

Approved

At the Constitutional Council meeting of 15.12.2022., Minutes Nr. 22/1.1-6/3

## **SENATE REGULATIONS**

### **1. 1. General terms and conditions**

- 1.1. The Senate is collegial management and decision-making institution of the academic staff responsible for the excellence, development, and compliance with the internationally recognized quality standards of the RISEBA University of Applied Sciences (hereinafter, the University). The Senate regulates the university's academic, creative, and scientific activities and approves the relevant documents.
- 1.2. The Senate operates in accordance with the procedures specified in the Constitution of the University and the regulations approved by the Senate.
- 1.3. The composition of the Senate is recommended by the Rector, Departments and the Students' Council, and is elected by the Constitutional Council of the University for three years. According to Article 15 of the Law on Higher Education Institutions, 75% of the members of the Senate must be representatives of the academic staff and not less than 20% of the students. Student representatives are elected by the University Student Council. The members of the Senate elected by the students' Council are approved by the Senate of the University. The Rector is a member of the Senate according to the position to be held. The Senate elects the Chairman and Secretary of the Senate from among the senators.
- 1.4. Decisions of the Senate made within the limits of its powers are mandatory for the academic staff and students of the University.
- 1.5. If one of the senators elected by the Constitutional Council terminates the employment relationship with the University or there is an objective need to change one of the senators, the proposal of the Senate on changes in the composition of the Senate shall be submitted to the Chairman of the Constitutional Council.

### **2. The Main Working Directions of the Senate**

- 2.1. The Senate:
  - 2.1.1. develops the draft of the Constitution of the University and its amendments. The Senate is responsible for the compliance of the Constitution of the University with the development needs of the University and regulatory enactments;
  - 2.1.2. determines the requirements for election to academic positions and evaluation criteria for academic staff, approves the regulations on academic positions and the procedure for their election;
  - 2.1.3. decides on the opening, development and closure of study directions, as well as on the opening, development and closure of study programs;
  - 2.1.4. elect docents, lecturers, assistants, leading researchers and researchers, as well as nominates professors and associate professors for election to the Board of Professors;
  - 2.1.5. decides on significant issues of academic and scientific activity of the University and their structural units, approves the regulations and policies of the University;
  - 2.1.6. decides on the establishment of the Councilors Convention and approves the regulations of the Councilors' Convention;

- 2.1.7. also decides other issues which, in accordance with Article 15.1 of the Law on Higher Education Institutions, fall within the competence of the Senate
- 2.2. The Senate may establish commissions for the coordination and resolution of certain issues.

### **3. Organisation of the Senate's work**

- 3.1. The main working form of the Senate is Senate meetings.
- 3.2. Senate meetings are chaired by the Senate Chair. In his absence, senators appoint the meeting chair from among the senators present.
- 3.3. Senate meetings take place by the Senate's work plan for the academic year.
- 3.4. Senate meetings are open. Meetings can be closed if this is requested by the 1/3 senators present or the Rector.
- 3.5. Meetings are convened by the Senate Chair. Extraordinary meetings are convened if this is requested by 1/3 of Senators, or the Senate Chair, Rector or Councilors' Convention.
- 3.6. A Senate meeting usually lasts for two hours. The duration of the meeting may only be extended if the majority of the Senators present agree to this.
- 3.7. The Senate Chair is responsible for drawing up the draft agenda.
- 3.8. Not later than 10 days before the Senate meeting, the promoter of the issue to be considered, submits the materials to be considered to the Secretary of the Senate (including the necessary appendix, illustrative materials, draft decision, etc.), as well as indicates the rapporteur and, if necessary, also the invited persons.
- 3.9. Not later than 7 days before the Senate meeting, the Secretary of the Senate sends the agenda of the Senate and the materials to be considered to the Senators and invited persons.
- 3.10. Minutes of the Senate meetings are taken. The most important debates can be recorded in audio or video recordings. The minutes of the Senate meetings shall be signed by the Senate Chair, the Secretary and the protocolist.
- 3.11. The Owner of the process makes corrections in the developed document in accordance with the decision of the Senators. If necessary, the Owner of the process can use the shared video recording folder of the Senate sessions to clarify the corrections. The prepared document is sent to the rector's office for registration or version number assignment, as well as document preservation using the document management system Namejs and the KVS regulatory document folder (N:).

### **4. Rights and duties of Senators**

- 2.1. Senators are entitled to propose discussion of any matter subject to the competence of the Senate, participate in the discussion of any matter, and study all materials at the disposal of Senate meeting committees.
- 2.2. A Senator is obliged to participate in Senate meetings and the preparation of matters.

### **5. Senate Decisions**

- 3.1. The Senate is entitled to decide if over half of the Senators participate in the Senate meeting.
- 3.2. Senate decisions are approved by a simple majority in an open vote. Votes are counted by the Senate Secretary. Only Senators participate in voting. The Chairman of the Senate shall have a casting vote in the voting if the votes are equally divided.
- 3.3. In making decisions, the Senate adheres to the approved budget for academic and research work.
- 3.4. A Senate decision may be appealed within 10 calendar days from the date on which it comes into force. For a decision to be amended or repealed, it is necessary, when reviewing a matter once again, for 2/3 of the number of Senators present to vote in favour of this.

## **6. Secret Ballots**

- 6.1. All elections involving academic staff members shall be conducted by secret ballot.
- 6.2. Before the secret ballot, a counting commission consisting of not less than three members shall be elected by open voting.
- 6.3. If the meeting of the Senate is held remotely, the vote-counting commission shall not be formed, but the document management system Namejs shall be used for both open and secret voting.
- 6.4. When voting in person, the vote-counting commission receives prepared ballot papers from the Secretary of the Senate and distributes them to the senators against a signature on the Senate registration page.
- 6.5. The Senate shall decide on the inclusion of candidates in the bulletin by open voting.
- 6.6. In a secret ballot, senators express their attitude to the election of a candidate by deleting one of the words "to elect" or "not to elect" in the bulletin, which is next to the name of the candidate in the bulletin, leaving the number of candidates in the bulletin not exceeding the number of vacancies.
- 6.7. Invalid ballot papers that do not conform to a certain sample, torn, do not allow to determine the voter's attitude towards all the candidates included in the ballot paper, or in which more than one vacancy has been voted for.
- 6.8. The number of Senators who have participated in a secret ballot is determined by the number of voting slips in the ballot box. Delegation of voting rights is not permitted. A Senator, who has not voted at the time scheduled for voting, is not entitled to submit his or her vote later.
- 6.9. If more than two candidates take part in a competition for one position and neither of them receives the number of votes necessary, the second round of elections will be conducted during this same meeting in the which the participants will be the two candidates, who have received the most votes. If they cannot be determined due to their having received the same number of votes, a repeated vote regarding the relevant candidates will be held.
- 6.10. If two candidates take part in the first or second round of voting and neither of them receives the number of votes necessary, a further round of elections will be conducted during this same meeting in which the participant will be the candidate, who has received the most votes. If both candidates have received the same number of votes, the respective candidates shall be voted on. If both candidates have received the same number of votes in the re-voting, the Senate shall decide on further action in each specific case.
- 6.11. The vote counting committee collates the voting results, records them about each candidate on a separate protocol, signs it and announces the results to the Senate. The Senate, by open voting, approves the minutes of the vote-counting commission.
- 6.12. An interested party may submit a protest to the Senate Chair within seven days regarding voting procedure violations. Within seven days of their receipt, these shall be reviewed by a committee formed by the Senate Chair, whose report will be

included in the agenda for the latest Senate meeting and regarding which the Senate will make decisions.