

**STATUTE  
OF THE SOUTH EAST EUROPEAN UNIVERSITY**

**TETOVO, March 2019**

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Pursuant to Article 9, paragraph 1, item 2 and 3, Article 16, Article 92, paragraph 3, of the Law on Higher Education of the Republic of Macedonia "Official Gazette of the Republic of Macedonia" 82/2018, the South East European University Board, on 15.03.2019 adopted this:

## **STATUTE OF THE SOUTH EAST EUROPEAN UNIVERSITY**

### **I. General Dispositions**

#### **Subject to regulation**

#### **Article 1**

This Statute defines and regulates: Status, Mission and Governance of South East European University - SEEU (hereinafter: the University); realisation of the University autonomy; organization, competencies and ways of establishing organs and bodies of the University; activity and composition of the University; the status, organization and activity of the units in its composition; status, organization and student governance; student ombudsperson; realization of studies; University financing and property; study programmes; teaching-scientific, teaching-professional, scientific and collaborator and other titles of instructors, collaborators and other employees; scientific titles; scientific research; quality assurance, cooperation with higher education institutions in and outside the country as well as other issues of importance for the realization of the University's activity.

#### **University Position**

#### **Article 2**

- (1) South East European University is a private-public not-for-profit higher education institution which realizes public interest.
- (2) The University consists of faculties and institutes as its integral parts of the University with rights and duties defined by law.
- (3) The University is a member of the Inter-University Conference and other associations from higher education activities.

#### **Name and Official Seat**

#### **Article 3**

- (1) The name of the University in the Albanian language is 'Universiteti I Evropës Juglindore' abbreviated to 'Universiteti i EJL'.

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<sup>1</sup> The refined text of the Statute of the South East European University includes: the basic text of the Statute of the South East European University, approved on 15.03.2019, the Decision on amending and supplementing the Statute of the South East European University, approved on 04.11.2021 and the Decision on supplementing the Statute of the South East European University, approved on 10.06.2024.

- (2) The name of the University in the English language is 'South East European University' abbreviated to 'SEE University'.
- (3) The name of the University in the Macedonian language is 'Универзитет на Југоисточна Европа', abbreviated to 'Универзитет на ЈИЕ'.
- (4) The ceremonial name of the University in the Latin language is 'Universitas Europae Orientalis Meridionalis'.
- (5) The University official seat is at bul. 'Ilindenska' numër 335, 1200 Tetovë, Republika e Maqedonisë, бул. Илинденска број 335, 1200 Тетово, Република Македонија, blvd. Ilindenska number 335, 1200 Tetovo Republic of Macedonia.

### **Seal, Symbols and other University features**

#### **Article 4**

- (1) The University has its own seal.
  1. The seal shall contain the name and the seat of the University.
  2. The name of the Republic of Macedonia is contained in the seal of the University.
  3. In the middle of the seal of the University is the triple symbol of the University.
  4. The university has two seals:
    - 4.1 Dry seal with round shape, in the middle with the triangular symbol of the University and with the inscription of the University in the Latin Language: Universitas Europae Orientalis Meridionalis. This seal is used for issuing diplomas for the degree of professional preparation.
    - 4.2 Stamp with a round shape, in the middle with the triangular symbol of the University and an inscription in two rows in three languages (Albanian, Macedonian and English), where the internal order is the name of the Republic of Macedonia and in the later name and the headquarters of the University. This seal is used for archival work at the University.
- (2) The symbol of the University is the flag of the University.
  1. The flag of the University is white with a rectangular shape where in the middle of the flag there is a symbol of the University surrounded by the name of the University in Latin language, followed by the name of the University in the three languages (Albanian, Macedonian and English).
- (3) The Rector's insignia in an octagonal form and in the middle of the insignia contains the triple symbol of the University surrounded by the University's name in Latin.
- (4) The seal, symbols and other University features are determined by the University Board upon proposal by the Senate.
- (5) The units of the University shall have the right to use the name, symbol and flag of the University in a manner determined by this Statute.

- (6) The date of the University's anniversary is November 19 (the date of foundation of SEEU).

## **University Mission**

### **Article 5**

- (1) The University has a mission to:

1. organize studies according to accredited study programmes in a broad European and international perspective;
2. pursue excellence in teaching and research;
3. be open to all on the basis of equity and merit,
4. protect University autonomy and academic freedom;
5. cooperate actively with other universities in the Republic of Macedonia, but also with other universities in Europe and beyond;
6. contribute to higher education in the Albanian language;
7. promote inter-ethnic understanding;
8. create the opportunity for every individual under equal conditions to gain higher education and to be educated throughout life;
9. provide a multilingual and multicultural approach to teaching and research;
10. develop civic and academic responsibility in society.

## **Academic Community and Code of Ethics**

### **Article 6**

- (1) The academic community is made up of the appointed persons in teaching - scientific, teaching-professional, scientific and collaborative titles and students.

1. Full-time Professors remain members of the academic community even after their retirement.

- (2) Members of the academic community of the University are obliged to apply the Code of Ethics of the University.

## **II. UNIVERSITY AUTONOMY**

### **Content and Protection of Autonomy**

#### **Article 7**

- (1) The university, the units and the academic community shall enjoy autonomy in accordance with the Constitution, laws and internationally ratified agreements outside any kind of political influence or other external influence as far as their activity is concerned.
- (2) University autonomy includes the responsibility of members of the academic community to the social community in which they operate;
- (3) University autonomy includes: academic freedom, autonomy in government, financial autonomy, staff autonomy, inviolability of university space, and the inviolability of autonomy.
  1. Academic freedom includes freedom of organization and expression of members of the academic community; freedom of scientific-research work; independence of internal organization; freedom of teaching, implementation of scientific research and publication; selection of study programmes and their interpretation; determination of study requirements in three cycles of study; award of teaching-scientific, teaching, professional titles, ect.
  2. Autonomy in governance is expressed in: planning, realization and development of higher education activity; setting up and regulating the internal organization; the adoption of the Statute and other general acts, and other matters stipulated by law.
  3. Financial autonomy includes independent management of funds received from tuition fees and student participation, donations, and other resources for the purpose of carrying out scientific research, publishing and applicative activities. The University decides independently for the accumulation of financial assets.
  4. Staff autonomy includes autonomy in deciding on the need for employment or engagement of persons with teaching-scientific, teaching-professional, scientific, and collaborative titles, in appointment of persons, and determination of requirements for employment and engagement in accordance with the Law, Statute and rules.
  5. The inviolability of the University space implies that the police and other state security bodies are unable to enter this space without the consent of the Rector, the dean, the director, or the person authorized by them, except for obstructing the commission of the criminal offense that is expected to occur or the offense that has begun, for keeping its perpetrator, as well as in case of natural disasters and other disasters.
  6. Inviolability of the University autonomy understands that the University autonomy can not be violated by:

6.1. Uninvited participation in University activities and

6.2. Performing higher education activities and other activities that jeopardize the rights of members of the academic community, directed towards discrimination of the individual and the citizen, related to gender, gender orientation, race, color of the skin, national and ethnic origin, social origin, political and religious beliefs and belonging, age, property and social status;

(4) Political Party organization and action is prohibited as well as the use of party symbols at the University.

(5) Autonomy must not be interpreted in a way that would violate human rights.

### **Accountability and Responsibility of the University**

#### **Article 8**

(1) Accountability and responsibility of the University is expressed through:

1. Submitting an annual work report within the university community and broad public;
2. Submitting report on financial performance;
3. Creating an internal system for assessing the effectiveness, efficiency and quality of the University's activity by the respective metric system;
4. Realization of assessment and self- evaluation in accordance with the Law and University acts;

### **Protection of Autonomy**

#### **Article 9**

(1) University autonomy enjoys judicial protection.

(2) In cases of violation of autonomy, the University has the right to initiate legal proceedings at the competent court.

### **Peaceful Settlement of Disputes**

#### **Article 10**

(1) Disputes between members of the academic community of the University and disputes between units are resolved by agreement, in accordance with this Statute and Rules

(2) A Commission shall be established to resolve disputes at the University.

(3) The Commission report shall be submitted to the Rector who shall act upon it.

(4) In resolving disputes, the regular activity of the university can not be impeded.

### **Publicity of the Work of the University and Public Information**

#### **Article 11**

(1) The work of the University is public.

(2) The meetings of the University bodies are public.



- (3) In cases of meetings where sensitive matters may be discussed, the public may be excluded.
- (4) For its work, decisions and its activities the University informs the public through daily press, radio, television and other media.
- (5) The University has these public information tools:
  - 1. University web site, where the Statute and other general acts of the University, accreditation of study programmes, etc., are published.
  - 2. University Newsletter.

### **III. STATUS OF THE LEGAL ENTITY AND THE COMPOSITION OF THE UNIVERSITY**

#### **University Status**

##### **Article 12**

- (1) The University has the status of legal entity with all the rights and obligations defined by law and this Statute.
- (2) In legal correspondence with third persons the University acts on its own behalf and account.
- (3) The University has its own accounts from which it realizes the obligations in legal correspondence.
- (4) The University units do not have capacity of legal entity.

#### **The composition of the University**

##### **Article 13**

- (1) The University consists of units, such as faculties, scientific institutes and other units.
- (2) The University, in accordance with conditions stipulated by law, may establish trade companies and other entities.
- (3) The unit within the University ceases to exist:
  1. According to the law;
  2. Based on the act of the competent body for obtaining the right to practice the higher education activity;
  3. By merging, joining and splitting in accordance with the law and the Statute;
  4. For other reasons provided by law.

#### **Faculties**

##### **Article 14**

The following faculties are part of the University:

1. Faculty of Business and Economics;
2. Faculty of Law;
3. Faculty of Languages Cultures and Communications;
4. Faculty of Contemporary Sciences and Technologies;
5. Faculty of Contemporary Social Sciences;
6. Faculty of Health Sciences;
7. Faculty of Technical Sciences.

## **Scientific Institutes**

### **Article 15**

The following scientific institutes are part of the University:

1. The Scientific Institute "Max van der Stoel"
2. Institute of Environment and Health
3. Institute for Applied Research in Business and Informatics.

## **Internal organization of University units**

### **Article 16**

For carrying out University activity, its units can be organized in: Departments, Cathedras and Centres.

## **Internal organizational units of the University**

### **Article 17**

- (1) Other internal organizational units may be established at the University, such as: institutes, departments, centres, libraries, technology parks, centres for legal and business counseling, legal clinics, social work centres and some other forms of help to the citizens.
- (2) The founding act shall be adopted by the University Board upon proposal of the Senate in accordance with this Statute.
- (3) In attachment to the decision the following should also be provided:
  1. elaboration on establishment;
  2. means of work;
  3. plan and programme of work;
  4. facility, equipment and space;
  5. required number of workers;
  6. other conditions.

## **Authorizations of University Units**

### **Article 18**

- (1) Units of the University have rights and obligations defined by Law and this Statute.
- (2) Faculties, institutes, centres and other units at the University do not have the status of legal entity and can not possess movable and immovable assets as well as intellectual property rights and their account.
- (3) The University conducts the procurement activities for all academic units and other organizational units.
- (4) University units in the legal circulation operate with the symbols of the University in accordance with the Law and this Statute.

## **Authorizations of the University's Internal Organizational Units**

### **Article 19**

The University's internal organizational units may have certain rights in legal correspondence in the volume and under certain conditions of the act of establishment and rule.

### **University status changes**

#### **Article 20**

- (1) The University may be merged, divided or joined according to requirements and procedures defined by the Law on Higher Education, the Law on Institutions and this Statute.
- (2) Status changes can also be performed by units within the University, respectively, i.e. they can be merged, divided or joined.

## **IV. UNIVERSITY ORGANS AND BODIES**

### **Article 21**

The main University organs are: the University Board, the Senate, the Rector and the Rector's Directorate.

### **University Board**

#### **Article 22**

- (1) The University Board is a collective governing body of the University.
- (2) The Board is responsible for the institutional functioning of the University as well as is responsible for the strategy, strategic policies and all decisions regarding financial matters in order to ensure sustainable conditions for the normal functioning of the University.
- (3) The Board prepares an annual report and publishes it on the University's website.
- (4) The members of the University Board are elected by the Board at the end of the term of the previous members. In special cases of early termination of the term of office of a member, the Board may elect a new member. The new member's term shall last until the expiration of the term of the previous member.
- (5) The Board consists of seven members, of whom:
  1. Two international members, who can be nominated in consultation with diplomatic EU and US representative offices (may be from appropriate academic associations or institutions);
  2. Three members, citizens of the Republic of Macedonia, members of the University full-time staff, elected by the University Senate;
  3. Two members from the community who are not staff of the University, elected on the basis of a call. One of them comes from the business community and has demonstrated a concrete contribution to higher education and science, while the other comes from Associations or Academic Community in the Republic of Macedonia and has no conflict of interest with the institution.
  4. In the case of interest expressed from the Government (i.e. the Ministry of Education and Science) participating in the co-financing of the University, one of the two members referred to in line 3, paragraph 5 of this Article shall be nominated by them.

#### **Article 23**

- (1) The University Board has President and Vice-President.
- (2) The President and Vice-President of the University Board shall be elected by the University Board from among its members in a manner determined by the Board Rulebook of procedures.
- (3) The President of the University Board shall chair the University Board.

- (4) The Vice-President of the University Board shall chair the University Board in the absence of the President.
- (5) The President of the University Board for the time being shall have both an original and a casting vote. The casting vote is functional in the case of a tie vote by the Board members.
- (6) Members of the University Board, the international members, may participate in the activities of the Board in other forms by such means other than physical attendance as the University Board may prescribe by Rule.
- (7) The Rector of the University participates in the Board meeting without voting right.

#### **Article 24**

- (1) Each member of the University Board shall hold appointment for a term of four years, renewable, provided that no person shall be appointed or re-appointed who has reached the age of 70 years.
- (2) The periods of office of the President and Vice-President of the University Board shall correspond to their periods of membership of the University Board or their earlier death, resignation or removal as hereafter provided for.
- (3) The term of a Board member may be terminated by dismissal in the case:
  1. has been convicted with a final verdict on a criminal offense for which a prison sentence of more than six months is envisaged;
  2. acting in a manner that is likely to bring discredit on the University;
  3. inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of a medical practitioner; and
  4. conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position;

#### **Article 25**

- (1) The University Board may in the exercise of its powers under this Statute establish other subsidiary bodies in the form of commissions and committees for specific tasks.
- (2) The University Board shall appoint Executive Committee, Audit and Risk Management Committee, etc.
  1. Executive Committee consists of:
    - The President of the University Board who shall be Chair;
    - The Vice-President of the University Board;
    - One of the other Board members appointed the University Board itself.
  - 1.1. Meetings of the Executive Committee may be called:
    - By the President of the University Board;
    - By the Rector;
    - By a majority of the members of the University Board.

- 1.2. The University Board within its competencies determines the rights and obligations of the executive committee defined in the Rules of Procedure of the Board.
  - 1.3. The Executive Committee shall report to the University Board for its work.
  - 1.4. Any member of the Executive Committee normally resident outside the country may participate in the activities of the Executive Committee by such means other than physical attendance as the University Board may prescribe by the Rules of Procedure of the Board.
2. Audit and Risk Management Committee consists of:
    - Chairman of the University Board;
    - One member of the Board from the business community;
    - One member of the Board from the Senate of the University.
  - 2.1. Audit and Risk Management Committee recommends to the University Board the appointment of independent external auditors to carry out the annual audit regarding financial reports.
  - 2.2. Auditors will report whether this is required by the University Board or the Audit and Risk Management Committee.
  - 2.3. The organization and functioning of the Audit and Risk Management Committee are regulated by Rules of Procedure of the University Board.

#### **Article 26**

The Secretary-General of the University shall be the Secretary of the University Board and of the Executive Committee.

#### **University Board Competences**

##### **Article 27**

(3) The University Board shall have the following competences:

1. To define the mission of the University on the proposal of the Senate and overseeing its realization;
2. To draft and approve the University Development Strategy;
3. To approve the budget and the annual account, proposed by the Rector and reviewed by the Senate in accordance with the Statute;
4. To monitor and put in place measures to ensure the effective and efficient use of resources, safeguarding of its assets, including a risk management strategy;
5. To decide the form and content of the flag, seal and diploma in accordance with the law in the Republic of Macedonia;

6. To adopt rules for University management;
7. As well as other works defined by law and the Statute;

#### **Article 28**

- (4) The decisions of the University Board are approved by a simple majority vote.
- (5) In cases when the decision relates to: adoption and amendment of this Statute; closing of the University, status changes (merger, joining or division of the University); election, suspension or dismissal of the rector, and other issues determined by the Board itself the decision shall be adopted by a two-thirds majority of the members of the Board, including the vote of an international member.

#### **Article 29**

- (1) The procedures for holding meetings of the University Board shall be determined by the University Board with the advice of the Secretary-General.
- (2) The University Board and its Executive Committee may delegate, upon such conditions as it may determine, and may revoke the delegation of, any of its functions to the President of the University Board necessary for the good order and conduct of the University.
- (3) Convoking meetings and the work of the University Board shall be closely regulated by the Rules of Procedure of the Board.

### **University Senate**

#### **Article 30**

The University Senate is a professional body, which consists of:

1. Rector;
  2. Pro-rectors;
  3. The Deans of Faculties, and Directors of other academic units;
  4. Two members elected by and from the academic staff in each Faculty or other unit not within a Faculty;
  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 member elected by non-academic staff.
- (1) Term of Senate member is three years with right of one more term.
  - (2) The term of student representatives lasts one year without the right for re-election.
  - (3) A procedure for dismissal of an elected Senate member may be initiated by the President of the Senate in the event of three possible unjustified absences. The Senate decides by majority vote on resolution. If the selected Senate member is dismissed, the respective Teaching - Scientific Council is informed about the proposal of a new Senate member.
  - (4) Convoking meetings and work of the Senate shall be closely regulated by the Senate's Rules of Procedure.



## **University Senate Competencies**

### **Article 31**

#### **(1) University Senate:**

1. decides on the teaching, scientific and applicative activity;
2. elects members to the Inter-University Conference by secret ballot;
3. discusses general issues relating to the research, scholarship, 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. determines numbers of students to be enrolled and the criteria for admission on the recommendation of the Rector's Directorate and with consultation of the University Board;
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 a center 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.

### **The President of the Senate**

#### **Article 32**

- (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 attends 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 in each of the following circles, the person who received the lowest number of votes will be eliminated.
- (6) If no person receives the required majority of votes, the procedure shall be repeated by proposing another, that is, other persons for president.

#### **Article 33**

- (1) The President of the Senate shall convene Senate meetings.
- (2) The President of the Senate shall, at the request of at least one fifth of the members of the Senate, or at the request of the Rector, convene the Senate meetings.

- (3) If the President of the Senate does not act in accordance with the provisions of paragraphs (1) and (2) of this Article, the Rector convenes the Senate meetings.
- (4) In case of absence or incapacity of the President of the Senate, the sessions of the Senate shall be conducted by the Rector.

#### **Article 34**

- (1) 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.
- (2) The Senate shall decide on the termination of the mandate in a manner and procedure for his election.

#### **The Rector and Pro-Rectors**

#### **Article 35**

- (1) The Rector is managing body representing the University, both inside and outside the country.
- (2) The Rector is elected among the rank of Full-Professors with a public announcement.
- (3) The Rector shall be appointed by the University Board from a shortlist of three candidates verified by the Senate.
- (4) The Procedure for appointment of the Rector shall be prescribed by the University Board.
- (5) The appointment shall be for a period of three years, renewable once.

## **Competencies of the Rector**

### **Article 36**

(1) Competencies of the University Rector include:

1. presentation of proposals to the University Board concerning the educational character and mission of the University, taking into account the recommendations and opinions of the Senate and the Rector's Directorate;
2. implementation of decisions and conclusions of the Board, the Executive Committee and the Senate of the University;
3. organisation, direction and management of the University and leadership of the staff;
4. preparation of annual estimates of income and expenditure for consideration by the University Board, and the management of budget and resources within the estimates approved by the University Board;
5. harmonization of scientific-research and applicative activities of higher education, and other work of the University;
6. presentation to the University Board, Senate and the Rector's Directorate of proposals and decisions on matters for which review and decision-making are in their competence;
7. deciding on financial matters that are not within the competence of the University Board;
8. promotion of doctor of sciences and conferment of awards;
9. as well as other works defined by Law and the Statute;

### **Article 37**

The Rector is obliged to submit to the Senate and the University Board once a year a report on his/her work and the work of the University.

### **Article 38**

- (1) The Rector takes care and is responsible for the legality of the work of the University and University units.
- (2) In accordance with the legal provisions and the Statute, the Rector may suspend a Dean or Director due to illegal performance of the duty and to appoint a temporary acting dean or director.
- (3) The Rector's decision can be appealed against to the University Board.
- (4) The Board's decision regarding the appeal is final.
- (5) The Rector is accountable to the University Board for efficient work and order at the University, as well as for the management of the University according to the policies determined by the University Board.
- (6) The performance of the Rector's office is incompatible with exercising a public function or function in a political party.

## **Pro-rectors**

### **Article 39**

- (1) At the Rector's proposal, the Executive Committee of the Board determines that specific areas of planning, development and drafting of their policies and their coordination shall be the responsibility of the Pro-Rectors.
- (2) The Executive Committee of the University Board on the nomination of the Rector appoint such number of Pro-Rectors as it may determine among the academic staff of the University.
- (3) The Pro-Rectors shall assist and represent the Rector in the exercise of his/her responsibilities.
- (4) The performance of the Pro-rector's office is incompatible with exercising a public function or function in a political party.
- (5) The term of office of Pro-Rectors aligns to that of the Rector.

### **Article 40**

- (1) The mandate of Rector and the Pro-Rectors may be ended prematurely before the expiry of the period for which they are elected in case of:
  1. They themselves seek it;
  2. If they permanently lose the ability to exercise the task of the Rector, respectively, the Pro-Rector;
  3. If they meet the conditions for retirement;
  4. If they are dismissed from office before the end of the mandate;
- (2) Rector and Pro Rector can be dismissed in case of:
  1. has been convicted with a final verdict on a criminal offense for which a prison sentence of more than six months is envisaged;
  2. acting in a manner that is likely to bring discredit on the University;
  3. inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of an medical practitioner; and
  4. conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position;
- (3) In the case of the termination of the Rector's mandate, until the appointment of the new Rector, the University Board appoints in the capacity of the Rector one of the Pro-Rectors.

#### **Article 41**

The Chair of the University Board for the time being may designate any member of the academic staff to exercise all powers of the Rector or Pro-Rectors in the event of the temporary unavailability or incapacity of the Rector or Pro-Rectors as appropriate.

#### **Rector's Directorate**

#### **Article 42**

- (1) The Rector's Directorate shall consist of the Rector, Pro-Rectors, Deans of Faculties and Directors of other academic units and President of the Student Parliament.
- (2) The Secretary-General attends the meetings of the Rector's Directorate.
- (3) The Rector of the University shall chair the Rector's Directorate.

#### **Rector's Directorate Competencies**

#### **Article 43**

- (1) 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.

#### **Manner of work of the Rector's Directorate**

#### **Article 44**

- (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 session of the management 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.

### **Secretary-General and Administrative Professional Services**

#### **Article 45**

- (1) The Secretary-General is the highest administrative officer with rights and responsibilities defined in his/her contract.
- (2) The head of the Professional and Administrative Service of the University shall be the Secretary-General.
- (3) The Secretary-General of the University shall be appointed by the University Board, upon proposal of the Rector, from among persons possessing appropriate qualifications and experience (must hold at least the degree of Master in law, business or public administration or equivalent field).
- (4) The Secretary-General shall be responsible to the Rector for the efficient, economic and effective administration of the University.
- (5) The appointment of the Secretary-General may be ended prematurely, in case:
  1. has been convicted with a final verdict on a criminal offense for which a prison sentence of more than six months is envisaged;
  2. acting in a manner that is likely to bring discredit on the University;
  3. inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of a medical practitioner; or
  4. conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position.

### **Administrative Professional Services**

#### **Article 46**

- (1) The Professional and Administrative Service of the University shall consist of departments under competency to the Secretary-General.
- (2) The structure and composition of professional and administrative services are regulated by the organizational act of the University.
- (3) Within the departments, the Secretary-General may establish with the consent of the Rector an organisational structure, of senior staff to assist him or her in the management of the services and shall be responsible for the leadership and management of such staff.

### **Authorized Person for Receiving Corruption Allegations**

#### **Article 47**

- (1) For effective prevention of, and protection from, corruption, the University Senate from among the full-professors selects an authorized person for accepting corruption allegations.
- (2) The election procedure, organization and functioning of the authorized person for accepting corruption allegations is regulated by a special Rule.

### **Organs and bodies of University units**

#### **Faculty Organs**

#### **Article 48**

- (1) The Faculty organs are: Teaching-Scientific Council, Dean, and Dean's Directorate of Faculty.
- (2) Faculty may have and Prodeans.

#### **Teaching-Scientific Council**

#### **Article 49**

- (1) The Teaching-Scientific Council is a professional body of the Faculty, chaired by the Dean, or in the Dean's absence a Pro-Dean.
- (2) The Teaching -Scientific Council is an advisory body of the Dean of the Faculty, which can discuss and give opinions on any issues related to the Faculty's work.
- (3) Faculty Council shall consist of:
  1. Full Professors
  2. Associate Professors
  3. Assistant Professors (Docents)
  4. Students (at least 10%, but not more than 15% of the number of members of the Teaching-Scientific Council).
  5. The term of office of student representatives in the Teaching-Scientific Council is two years.

### **Competencies of Teaching-Scientific Council**

#### **Article 50**

- (1) The competences of the Teaching - Scientific Council are:
  1. defines a list of no more than three candidates for position of dean on the basis of a previously approved procedure;
  2. proposes to the Senate the names of persons to be elected in the teaching-scientific titles;
  3. proposes to the Senate study programmes;
  4. proposes members from Teaching-Scientific Council to the Senate;
  5. proposes the number of students to be enrolled in the first year in all study cycles;
  6. appoints members of the Self-Evaluation Committee;
  7. decides on the organization of conferences, symposia and similar;



8. brings measures and decides on the progress of teaching, research and applicative activities;
  9. brings decision for schedule of tasks of teachers and collaborators for every academic year;
  10. as well as exercises other work prescribed by Law and the Statute.
- (2) Issues related to the decision-making and works of the Teaching-Scientific Council are regulated by Rule.

### **The Scientific Council of the Institute**

#### **Article 51**

Scientific Institutes accredited for carrying out higher education activities establish a Scientific Council for the second and third cycle of studies, consisting of persons appointed in scientific titles who are engaged in teaching.

### **Dean of Faculty and Competencies**

#### **Article 52**

- (1) The Dean is the managing body representing the Faculty, both inside and outside the country, in accordance with the Statute of the University.
- (2) The performance of the function of dean and prodean is incompatible with exercising a public function or function in a political party.
- (3) The Dean within the exercise of his/her functions:
  1. realizes the decisions and conclusions of the Senate, the Rector and the Teaching-Scientific Council;
  2. convokes the meetings of the Teaching- Scientific Council, proposes the agenda of the meetings and chairs the meeting;
  3. takes care of the harmonious exercise of scientific-research and applicative activities;
  4. as well as exercises other duties determined by Law, Statute and rules;
- (1) The Dean of Faculty is obliged to report and respond to the Rector for his/her work.
- (2) A Dean of Faculty may only act on behalf of the University or in legal matters on behalf of the Faculty with explicit permission given by the Rector.
- (3) The Teaching-Scientific Council submits proposals for decisions and conclusions on issues whose consideration and resolution is within its competence.
- (4) Promotes graduates and confers awards.

#### **Article 53**

The duties of a Pro-Dean of Faculty shall be prescribed by the Dean of Faculty.

#### **Article 54**

- (1) Deans of Faculties are elected by the Senate on the proposal of the Rector from the short list of no more than three candidates determined by the Teaching- Scientific Council.
- (2) The Dean is appointed among the rank of Full and Associate Professors of the University.
- (3) In case there are no candidates with titles from paragraph 2 of this article, the Dean can be elected among the professors from the rank of Assistant Professors (Docents).
- (4) The appointment of the Dean shall be for a period of three years, renewable once.
- (5) Pro-Deans shall be appointed by the Rector following nomination by the Dean of the Faculty.
- (6) The Rector brings a decision for commencement of the procedure for appointment of a dean.
- (7) The procedure for appointment of dean begins with publication of a call for the appointment of a dean.

#### **Article 55**

If, within a term determined by Law and the Statute, the Dean is not elected at the latest within three days, the Rector appoints an Acting-Dean whose mandate may last for a maximum of six months.

#### **Article 56**

- (1) The mandate of the Dean may be terminated prematurely if:
  1. he/she resigns from the function
  2. a permanent barrier to the exercise of the function is created
  3. the Senate confirms a Decision from the Rector for the suspension of the Dean
  4. as well as in other cases determined by Law and the Statute.

## **Dean's Directorate**

### **Article 57**

- (1) Dean's Directorate is a governing body of the faculty.
- (2) Dean's Directorate consists of Dean, Pro-Deans, other Faculty members of the Faculty's organizational units, appointed by the Dean for a period of three years, renewable once and the Faculty's student representatives proposed by the Student Parliament.

### **Article 58**

- (1) Meetings of the Dean's Directorate are convened and lead by the Dean.
- (2) Within its competencies, the Dean's Directorate:
  1. cares for the realization of the activity and the development of the faculty and for relations with the broader societal community and state organs,
  2. prepares and proposes the acts and materials on issues to be decided by the Teaching-Scientific Council and Dean; and
  3. as well as other issues determined by the University Statute.
- (3) Dean's
- (4) Directorate has meetings once in a week.

## **Committees for Cooperation and Public Trust (Quality teams)**

### **Article 59**

In order to realize cooperation and trust with the public, business community, professional chambers and institutions and other civic associations from the region where the educational activity of the higher education is being conducted, and to carry out publicity and responsibility for carrying out the activity of public interest, the Faculty in accordance with the Law forms a Committee for Cooperation and Public Trust (QC).

## **V. UNIVERSITY AND UNITS ACTIVITY**

### **University's activity**

#### **Article 60**

- (1) The main activity of the University is to educate students and develop science.
- (2) The University integrates the functions of its units (functional integration) and through its bodies it ensures their harmonious activity, such as:
  1. Realization of joint strategic development;
  2. Conduct of standards, norms and rules for organizing and conducting higher education and scientific-research activities;
  3. Realization of ECTS system;
  4. Realization of applied and specialized activities;
  5. Exercises health activities in accordance with normative legal acts;
  6. Harmonized action in the financial sector, investments and development plans;
  7. Profiling scientific research and their financial support;
  8. Determination of special conditions for selection in positions and advancement in teaching-scientific, teaching-professional, scientific and associate titles;
  9. Cooperation with universities at home and abroad;
  10. Development of mobility policies for students, teachers, collaborators and administrative staff;
  11. Creating rules for rational use of human and material resources;
  12. Organization of students and development of their activities outside of education;
  13. Establishing a system for quality assurance and control, and standards in education;
  14. Establishing an information system;
  15. Establishing a library system;
  16. Realization of publishing activity;
  17. Awarding of diplomas;
  18. Organization of scientific and artistic assemblies;
  19. Issuing forms and other documents for the student needs;
  20. Organization of professional service, respectively, administrative technical service;
  21. Keeping and maintaining of university documentation;
  22. Protection and improvement of standards for students and employees;
  23. Creation of a program for exchange of scientific and professional services and products with domestic and foreign physical and legal persons;
  24. Insurance of the property of the University;
  25. As well as carrying out other activities in accordance with the Law and the Statute.

## **University Unit Activity**

### **Faculties**

#### **Article 61**

- (1) Faculties are units within the University that carry out scientific-research activities of higher education in concrete academic fields, or approximate fields acting through the Faculty Teaching-Scientific Council and within the University's policies approved by the University's bodies.
- (2) The Faculty within its activity:
  1. Plans realization and development of its activity that is established;
  2. Performs scientific-research and applicative activities of higher education in one or more related, i.e interconnected scientific and professional disciplines;
  3. Performs international cooperation with related higher education and scientific institutions in accordance with the Statute of the University;
  4. Organizes conferences, symposia, seminars, counseling and other forms of scientific-research cooperation;
  5. Proposes and takes actions for promotion and protection of standard of students and employees;
  6. Pursues various studies for upgrading, deepening or expanding knowledge and continuing education.
  7. Exchange of scientific, artistic and professional services and products with domestic and foreign natural and legal persons.
  8. Engages in issues related to academic progress of students.
  9. Engages in issues related to staff engagement as defined in this Statute;
  10. Performs other duties prescribed by Law and University Statute.

### **Scientific Institute as an Actor of Higher Education Activity**

#### **Article 62**

- (1) A Scientific Institute can carry out higher education activities in second cycle and third cycle studies if it is accredited and if it has a decision to commence with work.
- (2) The Scientific Institute of the University may undertake higher education activities in the second cycle also in cooperation with the unit, which has study programmes of the same or similar field.

## **VI. STUDENTS AND STUDENT ORGANIZATIONS**

### **Status of the student**

#### **Article 63**

- (1) Student status is obtained by enrolling in the first, second or third cycle of university studies.
- (2) Students are enrolled on the basis of a public call announced by the University in accordance with the Law and Rule approved by the Senate.
- (3) The Rule will also include provisions for transferred students from other universities, who must complete at least one year of regular academic studies at SEEU.
- (4) Upon enrolment the student becomes a member of the academic community.
- (5) The status of the student is proven by student identification card (ID card)
- (6) Students may have a full-time and part-time status.

### **Rights and responsibilities of students**

#### **Article 64**

- (1) Students have:
  1. right to qualitative studies and educational process as foreseen in study programmes;
  2. right to free expression of opinions and attitudes during the lectures and other activities at the University;
  3. right to declare about the quality of teaching and the teachers;
  4. right to utilize the capacities of the University libraries, tools in function of the activity and other student services;
  5. right to participate in the elections, to elect and to be elected (active and passive voting rights) for student positions at the University bodies;
  6. right to obtain an identity card;
  7. right to receive free transcript of grades at the end of each academic year;
  8. the right to peaceful student gatherings;
  9. right to the protection of their rights before the organs of the University;
  10. right to protection of personality and dignity;
  11. as well as other rights set forth by Law, statute and acts of the University.
- (2) and obligations:
  1. to fulfil the tasks defined in the study programs;
  2. to respect the acts of the University;
  3. to have due regard to the rights of staff and other students;
  4. to participate in academic activities organized by the University;
  5. to take care for preserving and enhancing the image of the University;
  6. to respect the Ethics Code of Students approved by the SEEU Senate.

### **Study Rules**

### **Article 65**

The University's general act regulates the study procedures and rules, such as: student calendar, registration procedures, examination regime, progress, completion of studies, transfer to study programmes, semester repetition and other issues related to the study.

### **Termination of Student Status**

#### **Article 66**

- (1) The student is terminated the student status under the terms set forth by Law, Statute and rule of the University.
- (2) The student is terminated the student status if:
  1. Graduates;
  2. Does not complete studies within deadline prescribed by Law, Statute or rules;
  3. Withdraws from studies;
  4. Excluded from
  5. In other cases defined by acts of the University.
- (3) The status of the student can be renewed.
- (4) The student whose status has been renewed may continue the studies according to the University rule, according to the valid accredited study program.
- (5) In cases where the study program is no longer valid, the student is obliged to attend lectures, fulfil and complete additional obligations in accordance to the study program.

### **Disciplinary responsibility of students**

#### **Article 67**

During the studies, students must abide by the Laws, the University Statute and the rulebooks of the University.

### **Types of disciplinary measures**

#### **Article 68**

- (1) Minor disciplinary violations are:
  1. Violation of public order and peace and indecent behavior towards teachers or other employees, as well as towards other students during the course of instruction.
  2. Register attendance of another student.
  3. Negligent behavior towards the property of the University

Serious disciplinary violations are:

1. Cheating and using devices for telephone or electronic communication during the exams.
2. Plagiarism in any form.
3. Physical attack by inflicting mild or severe bodily injury.
4. Verbal or real insult to a teacher or associate.

5. Giving inaccurate data to the services of the university.
6. Intrusion into the information system of the university.
7. Damage to property.
8. Repeated light disciplinary violations.

### **Types of disciplinary measures**

#### **Article 69**

- (1) A disciplinary measure may be imposed on a student for violation of his/her duties and for failure to fulfill his/her obligations:
  1. Warning,
  2. Public warning and
  3. Exclusion (applicable for the academic year when it is given).
- (1) The conduct and course of the disciplinary procedure shall be regulated by a rulebook.
- (2) The disciplinary procedure is conducted by a commission composed of three members, two of which are from the ranks of the teachers and one member is a student representative.
- (3) The members of the disciplinary commission shall be elected by the teaching-scientific council.

### **Student Ombudsperson**

#### **Article 70**

- (1) For protection of student rights, among full-time students, a Student Ombudsperson is elected.
- (2) The appointment is done by the Senate of the University with a majority of the votes of the members, based on the public call, upon the proposal of the Student Parliament of the University.
- (3) The term in office of the Student Ombudsperson is two years, without right of reappointment.
- (4) The powers, selection procedure, dismissal as well as other matters of relevance for Student Ombudsperson are regulated by University Rule.

### **Organization and Participation of Students in Governance**

#### **Student Organization**

#### **Article 71**

- (1) The Student Parliament is a University body, which includes at least two student representatives of the faculties with a one-year mandate and a right for one more re-election.
- (2) The President of the Student Parliament is elected among student representatives in the Parliament with one-year term and eligible one more re-election.



- (3) For the work of the Student Parliament and Student Ombudsperson, the University provides conditions and space for work.
- (4) Student Parliament work is funded by the University's financial resources as well as from other sources within budget frameworks.
- (5) The Student Parliament has a Statute, which is approved by the University Board, with the prior consent of the Senate.
- (6) The Student Parliament Statute regulates the organization, competencies, rights and duties as well as other important issues for the Student Parliament.
- (7) The Student Parliament works in accordance with the Law on Higher Education, with this Statute, the Student Parliament Statute and University Rules.

### **Student Participation in Governance**

#### **Article 72**

- (1) Students participate in the governance of the University through the representatives elected in:
  1. University Student Parliament
  2. In the bodies of the University, in accordance with the Law
  3. Through forms of self-organization
  4. In other ways according to the conditions set by the Law and the Statute.

### **Student Alumni**

#### **Article 73**

University graduates have the right to establish the Alumni Association. The function and organization of the Alumni is regulated by the Statute approved by the Board with prior consent of the Senate of the University.

## **VII. FINANCING AND UNIVERSITY PROPERTY**

### **Basic Financial Management Principles**

#### **Article 74**

- (1) The University will take care of prudent fiscal management and in accordance with the basic principles of good governance: Transparency, Responsibility, Efficiency and Accountability, all of these based on the RAM-Resource Allocation Model.
- (2) The University will establish appropriate mechanisms that will allow measurability and credible assessment of special regulations for university funding in accordance with this Statute and the Law on Higher Education.

### **Sources of funding of the University**

#### **Article 75**

- (1) The University may derive its funding from among the following sources:
  1. Tuition fees;
  2. Revenues generated by projects, research and commercial services;
  3. Revenues from the state budget and other public funds for studies with public interest and other public goods;
  4. Revenues from local and foreign donations;
  5. Revenues from Assets and Property of the University;
  6. Other income (interest, contributions, gifts, wills, etc ...);
- (2) University claims to diversify and improve its revenue structure from more resources with the tendency of permanent revenue growth from the state budget and public funds from projects, services and asset utilization.

#### **Article 76**

- (1) All University revenues, regardless of their resources, are primarily used for the educational and scientific activity of the University.
- (2) Investments with potential secondary investments (investment in stocks or increased capacities) should always remain linked to the primary educational, scientific and cultural effects.

#### **Article 77**

- (1) Revenues from the state budget (public) should be dedicated to the creation of public interest and merit goods at the University, with a priority on:
  1. the impact on study programs of public and social interest;
  2. the impact on the creation of professional and scientific profiles for the increase of employability and socio-economic effects;
  3. the impact on improving and increasing student standards and student opportunities;
  4. the impact on improving services and supporting the community and society in general;

5. the impact on multicultural (ethnic, linguistic, religious, ...) values of society and open to all;
  6. the impact on environment and raising environmental awareness;
  7. and other similar priorities.
- (2) For all these public interest initiatives, the University will regularly report to the relevant financier.

#### **Article 78**

- (1) The planning, allocation and utilization of revenues is determined by the mid-term (3-year) budget and annual budget.
- (2) The budget and the annual account of the University, according to the fiscal-academic calendar of the University, after having been drafted by the respective financial service, is proposed by the Rector and approved by the University Board.
- (3) In situations where budget exceeds expenditures 5% of the total annual budget value, the Rector proposes a rebalance of the budget, which again is approved by the University Board.
- (4) The annual operating deficit of the University should not exceed 5% of the University's total income value without approval by the Board.

#### **University Assets**

##### **Article 79**

- (1) The University's assets belong to the University itself.
- (2) The University possesses and utilizes its assets in a prudent manner.
- (3) Depreciation (amortization) of assets is done according to the law and regulations that determine the degree of depreciation in the same way as it applies to public asset (Nomenclature of depreciation for the public sector).

## **VIII. HIGHER EDUCATION ACTIVITIES**

### **Cycles of Higher Education**

#### **Article 80**

- (1) Higher education is realized through academic studies and professional studies on the basis of accredited programmes and according to the rules of study based on ECTS - European Credit Transfer and Accumulation System.
- (2) Three cycles of study are organized at the University in accordance with the Bologna Declaration.
- (3) Upon completion of studies under paragraph 2, the student acquires relevant qualification under the National and European Qualifications Framework for Higher Education.

#### **First Cycle of University Studies - undergraduate studies**

##### **Article 81**

- (1) The first cycle of university studies - undergraduate studies is conducted in accordance with the Law, Statute and special Rule.
- (2) Studies for the Bachelor's (first cycle) degree will comprise 180 or 240 ECTS points, made up of at least three years (six semesters) or four years (eight semesters) respectively of full or part-time study.
- (3) The manner of assessment of student performance in undergraduate studies is determined by the Rule approved by the Senate.

#### **Second Cycle of Studies - Postgraduate Studies**

##### **Article 82**

- (1) The second cycle of studies is conducted in accordance with the Law, Statute and special Rule.
- (2) At the University, second cycle studies are carried as:
  1. Second cycle of academic studies (postgraduate studies)
  2. Second cycle of professional studies

#### **Second cycle of academic studies (postgraduate studies)**

##### **Article 83**

- (1) The Master's (second cycle) degree will be awarded after successful completion of studies equivalent to 60 ECTS (two semesters) or 120 ECTS (four semesters) and successful defence of the master thesis
- (2) In postgraduate studies can be enrolled students who have completed the first cycle of studies equivalent to 180 ECTS points. i.e. 240 first cycle ECTS points awarded Bachelor's degree either by the University or by another institution recognised by the University in accordance with the Law.
- (3) Students in the second cycle must complete their studies in a maximum period of twice the period prescribed in paragraph 1 of this Article.

- (4) The manner of assessment of student performance in Masters' studies, as well as all other matters related to registration, procedure for submission, evaluation and defence of the master thesis shall be prescribed in Rule adopted by the Senate.

### **Second cycle of professional studies**

#### **Article 84**

- (1) Second cycle of professional studies are organized at the University for a term of one year, with which completion 60 ECTS credits are accumulated and a specialized degree is awarded in accordance with the National Qualifications Framework for Higher Education defined by the Law on the National Framework of Qualifications in Higher Education.
- (2) The student is obliged to do specialized work as the final part of the specialized study programme.

### **Third Cycle of University Studies - Doctoral Studies**

#### **Article 85**

- (1) The third cycle of studies-doctoral studies is carried out in accordance with the law, Statute and special rule.
- (2) The title of Doctor of Science is gained:
1. After the successful completion of doctoral studies for a period of at least three years (180 ECTS) and after obtaining the Master's degree (second cycle) either from the University or any other institution recognized by the University in accordance with the Law and
  2. After successful defense of the doctoral thesis, where all results of the scientific-research work are included.
- 2.1. The doctoral dissertation must be submitted for defense no later than the end of the period that is twice of the period of study in which the candidate is registered.
- (3) The procedure for presenting, evaluating and defending the doctoral dissertation is determined by a special Rule approved by the Senate, for which the credit system should be applied.
- (4) The content of the research programme for obtaining the title of doctor of science is approved by the Teaching-Scientific Council.
- (5) The Senate forms a Professional Council for Doctoral Studies. The composition, competencies and the way of working of the Doctoral Council are defined by Rule.
- (6) The content of the study programmes for obtaining the title of the bachelor's degree, the title of the master's degree and the title of the doctor of science are determined by the Rule on the content of study programs brought by the National Council of Higher Education.

#### **Article 86**

- (1) The academic year starts on October 1 and ends on September 30 of the next year.
- (2) The teaching/learning is realized in two semesters according to the academic calendar determined by the Senate and in accordance with the provisions of Article 152 of the Law on Higher Education of the Republic of Macedonia.
- (3) Students from the first, second and third cycle of studies must complete their studies within a period not longer than double the time stipulated in the corresponding study program.

## **IX. STUDY PROGRAMMES**

### **Article 87**

- (1) Studies at the University are organized according to the study programmes proposed by the Teaching-Scientific Councils of Units and approved by the Senate, upon the prior opinion of the Rector's Directorate.
- (2) The University can organize interdisciplinary study programs, which are realized by two or more units at the University.
- (3) Accreditation of study programmes is done by the competent body in the Republic of Macedonia in accordance with the Law.
- (4) Accredited study programmes are published on the University's website and in other ways, not later than by the announcement of the Call for Student Enrolment.

### **Content of Study Programmes**

#### **Article 88**

- (1) Study programmes of the first, second and third cycle are created according to accepted norms, standards and methodology in the Unified European Higher Education Area, enabling comparison with higher education institution programmes in that area.
- (2) The profile, goals, basics and compulsory components that should be included in the study programs are closely defined by the National Council for Higher Education of the Republic of Macedonia.
- (3) Study programmes contain obligatory and elective courses.
- (4) The University, respectively, its units 10% of obligatory courses and 10% of elective courses from each study year realize through clinical teaching defined by rule.
- (5) Each year the student realizes a practical teaching/learning, which cannot last less than 30 days, as one of the conditions for enrolling in the following academic year.
- (6) Study programmes in part of the obligatory and elective courses may include "mobility windows", i.e. courses which activities may be carried out in English.
- (7) When the University conducts a study programme for obtaining a joint degree with a foreign university, the rules of the higher education institution where the study programme is realized are applied.

### **Specialized and Professional Training Programmes**

#### **Article 89**

- (1) The University creates spatial and staff conditions for the organization of various programs for specialized and professional development, which are made by the Teaching-Scientific Council, respectively, the Senate.
- (2) The right to enrol in these programmes have students who have completed the first the second or third cycle, of studies and persons who have completed high school, if this is determined by the respective programme.

- (3) The enrolment is done on the basis of the call.
- (4) Participants who attended these programs are awarded certificates signed by the Rector, respectively, the Dean.
- (5) The University can organize informal teaching.
- (6) The University can organize specialized educational programs for a period shorter than 3 years.
- (7) More detailed provisions regarding these programmes are contained in the University Rules.

### **Joint Degree Study Programme**

#### **Article 90**

Joint degree study programmes can be approved and applied at the University in accordance with the Law.

### **Credit Transfer**

#### **Article 91**

- (1) Credits can be transferred from a study programme to another programme within the unit or the University, as well as at other universities in and out of the country.
- (2) Criteria and requirements for the transfer of credits are closely regulated by rules.

### **Manner of enrollment of studies**

#### **Article 92**

- (1) Enrollment of studies shall be carried out on the basis of a public call announced by the University, at least five months before the commencement of the studies.
- (2) The Call for enrollment contains:
  1. name of the University,
  2. title of the study program,
  3. place for delivery of the study program,
  4. duration of the studies,
  5. enrollment criteria,
  6. anticipated enrollment number,
  7. procedures and deadlines for applying and performing the study sessions,
  8. the amount of tuition or tuition fee,
  9. the criteria on the basis of which the selection and selection of the candidates for registering the courses are performed.

### **Promotion of persons who have completed third cycle programs -academic studies - doctoral studies and have received the scientific title Doctor of Science**

#### **Article 93**

- (1) The promotion of persons who have completed doctoral programs of the third cycle and have received the scientific title doctor of science is performed by the Rector.



- (2) The promotion of the candidates shall be carried out once a year on the day of marking the anniversary of the University.
- (3) Promotion is a solemn event attended by promoted candidates, pro-rectors, deans, or directors of units, mentors and other persons.
- (4) During the promotion, candidates shall be awarded the diplomas for the acquired scientific degree of PhD.

## **X. TEACHING-SCIENTIFIC TITLES, TEACHING-PROFESSIONAL TITLES, TEACHING TITLES AND ASSOCIATE TITLES**

### **Article 94**

- (1) The employees at the University are the persons appointed in teaching – scientific, teaching - professional, scientific titles and collaborators who perform educational activities (teaching staff) and the persons employed in professional and administrative services (non-teaching staff).
- (2) Foreigners may exercise educational activity under conditions determined by Law.
- (3) The rights and obligations of non-teaching staff are regulated by legal provisions.

### **Article 95**

Higher education activities can only be carried out by a person appointed in teaching - scientific and professional titles as well as associate titles for the time for which s/he is elected.

### **Types of Titles**

#### **Article 96**

- (1) Teaching- Scientific titles are:
  1. Assistant Professor (Docent), with abbreviation Ass.Prof.Dr.sc,
  2. Associate Professor, with abbreviation Assoc.Prof.Dr.sc, and
  3. Full Professor, with abbreviation Prof.Dr.sc.
- (2) In those faculties where language studies are offered, there are the additional teaching-professional titles: Lector and High Lector.

#### **Article 97**

The person appointed in teaching-scientific title during a semester can deliver lectures in at most four courses/subjects in the first cycle or second cycle of studies at the University.

#### **Article 98**

- (1) At the Faculty the collaborator title is an assistant.
- (2) Assistants are appointed in to titles in areas determined by the classification of scientific-research areas - (Frascati classification).
- (3) The assistants participate in the teaching process of the unit in the realization of the exercises.
- (4) Conditions, procedures and other issues related to the appointment of Assistants are regulated by rule.

### **Demonstrators**

#### **Article 99**

- (1) At Faculties in the first cycle of study demonstrators can also be appointed.
- (2) Second or third cycle student can be appointed Demonstrator.
- (3) Demonstrator can be appointed student who during the first cycle of studies has reached an average grade of at least 8.00 (eight).

- (4) The demonstrator is appointed for a period of one academic year, with the right of one more appointment at the same unit of the University.
- (5) Conditions, procedures and other issues related to appointment of demonstrators are regulated by Rule.

### **Criteria and requirement for appointment to titles**

#### **Article 100**

Criteria for appointment to titles are considered: acquired education, result from scientific-research work, result from experience and educational activity, and contribution for preparation of the teaching staff.

#### **Article 101**

Appointment in teaching-scientific titles, scientific, teaching-professional, teaching and collaborators is done based on general criteria and requirements determined by the Law and based on special criteria determined by the University Rule for the special criteria and procedure for appointment in teaching-scientific titles, scientific, teaching-professional, teaching and collaborators.

### **Deadlines for Which the Appointment is Made**

#### **Article 102**

- (1) Appointment in titles: Assistant Professor and Associate Professor is done for a term of 5 (five) years. Appointed Full Professor holds the title Full Professor during all his/her life and establishes an undetermined work contract.
- (2) Lector and High Lector are appointed for a term of 4 (four) years.
- (3) Assistant is appointed for a term of 3 (three) years, with the right for one more appointment in the same institution.

### **Establishing a Work Relationship**

#### **Article 103**

- (1) Appointment of candidate in a title is the basis for establishing a working relationship at a certain or indefinite time. The employment relationship is based on the term for which the person is appointed, whereas the duration is defined by the respective contract.
- (2) During freezing of employment, the appointed person has the right to pursue higher education activities in the first cycle and to be a mentor in the second and third cycle of studies without financial compensation.
- (3) The person appointed in a teaching-scientific or teaching-professional title, to which his / her working relation is suspended, has the right to hold lectures and to be mentor of the second and third cycle of studies, as well as to perform other activities of higher education.

- (4) To the person appointed in title the employment relationship may be terminated even before the deadline for which he/she has been appointed, if he/she is proved that has not successfully accomplished the educational/scientific activity or for a long time does not contribute to the scientific advancement of the junior staff youth, does not care about the successful realization of study programmes, does not contribute to the development of the science in which is elected, hinders the realization of legal activities and Statute of the University or prevents other members in the realization of their rights and obligations and in cases other specified by Law.
- (5) The procedure for establishing and termination of the title and employment relationship is regulated by the Rule.

#### **The right to pursue activities in another higher education institution**

##### **Article 104**

- (1) The academic staff of a university unit can perform higher education activities in other university units.
- (2) Academic staff from the University can carry out higher education activities at another university in the country, with the consent of the Rector of the University after the prior opinion of the Dean of the Faculty.

#### **Visiting academic staff**

##### **Article 105**

- (1) At the invitation of the Teaching-Scientific Council of the Faculty, teachers from accredited higher education institutions, renowned scientists from the country and abroad, as visitors without advertisement of the competition, can carry out higher education activities and scientific- research activities for a fixed time period.
- (2) Teaching by visiting teachers is carried out by a modular system, which may last at least one week.
- (3) The specific conditions under which the activity of visiting professors is carried out shall be determined by agreement concluded between the University and visiting teachers.

#### **Affirmed Scientists, Artists and Experts in the Practice**

##### **Article 106**

- (1) Affirmed Scientists, Artists and Experts in the practice, upon invitation of Teaching-Scientific Council, may perform teaching for certain parts of the course.
- (2) The scope and conditions of engagement are certified by agreement between University and affirmed scientists and professionals in the practice.

## **Adjunct (titular) titles**

### **Article 107**

- (1) Affirmed scientists and professionals in the practice, who meet the conditions for appointment in titles and for whom there is no vacancy for appointment in teaching-scientific titles, can be appointed in titles Adjunct Assistant Professor or Adjunct Associate Professor.
- (2) Persons appointed in these academic titles can participate in conducting high educational activity for a maximum of 30% of the regular teaching duties properly to the respective teaching-scientific call.
- (3) The type and extent of participation in higher educational activity of the elected person in Adjunct title is defined by the Teaching-Scientific Council.
- (4) Persons appointed in Adjunct title cannot be mentors of master or doctoral thesis work.
- (5) If the person appointed to Adjunct Assistant Professor or Adjunct Associate Professor is appointed in a teaching-scientific title and is full-time employed at the University the appointment to the adjunct title is terminated.
- (6) The title of Adjunct Assistant Professor or Adjunct Associate Professor is terminated to the person at the end of the academic year in which he/she reaches the age of 67 years.

## **Honorary Professor and Honorary Doctor of Science**

### **Article 108**

- (1) To the distinguished professors from the university in Republic of Macedonia and abroad, which have contributed especially to the development of the higher education activity, upon proposal of the unit, the University may award the title honorary professor-*Professor Honoris Causa*.
- (2) To the outstanding scientific, cultural, business and other persons from the country and abroad, who with their works have made special contributions to the development of scientific thought, cultural, or otherwise contributed to the development of higher education, with the proposal of the higher education institution, respectively the accredited scientific institution, the University may award the title honorary doctor of science -*Doctor Honoris Causa*.

## **Professor Emeritus**

### **Article 109**

- (1) The University may, upon the proposal of the Teaching-Scientific Council of the Unit, to award the title Professor Emeritus to a retired Full Professor, who is particularly distinguished with his scientific work, respectively artistic, which has gained international reputation and has achieved results in providing teaching-scientific successors and assistants in the field in which is appointed.

- (2) The total number of Professor Emeritus cannot be more than 5% of the total number of University teachers.
- (3) Professor Emeritus can take part in the realization of the second and third cycle of studies in the field in which it is appointed.

### **Sabbatical leave**

#### **Article 110**

- (1) To the appointed person in teaching-scientific titles, scientific, teaching-professional, teaching and associate titles upon his/her request, every five years, the University may allow a paid leave of up to one year, respectively, unpaid leave up to three years due to professional development, i.e., research in the appropriate scientific field, or for a stay in an adequate institution, whereby his/ her duties in teaching are disseminated.
- (2) The conditions and manner of using sabbatical leave are determined in special University Rule.

### **Diplomas**

#### **Professional and scientific titles**

#### **Article 111**

- (1) Diplomas, professional and scientific titles are determined in accordance with the Law, the general act of the National Council for Higher Education and Scientific-Research Activities of the Republic of Macedonia and the general acts of the University.
- (2) )The following types of diplomas are acquired at the University:
  - 1. Bachelor's degree in first cycle academic studies (undergraduate studies) -After completing a study program lasting three or four years and acquiring 180 or 240 ECTS credits;
  - 2. Master's degree in second cycle academic studies (postgraduate studies) - after completing a study program lasting one year or two years and acquiring 60 or 120 ECTS credits;
  - 3. Master's degree in second cycle of professional studies - after completing a one-year study program and acquiring 60 ECTS credits,
  - 4. Diploma for scientific title Doctor of Science Ph.D. - after completion of a study program lasting three years and acquiring 180 ECTS credits.

## **XI. SELF-EVALUATION**

### **Article 112**

- (1) Self-evaluation of the University and the units is carried out at intervals of three years by the Self-Evaluation Commission.
- (2) Members of the Commission are elected by the University Senate with term of office four years i.e. one year for student representatives.
- (3) The conditions, organization and self-evaluation procedure are more closely regulated according to the European standards ESG and the University Rule.

## **XII. INTERNATIONAL COOPERATION**

### **Article 113**

- (1) The University conducts international co-operation, which includes: participation in projects, cooperation with universities, national and other academies, business community, institutes and public and private centres and other subjects with a view to advancing the higher education activity, scientific and research activity, exchange of scientific and professional publications, participation in scientific meetings, symposiums, conferences, organization of international study programs, organization of summer/winter schools, organization of studies outside the Republic of Macedonia, student and teacher mobility, participation in international programs, associations, etc.
- (2) Institutional support for international co-operation is ensured through the establishment of offices, centres and other forms of organization at the university is done according to the act made by Senate.



### **XIII DOCUMENTATION AND PROTECTION OF PERSONAL DATA**

#### **Article 114**

(1) Through the database, the University's professional and administrative service is responsible for keeping accurate records for:

1. accredited programmes;
2. candidates who applied for enrolment in all three study cycles for each enrolment term;
3. enrolled students in all three study cycles for each enrolment term;
4. students who have completed the three study cycles;
5. student mobility;
6. contracted staff;
7. persons appointed in titles that have established work relation;
8. persons appointed in titles that do not have established work relation;
9. visiting professors;
10. professionals from the practice;
11. emeritus professors;
12. scientific work and other work of teachers and associates;
13. scientific-research projects;
14. applicative projects;
15. working time for the employees;
16. staff mobility;
17. publishing activity;
18. established international agreements;
19. University property;
20. financial accounts;
21. commercial contracts; and
22. other issues relevant to the functioning of the University.

#### **Article 115**

All staff and students of the University shall co-operate with the Secretary-General in providing information required to be kept under the preceding Article.

#### **Article 116**

All personal data relating to persons shall be maintained with due regard to their privacy and only disclosed for purposes required by Law or this Statute.

#### **XIV. CONCLUDING AND TRANSITIONAL PROVISIONS**

##### **Article 117**

- (1) The University units are obliged within six months after this Statute enters in force to complete, harmonize and supplement the existing normative acts and adopt the normative acts stipulated in this Statute.
- (2) Until harmonization and completion of the acts from paragraph 2 of this Article shall apply the provisions of existing acts.

##### **Article 118**

The mandate of the Board members, Senate members and the mandate of the Rector elected before the entry into force of this Statute continues until the expiry of the term for which they have been elected.

##### **Article 119**

Within one year after the entry into force of this Statute, the Senate of the University shall select a full-time professor for an authorized person for admission of corruption charges.

##### **Article 120**

Students enrolled prior to the entry into force of this Statute continue to study on the basis of the rules in force at the time of enrolment, unless the new provisions are not more favourable to them.

##### **Article 121**

The provisions of this Statute relating to collaborators and demonstrators shall be implemented in accordance with the legal deadlines.

##### **Article 122**

- (1) The provisions of this Statute relating to the teaching-scientific titles shall be implemented in accordance with the legal deadlines.
- (2) For persons that have established work relations as Assistant Professor, Associate Professor, Assistant, PhD Assistant or Junior Assistant, will be not applied provisions from paragraph 1, item 1; paragraph 2, item 1; paragraph 3, item 1, of the Article 166 of the Law on Higher Education.
- (3) For persons that have established work relations as Lector and High Lector will be not applied provisions from paragraph 1, item 3, paragraph 2, item 3 of the Article 168 of the Law on Higher Education.

##### **Article 123**

The mandate of student representatives in the organs and bodies of the University and Faculties continues until the election of the representatives by the Student Parliament but no longer than the deadline foreseen by the Law on Higher Education.

#### **Article 124**

This Statute shall enter into force on the eighth day from the day of its publication on the website and the bulletin of the University. On the day of entry into force of this Statute, the provisions of the Statute of the University from 2008 with archive number 01-4655/1, from 11.12.2008 shall be repealed.

PRESIDENT OF THE SEEU BOARD