



EEU

EAST EUROPEAN UNIVERSITY
Statute of the Representative Council

*Approved by the Order# №16/01-01 of July 29, 2020 of the rector
of the University*

*Updated by the Resolution of the Council of Representatives №08
of December 11, 2020*

Content

Chapter I General provisions	3
Article 1. Scope of regulation.....	3
Article 2. Goals and objectives of the council.....	3
Article 3. Council functions.....	3
Chapter II. Composition and Rule of formation of the representative council	4
Article 4. Composition of the council	4
Article 5. Board member Academic Staff Selection.....	5
Article 6. Board member Student selection	5
Article 7. Selection and appointment of a member of the board by the decision of the rector.....	6
Article 8. excommunication Term of office of council members	6
Article 9. Terminating the authority of a council member.....	6
Chapter III. Rules of activity of the representative council	7
Article 10. Council meeting.....	7
Article 11. Invitation and agenda of the council meeting.....	7
Article 12. Council decision-making Rule.....	7
Article 13. Organizational support of the council's activities	8
Chapter IV. Final provisions	8
Article 14. imposition of duties Termination of authority of the council.....	8
Article 15. Rule of approval and amendments to the statute.....	8
Article 16. Transitional provisions	8

Chapter I

General provisions

Article 1. Scope of regulation

- 1.1 Representative Council of East European University (hereinafter "University"/ "East European University") (Hereinafter "Council") is the highest representative body of the University, an Independent governing collegial structural unit.
- 1.2 this provision defines the authority, composition and formation procedure of the council, Rules of activity and decision-making, regulates other issues related to the activities of the council.
- 1.3 the council shall be guided in its activities by the legislation of Georgia, the University's educational and research activities of the regulatory provisions of its own regulation and the University's internal regulatory acts.

Article 2. Goals and objectives of the council

- 2.1. the council aims to promote the University in the effective management and development to ensure the University's strategic issues in a collegial solution, openness, transparency and involvement of the university community in the management and activities of the University.
- 2.2. Council's task is making collegial decisions on issues related to Educational, Scientific and managerial activities of University having strategic importance and determination of recommendations; Promotion of Rector in effective management of the University.

Article 3. Council functions

- 3.1. to set goals and objectives of the council:
 - A) reviews and approve the University's strategic development and Action Plans, Mission, Vision, Values; Research activities, internationalization, and other policy documents;
 - B) reviews and approve the University's strategic planning and strategy monitoring methodologies;
 - C) reviews and approve the University's 3-year action plan, the yearly performance monitoring plan;
 - D) considers the statute of the University, the issues of making amendments and additions to it or declaring it invalid and submit arguments to the rector;
 - E) Review the creation of University's structural units, revocation and other types of structural changes in the issues except for the main educational and research units of the University, and submits arguments to the rector;
 - F) makes a decision on the creation, reorganization and abolition of major educational and research units of the University;
 - G) discusses and submits to the rector provisions of University's structural units, except for Major educational and research units of the University;
 - H) review and approve the faculty statute on the recommendation of the Faculty Council, makes changes and additions to it, declares it invalid.
 - I) review and approve the provisions of university research units, makes changes and additions to them, declares them invalid.
 - J) review and approve the procedure for choosing academic and invited personnel of the University, Labor regulations, ethics and conduct, rules and standards of plagiarism detection and response mechanisms;
 - K) Reviews and approves Internal quality assurance guidelines and related regulations;

- L) By nomination of the Faculty board approves educational programs and changes in it, also makes a decision on the cancellation of the educational program;
- M) Reviews and approves Regulations related to the development and development of educational programs;
- N) discusses the budget of the East European University, by the nomination of Vice-rector in financial and information technologies or in case of his / her absence at the recommendation of the head of financial and material resources management department and submits it to the rector for approval.
- O) Approves acceptable number and coefficients of students for unified national and general master's exams, teacher training program;
- P) establishes the limit of the load of academic personnel and qualification requirements;
- Q) confers the title of honorary professor;
- R) hears the annual reports of the rector and the head of the quality assurance service;
- S) hear about the University's 3-year action plan for the implementation of the annual report;
- T) for the fulfillment of the mission and objectives of the University is implementing other powers granted to him under this provision, the statute of the University and other powers granted to him by other domestic legal acts.

Chapter II

Composition and Rule of formation of the representative council

Article 4. Composition of the council

- 4.1. the composition of the representative council is determined by 11 members, out of which 6 members are elected by the main educational units, and the rector of the university shall be selected by 5 members according to the procedure established by the present regulation.
- 4.2. In the composition of the council by the status of members elected by the main educational units are entering academic staff and students of the University.
- 4.3. elected members of the council the number of academic staff is determined by 3 members, from each faculty of the university per member.
- 4.4. the number of students elected to the council is determined by 3 members, from each faculty of the university per member.
- 4.5. the following persons may enter the council by the decision of the rector of the University:
 - A) University Vice-rectors;
 - B) Head of quality assurance office of the University;
 - C) signatories of university research units (Centres/Institutes);
 - D) any person who has a university administrative position, the work of not less than 3 (three) years of experience and meets the selection criteria established by this provision for the candidate for membership of the council selected by the rector.
- 4.6. a representative of the legal department is appointed by the rector in the composition of the council, having deliberative voting rights and fulfilling the functions of the secretary of the council.
- 4.7. after nomination of candidates by the Faculty Council to the elected members of the representative council and after the selection of 5 members by the rector, the rector of the university issues an order approving the composition of the representative council. By order of the rector is determined by the chairman of the board, deputy and representative of the legal department.

Article 5. Selection of the Board member Academic Staff

- 5.1. Board member academic staff may become University affiliated professor, Associate Professor, Assistant Professor and assistant, who is not a member of any other elective collegiate body of the University.
- 5.2. The board member academic staff is elected by the respective faculty board.
- 5.3. Faculty board faculty representative before the expiry of the term of office of the representative board member of Academic staff At least 1 month before, or as needed announces a competition for the selection of candidates for membership of the council.
- 5.4. Academic staff wishing the membership of Representative board shall be obliged by the rules and timeframes established by the Faculty Council to submit your own reasoned application, otherwise choosing the order of application will not be considered.
- 5.5. Faculty Council within 14 calendar days after the deadline for applications expires reviews the submitted substantiated statements. Evaluates the concept/vision of candidates regarding the development of the East European University. In addition, it is authorized to interview candidates in case of wish about their role in the activities of the representative council and by voting at the session makes a decision in favor of those candidates, the participation of which 5.5. at the e representative council will be considered the activity productively.
- 5.6. Faculty Board decision, on election of Representative board member academic staff , within 3 working days after the election, shall be sent to the rector for approval, which is not authorized to change the Faculty Council's decision, or refuse its approval .

Article 6. Board member Student selection

- 6.1 member of the board can become a student with active status of the University, who is not a member of any other elective collegiate body and/or self-government of the University. The member of the student council can become a member of the second semester of teaching.
- 6.2 the student member of the board is elected by the corresponding faculty board.
- 6.3 Faculty Council, of corresponding faculty member student representative board member at least 1 month before the expiry of the term of office or as necessary announces a competition for the selection of candidates for membership of the council.
- 6.4 The student wishing membership of Representative board shall be obliged by the rules and timeframes established by the Faculty Council must submit its own statement, which should substantiate why its role will be important and effective in council's activities. in addition, the candidate must confirm conferences and university student activities involvement.
- 6.5 Faculty Council within 14 calendar days after the deadline for applications expires reviews the submitted substantiated statements. Evaluates motivation of candidates and involvement in university student life. In addition, it is authorized to speak to candidates in case of wish. the Faculty Council makes a decision by voting at the meeting in favor of the candidate, 6the participation of which in the activities of the representative council would be deemed productively.
- 6.6 Faculty Board's decision, about the election of a student member of the representative council, within 3 working days after the election, the rector shall be sent for approval, hich is not authorized to change the Faculty Council's decision, or refuse its approval .

Article 7. Selection and appointment of a member of the board by the decision of the rector

- 7.1 Under the rector's decision, the Rector announces competition for selection of board members, at least 1 month before the expiry of the term of office of the representative council member elected in the same manner or as needed.
- 7.2 The dates and other conditions of the competition shall be determined by the order of the rector on the announcement of the competition and is published on the University's official website not less than 10 (ten) calendar days before receiving the documents.
- 7.3 the administration of the competition documentation is provided by the Department of records management.
- 7.4 authorised persons wishing to join the representative council shall be obliged to submit its own reasoned application within the established procedure and time frame, otherwise, the application for competition purposes will not be considered.
- 7.5 The following selection criteria are set for candidates for the membership of the representative council:
- A) at least 3 years of research experience;
 - B) at least 3 (three) years of experience working in a higher education institution or in the field of Education;
 - C) candidate's view on further development of the University;
- 7.6 the Department of case management checks the documents submitted by applicants and in case of their full submission, the candidate will be registered.
- 7.7 no later than two working days from the expiry of the deadline for submission of the competition documentation by the candidates, the Case management department presents the report card to the rector of the University, in which the name and surname of registered candidates are indicated and attached is each candidate's vision of further development of the University.
- 7.8 7.8 rector of the university informed about the vision presented by the candidates regarding the further development of the University.
- 7.9 7.9 Rector is authorized to speak with the submitted candidates or make a decision without an interview on their selection as a member of the board.
- 7.10 In order to select for the member of the board, the invited person/persons may attend the interview with the candidate by the decision of the rector, to share competent assessment and advice to the rector.
- 7.11 after the decision made by the rector, 5 (five) members of the elected council are approved by the rector's order.
- 7.12 Out of the 5 (Five) persons of Board member selected by decision of Rector, at least 2 (two) members 3 (three) times per year are subject to rotation. After the expiry of the term of office of a member of the council selected under this article from the selected new composition should be at least 2 (two) persons, which did not occupy the position of board member in the previous composition.

Article 8. Term of office of the council member

- 8.1. Term of office of the council member will be defined for three calendar years

Article 9. Terminating the authority of a council member**9.1. The grounds for terminating a member's authority are:**

- A) personal statement;
- B) Leave / dismiss (administrative staff in case of members);
- C) structural reorganization, which led to the units of the cancellation/change, which represents the members of the council;

- D) termination of labour relations with the University;
 - E) suspension or termination of student status (in case of student member);
 - F) termination of affiliated status in case of academic member;
 - G) death or recognition by the court as deceased or as missing person;
 - H) Recognition by the Court as recipient of the support;
 - I) missing of the council meetings without good reason, which exceeds 50 % of the sessions held during the school year;
 - J) expiration of the term of office.
- 9.2. Regarding the termination of authority of a member of the representative council, except as provided for by subparagraph "K" of paragraph 9.1 of this article, the university rector's order will be issued.

Chapter III

Rules of activity of the representative council

Article 10. Council meeting

- 10.1. Council is implementing its activities through sessions
- 10.2. Council meetings are chaired by the chairman of the council, and in case of his / her absence, the deputy chairperson shall exercise his / her powers or other member of the board determined by the chairman.
- 10.3. council meeting is authorized if 2/3 of the full composition is attended;
- 10.4. by decision of the council, its members/members in the work of the session may participate/participate via electronic communication in such a way that will provide visual and audio identification of members/members.
- 10.5. By the decision of the representative council, considering the issues to be discussed at the session, may have been invited: graduates, employers, industry and education experts, also representatives of structural units of East European University.

Article 11. Invitation and agenda of the council meeting

- 11.1. Council meeting to be convened as needed, but not less than once every three months.
- 11.2. The chairperson of the representative council may summon the sitting of the council, or more than half of the list of board members by written appeal to the chairman of the board, which should be accompanied by an agenda of issues to be discussed at the council. Chairman of the board, takes decision on convening the session taking into account the number and content of the issues to be discussed.
- 11.3. The rector of the university has the authority to convene the council meeting, through written appeal to the chair of the board.
- 11.4. the agenda of the council meeting shall be determined by the chairman of the council. Board member is authorized to address, by request to amend or add issue to agenda based on reasoned proposal to appeal to the chairman of the council, who makes a decision on changes or additions.
- 11.5. All members of the council shall be notified about agenda of the council meeting within reasonable time before the council meeting.

Article 12. Decision-making by the council

- 12.1. The council makes decisions on the issues within its competence at Council meetings, via open voting, by Majority of the council members attending the session. In case of evenly split votes the issue will be voted on again, and in case of repeat of the same result the issue will be removed from the ballot to continue consultations on it.

- 12.2. Decisions made by the council at the council meeting within its own authority will be formalized by the legal act-decree, signed by the chairman of the board. Council's decisions having the nature of recommendation on issues whose approval it does not have will be drafted in the form of submission, Application, Application Form and will be sent to the chairman to the rector and/or the University's structural units for signature.
- 12.3. if any member of the council disagrees with the decision made at the session, he has the right to formalize his position with a written conclusion, which is attached to the minutes of the session.
- 12.4. Minutes of each council meeting shall be formed, signed by the chair and Secretary of the council.
- 12.5. the decision made at the council meeting comes into force on the day of decision-making, unless otherwise determined by protocol and/or resolution of the session.

Article 13. Organizational support of the council's activities

- 13.1. The secretary of the council provides organizational support for the activities of the council, which ensures the organization of council meetings, timely informing and convening of council members, introducing an agenda for them, drafting the minutes and decisions of the council meeting.
- 13.2. Secretary of the Meeting shall ensure the delivery of council acts for the University case management service, in accordance with the unified rule of case management, for further processing and storage.

Chapter IV

Final provisions

Article 14. Abdication of authority

- 14.1 grounds for terminating the authority of the council:
- A) liquidation of the East European University;
 - B) reorganization/ structural change of the East European University, which leads to the abolition of the representative council;
 - C) loss of the status of a higher educational institution;
 - D) another objective circumstance that gives rise to the termination of the authority of the council.

Article 15. Rule of approval and amendments to the statute

- 15.1. this provision is approved by the university rector's order.
- 15.2. after the first meeting of the council composed according to the procedure provided for by this provision an amendments and additions to this provision shall be made by the resolution of the representative council.

Article 16. Transitional provisions

- 16.1. upon approval of the composition of the first board as provided for by this provision authority to existing members of the representative council will be summoned.