based on Article 102 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 82/18) and Articles 27, paragraph 1, item 6, Article 42, Article 43 and Article 44 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 RECTOR'S DIRECTORATE

I. Subject of regulation

Article 1

This Rule regulates the structure, management and operation of the Rector's Directorate, convening of meetings, chairing, decision-making, application of decisions and other relevant matters dealing with the work of the Rector's Directorate.

II. Membership

Article 2

Members of the Rector's Directorate are:

- The Rector, Pro-Rectors, Deans of Faculties and Directors of such other academic units and the President of the Student Parliament.

The Secretary-General and Director of SEEU Centre Skopje attend the meetings of the Rector's Directorate.

III. Rector's Directorate Competencies

Article 3

The competences of the Rector's Directorate shall be:

1. to act as a regular and frequent channel of communication between its members and with the Senate, the Rector and the University Board and its Executive Committee;
2. to prepare business for the consideration of the Senate, University Board or its Executive Committee;
3. to take decisions on academic issues delegated by the Senate and to report to the Senate thereon;
4. the approval of dates of sessions, registration periods, breaks, and examinations on the proposal of the Rector;

5. the approval of academic staff teaching assignments on the recommendation of Faculty Teaching-Scientific Councils;
6. to act as a policy, planning and resources forum on academic issues;
7. to take decisions on urgent academic issues and to report to the Senate thereon;
8. to provide comment on proposals submitted by the Rector for the consideration of the Senate, University Board or its Executive Committee;
9. as well as other works defined by law and the Statute.

IV. Manner of work of the Rector's Directorate

Article 4

The Rector's Directorate:

1. The Rector's Directorate shall perform the activities within its competence in sessions.
2. The Rector of the University shall convene the sessions of the Rector's Directorate and manage their work.
3. In his absence, the meeting of Rector's Directorate shall be convened and managed by one of the pro-rectors, authorized by the Rector.
4. The Rector of the University shall convene the sessions of the Rector's Directorate on his own initiative, or at the request of at least one fifth of the members of the management.
5. The Rector's Directorate may work if more than half of the total number of members of the management board is present at the meeting.
6. The decisions of the Rector's Directorate shall be adopted by a majority of the members of the Directorate present.

V. Keeping order in meetings

Article 5

- (1) Rector's Directorate meetings are public.
- (2) The Chair is responsible for the conduct of the meeting.
- (3) The Chair and participants in the Rector's Directorate meeting are obliged to respect this Rule.
- (4) Members of the Rector's Directorate should conduct themselves professionally and respectfully at all times and the Chair should control unacceptable behaviour. The planned meeting of the Council may be postponed or curtailed in these circumstances:

- if there is not a quorum, respectively, more than half of the members of the Rector's Directorate are not present;
- if the meeting cannot be finished within a reasonable time ;
- if there is unprofessional or disorderly conduct during the meeting;
- if the Chair is not able to conduct the meeting.

The meeting may be curtailed or postponed by the Chair.

VI. Course of the meeting

Article 6

- (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 Chairperson or appointed person after whom the Chairperson opens the debate. Members of the Rector's Directorate participate in discussion by presenting opinions and proposals on the relevant issues.
- (2) The Chairperson gives the floor following the order for debate.
- (3) No one may intervene in the discussion without obtaining permission of the Chairperson 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.

VII. Minutes of the meeting

Article 7

- (1) Minutes are taken of each meeting of the Rector's Directorate by the professional service of the University.
- (2) Minutes are taken both:
 - in writing, and
 - by recording in electronic form.

Minutes include essential data of the work of the meeting especially:

- the number, date, and location of the meeting;
- the name 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.

Minutes are signed by the Chair after approval by the Rector's Directorate.

Minutes are sent to all Rector's Directorate members and a summary is circulated to University staff.

Minutes recording the decisions of the Rector's Directorate shall be kept under the supervision of the Rector and archived according to the University Archiving Policy.

VIII. Concluding Provisions

Article 8

This Rule comes into force on 01.10.2019.