

APPROVED
at RISEBA Senate meeting 30.08.2000.
(with amendments) 10.04.2013. Minutes No. 13/1.1-07/04

METHODOLOGICAL COUNCIL REGULATIONS

1. General Provisions

- 1.1. RISEBA Methodological Council is a collegial body that reviews and makes decisions regarding study issues.
- 1.2. The membership and the Chairman of Methodological Council is appointed and updated by an order of the rector.
- 1.3. Representatives of academic staff and administration are appointed in the membership of the Methodological Council, as well as one representative must be selected from the Student Council. The total number of members is determined by the rector.
- 1.4. Methodological Council Regulations enter into force after being approved by the RISEBA Senate.
- 1.5. The decisions of the Methodological Council are binding to students, academic staff and the administrative staff involved in the study process.

2. Methodological Council's Scope of Activities

- 2.1. The main objective of the Methodological Council is RISEBA study process improvement.
- 2.2. Methodological Council reviews general issues on studies and approves the relevant normative documentation. The decisions of the faculties and departments regarding study issues may not be contrary to the decisions of the Methodological Council.
- 2.3. According to the decision of Senate, reviews and makes recommendations on study issues, which are in the competence of the Senate.

3. Methodological Council's Activity Management

- 3.1. Methodological Council is called by a request.
- 3.2. The Secretary of the Methodological Council sends the agenda and relevant documents within 5 working days before the meeting.
- 3.3. Methodological Council holds the right to create and organize relevant expert commissions or work groups in order to solve study issues.
- 3.4. Methodological Council holds the quorum, if the meeting is attended by at least half of the authorized members; decision is made by a simple majority.
- 3.5. Methodological Council has the following documentation: Minutes of the Methodological Council meetings and the Decisions of Methodological Council.

Prepared by:
Pro-rector for study work

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