

Based on Article 108, Article 109 and Article 110 of the Law on Higher Education (Official Gazette of R. of Macedonia, 82/18) 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 ORGANIZATION AND WORK OF THE FACULTY TEACHING-SCIENTIFIC COUNCIL

I. Subject of regulation

Article 1

This Rule regulates the structure, management and operation of the Faculty Teaching-Scientific Council (hereafter: the Council), the convening of meetings, chairing, decision-making, application of decisions and other relevant matters dealing with the work of the Council.

II. Membership

Article 2

- (1) The Teaching-Scientific Council shall consist of Full professors, Associate professors, Assistant professors (docents) that have a full working relationship at the faculty. In the Council of the Faculty students have their representatives, and their number should represent at least 10%, but not more than 15% of the number of members of the Teaching-Scientific Council members. The term of office of student representatives in the Teaching-Scientific Council is two years.
- (2) Deans and Pro-Deans are member of the Council *ex officio*;
- (3) The Faculty Administrative Assistant attends meetings of the Council without the right to vote;
- (4) The meeting may be attended by persons invited by the Dean who are related to the issues being considered, but without the right to vote.

III. Meetings

Article 3

- (1) The Council shall perform the activities within its competence in sessions.
- (2) The Council meetings can be regular and extraordinary.
- (3) Regular meetings are held once a month, excluding the summer and winter vacation periods and they record the number of the meeting and respective academic year.
- (4) Extraordinary meetings are held as needed or for justified reasons.

IV. Convening of meetings

Article 4

- (1) Meetings of the Council are convened and chaired by the Dean on personal initiative or when required by at least one-third of the members of the Council.
- (2) The notification should include the time and place of meeting, as well as the draft agenda, which should be sent by email to the Council members provided at least three working days before the meeting.
- (3) In the case of extraordinary meetings, the term referred to in the preceding paragraph of this Article may be even shorter.
- (4) The materials to be considered according to the agenda, including the minutes of the preliminary meeting, are attached to the Council meeting.

V. Course of the meeting

Article 5

- (1) The Dean chairs the Council meeting.
- (2) In the absence or inability of the Dean, the Council meeting is chaired by the Pro-dean.

Article 6

- (1) After the opening of the Council meeting, the Dean verifies the number of Council members present.
- (2) The Council meeting may be held if more than half of the total numbers of Council members are present. Council members who will not be present at the meeting should justify the absence to the Dean.

Article 7

- (1) Attendance is confirmed at the beginning of the meeting. If necessary, attendance at the meeting may be verified when the Dean estimates that there is an insufficient number of Council members or when requested by at least one third of the members of the Council.
- (2) If the Dean at the beginning or during the meeting verifies that if there is not a quorum, the meeting may be curtailed by the Dean.
- (3) For the termination of the meeting of the Council, the missing members of the Council are also informed.

Article 8

- (1) The agenda of the Council meeting is proposed by the Dean and it is verified at the beginning of the meeting.
- (2) Each member of the Council is entitled at the beginning of the meeting to propose amending and supplementing the agenda.
- (3) The agenda shall be approved by a majority of the votes of the members present in the Council meeting.

Article 9

- (1) Following the adoption of the agenda of the Council meeting, then it is passed in review of items according to the order specified in the agenda.
- (2) During the meeting the order of review of the respective items can be changed.

Article 10

- (1) Requests for participation in the discussion are addressed to the Dean before and during the discussion until completion of that item.
- (2) No one can speak at the meeting before asking and receiving permission from the Dean.
- (3) The Dean gives permission to speak to the members of the Council according to the order in which they have asked.
- (4) Irrespective of the order, a member of the Council who wishes to speak about violation of the Rule and the Agenda of the meeting will receive permission from the Dean as soon as s/he asks.
- (5) Speakers can be warned or interrupted only by the Dean.
- (6) The Dean ensures that the speaker is not hindered during his/her speech.

Article 11

- (1) For a given item in the agenda the matter will be discussed while there are members who have asked permission to speak on the topic.
- (2) During the discussion, members of the Council may submit proposals, opinions, ask for clarifications and pose questions about the proposed resolution.
- (3) If during the discussion it is ascertained that the proposal is incomplete, the Council may decide that the review of that item on the agenda shall be terminated and to ask its amendment and the review shall take place at one of the next Council meetings.
- (4) The Dean may warn the speaker who during his/her discussion does not adhere to the topic of discussion. If the speaker after the second call does not adhere to the topic, the Dean will take the floor.

Article 12

The Dean concludes the review when he/she finds that there are no more speakers for discussion.

Article 13

- (1) The Dean has the right and duty to maintain order at the meeting.
- (2) S/he has the right to warn a member of the Council who by his/her conduct violates order and discipline by obstructing the normal course of the meeting.
- (3) If, even after the warning, a member of the Council continues such behaviour, the Chairperson shall be entitled to exclude him/her from the meeting. In cases of serious disciplinary violations, the Dean has the right immediately to expel violator(s) from the meeting.

VI.

VII. Decision-making

Article 14

The Council's decisions shall be taken by a majority of the votes of the members present of the Council, unless by Law, the Statute or this Rule has been concluded by another majority.

Article 15

- (1) Voting at the meeting is public, unless by Law, Statute or this Rule is not determined as secret voting.
- (2) Public voting is carried out by raising of hands or by individual declaration.
- (3) Voting with hand raise is done in such a way that the Dean initially invites Council members to declare who is "FOR" the proposal, then "AGAINST" the proposal and in the end who wishes to "ABSTAIN".
- (4) When determining the agenda, a "FOR" or "AGAINST" vote is taken.
- (5) The secret ballot shall be carried out at the request of the Rector or on the proposal of any member of the Council for whom the Council decides by public vote.
- (6) The secret ballot shall be carried out with ballots.
- (7) The secret ballot shall be chaired by the Dean assisted by two members of the Council who shall be elected by the members of the Council.
- (8) The secret ballot shall be kept in a separate minutes.
- (9) The Dean shall confirm and publish the voting results.

Article 16

- (1) The Council may annul or abolish the decision that it has brought, if such decision is inconsistent with the Law or the University Statute or if it is based on inaccurate data.
- (2) All Council members must declare that they have no conflict of interest. In case of conflict of interest, the conflicted council member will only be excluded from decision-making on matters in which there is a conflict of interest.

VIII. Minutes

Article 17

- (1) Minutes are taken of each meeting of the Council by the Administrative-Assistant of the Faculty.
- (2) Minutes are taken both:
 - in writing;
 - by recording in electronic form;
- (3) Electronic recording may be realized if requested by a member of the Council and his/her request is approved by a majority vote of the Council members present at the meeting;
- (4) 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; remarks

adopted and not approved by the minutes of the preliminary meeting, decisions and ways of their implementation, characteristic discussions and matters of particular importance to any important issue.

Article 18

- (1) Each member of the Council is entitled at the beginning of the meeting to submit a remark to the minutes of the previous meeting.
- (2) The reasonableness of the objection to the minutes will be decided at the meeting. If the remark is accepted, the necessary changes will be made in the minutes.
- (3) The minutes for which there was no objection, namely the minutes in which changes have been made in accordance with the observations received, is considered approved.

Article 19

- (1) Minutes are signed by the Dean after approval by the members and circulated to the Faculty staff and the Rector. Confidential items are recorded separately and are not circulated.
- (2) Minutes recording the decisions of the Council are kept under the supervision of the Dean and archived according to the University Archiving Policy.
- (3) To the Minutes of the Council meeting are attached all materials and documentation pertaining to agenda items as well as the announcement for the meeting.

IX. Concluding Provisions

Article 20

The Dean of the Faculty is responsible for the implementation of this Rule; he/she is also responsible for the implementation of the decisions, conclusions and opinions adopted at the Council meeting.

Article 21

Professional and administrative-technical activities for the needs of the Council are carried out by the Administrative Assistant of the Faculty.

Article 22

On the date of entry into force of this Rule, the Rule on the work of the Teaching - Scientific Council from 9th June 2011 shall cease to be valid.

Article 23

This Rule enters into force on 01.10.2019

Appendix 1

Faculty Academic Planning Schedule

Task	Time	Action	Responsibility
- Yearly Curriculum Review and Confirmation	January	Deans office proposes in liaison with Academic Planning Office, in the framework of Faculty Development Plan	Faculty Council Approves
- Staff Engagements	January	Academic Planning Office sends projected enrolments in liaison with HR and Budget Planning Office	Academic Planning Office, HR and Budget Planning Office
	February/ March	Dean and Pro-Dean discuss with individual staff and collates the engagement proposal within the ranking and remuneration policy.	Dean, Pro-Dean and Faculty Staff
	March	The proposal is sent for review and confirmation to the Pro-Rector Academic Issues in liaison with HR and Budget Planning Office	Pro-Rector Academic Issues, Dean, HR and Budget Planning Office
	March	The proposal goes back for discussion and approval in the Faculty Council, voted in its entirety by consent or simple majority of votes.	Faculty Council Confirms
Peer Review Appeal		With any serious dispute concerning competency within the engagements, staff may appeal in writing to the Pro-Rector Academic Issues who can moderate on the issue either individually or by peer review. The decision of the Pro-Rector is final.	Pro-Rector, Staff
Changes		Any subsequent requests to change the agreed engagements require the approval of the Dean and the Pro-rector Academic Issues, and the Faculty Council is informed.	Dean, Pro-rector, Faculty Council