

Statute of the South East European University

Part I: General Dispositions

Article 1

1. South East European University is a private-public not-for-profit higher education institution which consists of faculties, centres, and institutes as its integral parts
2. The name of the University in the Albanian language shall be **‘Universiteti i Evropës Juglindore’** abbreviated to **‘Universiteti i EJL’**
3. **The name of the University in the Macedonian language shall be ‘Универзитет на Југоситочна Европа’ abbreviated to ‘ЈИЕ универзитет.’**
4. The name of the University in the English language shall be ‘South East European University’ which may be abbreviated to ‘SEE University’
5. The ceremonial name of the University in the Latin language shall be ‘Universitas Europae Orientalis Meridionalis.’
6. The University official seat is at Ilindenska b.b., 1200 Tetovo, Republic of Macedonia; Ilindenska p.n., 1200 Tetovë, Republika e Maqedonisë, **Илинденска бб, 1200 Тетово, Република Македонија.**

Article 2

The SEE University (‘the University’) will

- i. pursue excellence in teaching and research;
- ii. be open to all on the basis of equity and merit regardless of ethnicity;
- iii. actively seek co-operation with other universities, both in the Republic of Macedonia and in South East Europe as a whole

and will have as its main aims:

- i. to contribute to higher education in the Albanian language;
- ii. to promote inter-ethnic understanding;

- iii. to ensure a multilingual and multicultural approach to teaching and research;
and
- iv. to develop its teaching programme in a broad international and European perspective.

Article 3

3.1 The University enjoys institutional autonomy within the law, free from any political or other external interference or influence on its activities.

3.2 Staff and students of the University enjoy:

- i. freedom of association and expression within the structures provided by this Statute and policies promulgated by the University;
- ii. the right not to be discriminated against, directly or indirectly on any actual or presumed ground such as sex, race, sexual orientation, marital status, colour, language, religion, political or other opinion, national, ethnic or social origin, association with a national community, property, birth or other status.

Article 4

4.1 The University has legal personality with all the rights and obligations of a legal person including:

1. the right to sue and be sued;
2. the right to ownership of all immovable and personal property, including intellectual property rights, granted or acquired in its own name;
3. the right to adopt a flag, seals and other emblems;
4. the right to restrict the use of the University title solely to persons or organisations having the authorisation of its Board.

4.2 The University is registered within the provisions of the Law on Higher Education on 19 November 2001.

4.3 The University has its own seal. The seal bears the full name of the University in three languages.

4.4 The University may enter into an Agreement with the SEEU Foundation relating to use of assets owned by the Foundation.

4.5 No Faculty or other unit forming part of the University shall have legal personality in any form whatsoever and may not own or dispose of any immovable or personal property or intellectual property rights. Faculties and other units shall only have authority as provided in this Statute.

Article 5

The University shall be autonomous within the law in its academic work in teaching, research and public communication. It shall have the power subject to the provisions of this Statute:

1. to plan and determine the content and structure of its academic, scientific, artistic and professional programmes of teaching and research;
2. to determine the teaching and learning methodologies which it employs;
3. to elect its academic officers;
4. to appoint, to regulate the employment of, and to dismiss professors, other academic staff and support staff;
5. to admit students and to prescribe conditions for such admission;
6. to grant degrees and diplomas and, for good cause, to deprive persons of degrees and diplomas granted by it;
7. to grant scientific titles and honorary awards;
8. to regulate its internal organisation.

Article 6

The principal organs of the University shall be a University Board, a Rector, a Senate and a Rector's Council.

Part II: The University Board

Article 7

7.1 Subject to the provisions of Article 93.2, the members of the University Board shall be appointed by the Board on the expiry of earlier terms of office of one or more of its members and shall consist of:

(1) Three members not being citizens of the Republic of Macedonia;

(2) Three members, being citizens of the Republic of Macedonia and full time members of the University staff nominated by the Senate;

(3) Three members, who shall not be staff or students of the University, reflecting ethnic and gender diversity in the Republic of Macedonia and who are not excluded by law from membership of a university governing body.

7.2 The President of the Student union may attend meetings of the University Board and participate in the discussions regarding the student body without the right to vote.

7.3 All members of the University Board shall have had experience of, and have shown broad capacity in, industrial, commercial or employment matters or the practice of any profession or have had experience in higher education.

7.4 The President and Vice-President of the University Board shall be elected by the University Board from among its members.

7.5 The University Board may co-opt one additional non-voting member who shall hold appointment for a period of four years.

7.6 The University Board may invite additional members of the Senate elected by Faculties which are not represented in the membership under Article 7.1.2 as non-voting members.

Article 8

8.1. 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.

8.2 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.

8.3 A member nominated under Article 7.1 or under the provisions of this Article may be removed by a two-thirds majority vote of the nominating body for good cause, defined as:

- (a) Conviction for a serious criminal offence as defined by law;
- (b) Acting in a manner that is likely to bring discredit on the University;
- (c) Inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of an independent medical practitioner appointed by the nominating body; and
- (d) Conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position.

8.4 Subject to the provisions of law but without prejudice to any indemnity to which a member may otherwise be entitled, every member of the Board, the Rector, the Secretary-General or other officer or auditor of the University shall be indemnified out of the assets of the University against any loss or liability which he or she may sustain or incur in connection with the execution of the duties of his or her office including, without prejudice to that generality, any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgement is given in his or her favour or in which he or she is acquitted or for which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the University.

Article 9

9.1 The President of the University Board shall chair the University Board.

9.2 The Vice-President of the University Board shall chair the University Board in the absence of the President thereof and exercise all other functions of the President thereof during his or her illness or other incapacity.

9.3 The Chair of the University Board for the time being shall have both an original and a casting vote.

9.4 Members of the University Board normally resident outside the Republic of Macedonia may participate in the activities of the University Board by such means other than physical attendance as the University Board may prescribe by Rule.

Article 10

10.1 The University Board shall appoint an Executive Committee consisting of:

1. The President of the University Board who shall be Chair;
2. The Vice-President of the University Board;
3. One of the other members appointed under Article 7.1(1);
4. One other member.

10.2 Meetings of the Executive Committee may be called

1. By the President of the University Board;
- (2) By the Rector ;
- (3) By a majority of the members of the University Board.

10.3 The Executive Committee shall exercise such powers and duties of the University Board as are delegated to it by the University Board and shall report to the University Board at each meeting.

10.4 The Chair of the Executive Committee for the time being shall have both an original and a casting vote.

10.5 Any member of the Executive Committee normally resident outside the Republic of Macedonia may participate in the activities of the Executive Committee by such means other than physical attendance as the University Board may prescribe by Rule.

Article 11

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

11.2 In his or her capacity under paragraph (1) of this Article,, the Secretary-General shall have direct access to the President and Vice-President of the University Board.

Article 12

The University Board may in the exercise of its powers under this Statute establish other organs, committees and commissions with specific duties and disestablish them.

Article 13

For the purposes of the law, the University Board shall be the management organ of the University.

Article 14

14.1 Subject to the provisions of this Statute and the law the University Board shall have the following responsibilities:

1. framing the overall educational character and mission of the University including research, scholarship and teaching on the proposal of the Rector or Senate or otherwise having consulted with the Rector and Senate and overseeing its continuing activities;
2. approving procedures for the appointment, assignment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of service of members of staff and, according to the provisions of this Statute, approving senior appointments;
3. the consideration and, as appropriate, approval of the annual estimates of income and expenditure and accounts of the University prepared by or on behalf of the Rector in a form approved by the University Board in accordance with law;
4. putting in place measures to ensure the effective and efficient use of resources, the solvency of the University and the safeguarding of its assets including a risk management strategy.
5. making plans for securing adequate resources from both public and private sources; including the establishment within the law of subsidiary companies to exploit commercially the academic work of the University;
6. supervising the maintenance of accurate records of the income and expenditure of the University;
7. approving a scheme for delegation of authority over resources and other administrative matters to the Faculties and other units of the University;
8. arranging for financial audit as hereinafter provided for;

and it shall be the duty of the University Board:

1. after consultation with representatives of the staff, and with due regard to its obligation to ensure that academic staff of the University have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their job or any privileges they may have at the University, to make Rules relating to:
 - i) the conduct of staff;
 - ii) procedures for affording to members of staff the opportunity to seek redress of any grievance relating to their employment;
 - iii) the suspension or dismissal of members of staff;
 - iv) appeal against such suspension or dismissal;
- 2) to determine the tuition and other fees payable to the University;
- 3) to make such Rules in regard to the government, conduct and management of the University as may be required by this Statute or as it may deem to be desirable and consistent therewith;
- 4) to uphold, and ensure that all parts of the University uphold, equality of opportunity in employment and equal access to study and research, regardless of sex, race, sexual orientation, marital status, colour, belonging to an ethnic or national minority, political or religious belief and, so far as is reasonably practicable, age, physical or mental impairment;
- 5) to conduct themselves in accordance with the highest standards of selflessness, integrity, objectivity, accountability, openness, honesty and leadership: in discharging his or her duties no member shall act as a delegate of any group of any description and shall neither seek nor accept any mandate: all members must act at all times solely in the interests of the University as a whole; and
- 6) to decide the form and content of flag, seal, symbols and diploma in accordance with the law.

14.2 Any decision of the University Board in relation to the following matters shall require a majority of three-fourths of members present and voting, including at least one member nominated under each of the provisions of Article 7.1(1) and 7.1(3):

1. amendment of this Statute;
2. closure, merger or transformation of the University;

3. appointment, suspension or dismissal of the Rector under Articles 16 and 21;
4. other issues as determined by the University Board.

Article 15

15.1 The procedures for meetings of the University Board shall be determined by the University Board with the advice of the Secretary-General .

15.2 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.

Part III: The Rector and Pro-Rectors

Article 16

16.1 The Rector shall be responsible to the University Board for the effective working and good order of the University and for its management within the policies determined by the University Board.

16.2 Subject to provisions in article 14.2.c, the Rector shall be appointed by the University Board from a shortlist of three candidates verified by the Senate. The Procedure for appointment of the Rector shall be prescribed by the University Board.

16.3 The appointment shall normally be for a period of four years, renewable once but the University Board may at its discretion for the purposes of efficient succession planning and training enter into a contract for the temporary renewal of the term of office of the Rector for up to two years.

16.4 The Rector may not simultaneously hold office as a Dean of Faculty, Director or in any other managerial capacity (except the position of Director of the SEE University Foundation as prescribed in the Foundation Statute) or hold such other office excluded by the provisions of the law from being compatible with the office of Rector of a University.

16.5 The Rector as the principal academic officer of the University, shall chair the Senate and the Rector's Council, and shall have the right to attend all meetings of the

University Board and of its Executive Committee (other than where personal issues relating to the Rector are under discussion).

16.6 The Rector has legal responsibilities in accordance with the law, appropriate to the University as a private-public not-for-profit higher education institution and the provisions of this Statute.

16.7 The Rector shall have all such powers as are necessary to enable the duties set out in paragraph (1) of this Article to be exercised. In particular the Rector shall be responsible for:

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 Council;
2. implementation of the decisions of the University Board and of its Executive Committee;
3. the organisation, direction and management of the University and leadership of the staff;
3. the 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.

16.8 The Rector may on the decision of the University Board also be titled President of the University. In that case the Pro-Rectors and the Secretary-General will be titled Vice-Presidents and Vice-President Administration respectively.

Article 17

17.1 The University Board may, on the nomination of the Rector appoint such number of Pro-Rectors as it may determine. Such Pro-Rectors shall assist and represent the Rector in the exercise of his responsibilities.

17.2 The Pro-Rectors shall be appointed by the University Board on the nomination of the Rector from among the academic staff of the University who are not excluded by the provisions of the law from the office of Pro-Rector

17.3 The appointment of Pro-Rectors shall normally be for a period of four years, renewable once but the University Board may at its discretion for the purposes of efficient succession planning and training enter into a contract for the temporary renewal of the term of office of a Pro-Rector for up to two years or align the term of office of a Pro-Rector to that of the Rector.

17.4 Pro-Rectors may be appointed from among the Deans of Faculties and Directors of Centres and if so may hold these appointments concurrently in an acting capacity for such period as the University Board or its Executive Committee shall determine in any particular case..

17.5 A Pro-Rector nominated by the Rector, after consultation with the President of the University Board, may be designated Vice-Rector, Vice-Chairman of the Senate and the Rector's Council, shall in that capacity have the right to attend all meetings of the University Board and of its Executive Committee (other than where personal issues relating to him or her are under discussion), may be authorised by the Rector to represent him or her in a legal capacity within and outside the University and, in the temporary unavailability or incapacity of the Rector shall exercise all powers and functions of the Rector according to the law and the provisions of this Statute.

17.6 The Rector shall propose to the Executive Committee of the University Board for approval the specific areas of planning, policy development and co-ordination to be the responsibility of the Pro-Rectors.

17.7 The Pro-Rectors shall chair such committees or commissions as the Rector may determine within their areas of responsibility, but shall not have line management responsibility except where acting in the temporary unavailability or incapacity of the Rector. For this purpose 'line management responsibility' means responsibility for the execution of the decisions and policies of the University Board, Senate, Rector's Council or Rector by the professional and administrative service of the University under the control of the Secretary-General.

17.8 The mandate of a Pro-Rector may be ended prematurely by resignation or removal by a two-thirds majority vote of the University Board for good cause, defined as:

- (a) Conviction for a serious criminal offence as defined by law;
- (b) Acting in a manner that is likely to bring discredit on the University;
- (c) Inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of an independent medical practitioner appointed by the University Board; and
- (d) Conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position.

Article 18

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.

Part IV: The Professional and Administrative Service

Article 19

19.1 The head of the Professional and Administrative Service of the University shall be the Secretary-General.

19.2 The Secretary-General of the University shall be appointed by the University Board, having consulted the Rector, from among persons possessing appropriate qualifications and experience and must hold at least the degree of Master in law, business or public administration or equivalent field.

19.3 Subject to the provisions of Article 11.2, the Secretary-General shall be responsible to the Rector for the efficient, economic and effective administration of the University. In that capacity the Secretary-General will be responsible for all matters not otherwise made the responsibility of other bodies or officers or as mandated by the University Board or its Executive Committee.

19.4 The appointment of the Secretary-General may be ended prematurely by resignation or removal by a two-thirds majority vote of the University Board for good cause, defined as:

- (a) Conviction for a serious criminal offence as defined by law;
- (b) Acting in a manner that is likely to bring discredit on the University;
- (c) Inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of an independent medical practitioner appointed by the University Board; and
- (d) Conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position.

Article 20

20.1 The Professional and Administrative Service of the University shall consist of departments responsible to the Secretary-General as follows:

Secretariat (including Legal and Secretarial Services, Archive, Public Relations, Research Services, Quality Management, International Office, Procurement Service, Translation and Interpretation Service, Internal Audit Service)
Department of Finance Services

Department of Student Services
Department of Human Resources and Staff Development
Department of Facilities Management
Department of IT Services
Department of Information and Library Services

20.2 The Secretary-General shall formulate for the approval of the Rector and the Executive Committee of the University Board an organisational structure of senior staff to assist him or her in the management of the services listed in paragraph (1) of this Article and shall be responsible for the leadership and management of such staff.

Part V: The Senate

Article 21

Except where provided otherwise in this Statute, the Senate shall be the principal academic organ of the University.

Article 22

The Senate shall consist of the following persons:

- 1) The Rector;
- 2) The Pro-Rectors;
- 3) The Deans of Faculties, and Heads or 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) One member per Faculty elected by and from the students in each Faculty;
- 6) One member elected by non-academic staff.

Article 23

Student and non-voting members of the Senate shall be excluded from discussions concerning individual students or members of staff. This provision shall not affect the right of students and members of staff to make representations in relation to matters concerning them, or to be represented by any other person regardless of status.

Article 24

The Rector shall chair the Senate. In the absence of the Rector, the Vice-Rector nominated by the Rector under the provisions of paragraph 5 of Article 17 shall take the chair. In the absence of both the Rector and the nominated Pro-Rector, a Pro-Rector by seniority shall take the chair. Otherwise the Senate shall elect a chair of the meeting from among the persons listed in paragraph (3) of Article 24.

Article 25

The Senate shall advise the University Board through the Rector on the development of the academic activities of the University and the resources needed to support them, including the creation, merger or removal of departments and shall also be responsible for:

- 1) discussion of general issues relating to the research, scholarship, teaching and courses at the University;
- 2) the content of the curriculum on the recommendation of the Faculty Councils;
- 3) pursuant to the provisions of the law, on the recommendation of the Faculty Councils, determining the educational activities of the University to be performed in the Albanian, Macedonian and international languages;
- 4) establishing procedures for assuring academic quality including the appointment of an Evaluation Commission and the adoption of evaluation guidelines in accordance the law;
- 5) implementing procedures for securing academic standards and the validation and review of courses;
- 6) determining on the recommendation of the Rector's Council numbers of students to be enrolled and criteria for the admission of students;
- 7) policies, criteria and procedures for assessment and examination of the academic performance of students, on the recommendation of the Rector's Council;
- 8) the award of degrees, diplomas and certificates, on the recommendation of Faculty Councils;
- 9) making provision for lifelong learning on the recommendation of the Rector's Council;

- 10) procedures for the award of qualifications and honorary academic titles;
- 11) procedures for the exclusion of students for academic or other reasons.
- 12) consideration of the policy for the protection of the intellectual property of the University and its commercial exploitation;
- 13) provision of advice on such other matters as the University Board, its Executive Committee, the Rector or the Rector's Council may refer to the Senate;
- 14) pursuant to Article 16.2 to verify a shortlist of candidates for the position of Rector .

Article 26

The Senate may appoint committees or commissions to advise it on particular aspects of its work and may delegate any of its functions to the Rector's Council.

Article 27

Procedures for meetings of the Senate and its committees and commissions shall be regulated by the Senate, subject to the approval of the University Board.

Article 28

A code of practice governing the work of the Senate shall be prepared and adopted as a Rule of the University Board. This shall include procedures for convocation and conduct of meetings, appointment of committees, recording of decisions and other relevant matters.

Part VI: The Rector's Council

Article 29

29.1 The Rector's Council shall consist of the Rector, Pro-Rectors, Secretary-General, Deans of Faculties and Directors of such other academic units as shall be prescribed by the University Board.

29.2 The President of the Student union may attend meetings of the Rector's Council and participate in the discussions regarding the student body without the right to vote.

Article 30

The functions of the Rector's Council 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 take decisions on academic issues delegated by the Senate and to report to the Senate thereon;
3. to take decisions on urgent academic issues 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 or Secretary-General;
5. the approval of academic staff teaching assignments on the recommendation of Faculty Councils;
6. the appointment and removal of examiners on the recommendation of Faculty Councils;
7. to act as a policy, planning and resources forum on academic issues;
8. to prepare business for the consideration of the Senate, University Board or its Executive Committee;
9. to provide comment on proposals submitted by the Rector for the consideration of the Senate, University Board or its Executive Committee; and
10. to carry out all other functions of the Rector's Council prescribed in this Statute.

Article 31

Procedures for meetings of the Rector's Council shall be regulated by the Rector's Council, subject to the approval of the Executive Committee of the University Board.

Article 32

A code of practice governing the work of the Rector's Council shall be prepared and adopted as a Rule of the University Board. This shall include procedures for convocation and conduct of meetings, recording of decisions, archiving and other relevant matters.

Part VII: Faculties

Article 33

A Faculty shall be a unit of the University engaged in teaching and research in a specific academic field or related fields and shall be responsible, acting through the Faculty Council, within the policies of the University adopted by the University Board or its Executive Committee, for the following:

1. making proposals to the Senate on academic matters relating to the subjects taught in the Faculty;
2. teaching, examination and assessment of students;
3. issues relating to the academic progress of students;
4. staffing issues as provided in this Statute;
5. the proper and efficient use of resources allocated by the University Board or its Executive Committee.

Article 34

The number and subjects of the Faculties of the University shall be determined by the University Board on the proposal of the Senate and Rector's Council or otherwise having consulted with the Senate and Rector's Council. Faculties so created may be dissolved, merged or re-named by the University Board.

Article 35

The number of departments and staff positions in each Faculty shall be determined by the University Board on the proposal of the Rector or having otherwise consulted with the Rector.

Article 36

Each Faculty shall be headed by a Dean of Faculty who may, subject to the approval of the Executive Committee of the University Board, be assisted by one or more Pro-Deans of Faculty.

Article 37

37.1 Deans of Faculties shall be appointed by the Executive Committee of the University Board. The Rector shall nominate candidates for Dean for a period of four years from a shortlist established by Faculty Councils from among academic staff in the subjects covered by the Faculty.

37.2 Pro-Deans shall be appointed by the Rector following nomination by the Dean of the Faculty.

37.3 Candidates for nomination to the office of Dean or Pro-Dean of Faculty shall be persons with relevant academic and managerial qualifications or experience.

37.4 No candidate for appointment as Dean or Pro-Dean of Faculty may simultaneously be a candidate for appointment as Rector.

37.5 The procedure for appointment shall be prescribed in a Rule of the University Board and shall include consultation with the respective Faculty Council.

Article 38

A Dean of Faculty shall be responsible to the Rector and through the Rector to the University Board. A Dean of Faculty's duties shall be:

1. to provide academic leadership in the subjects of the Faculty in both teaching and research;
2. to secure efficient, economic and effective use of the resources allocated to the Faculty by the University Board;
3. to represent the Faculty in the Senate and Rector's Council;
4. to advise the Rector on appointment of members of academic staff in the subjects of the Faculty;
5. to ensure that all University policies are executed and adhered to in the Faculty;
6. to carry out other duties of a Dean of Faculty set out elsewhere in this Statute.

Article 39

A Dean of Faculty may only act on behalf of the University or in legal matters on behalf of the Faculty with the express approval of the University Board granted through the Rector.

Article 40

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

Article 41

41.1 Each Faculty shall have a Faculty Teaching and Scientific Council (Faculty Council) chaired by the Dean, or in the Dean's absence a Pro-Dean.

41.2 A Faculty Council shall consist of :

- (i) The Dean and Pro-Deans of the Faculty
- (ii) All full-time academic staff with the academic title assistant professor (docent) and above
- (iii) Two associates elected by and from the associates in the Faculty.
- (iv) One part-time member of academic staff holding the academic title assistant professor (docent) and above elected by and from among the part-time academic staff in the Faculty.
- (v) one student representative for each year of study, including second and third cycle elected by the students of the appropriate group in the Faculty concerned.

41.3 The Faculty Council may discuss and declare an opinion on any matter related to the work of the Faculty.

41.4 Subject to Article 41.5, Faculty Councils shall be advisory to the Dean of Faculty.

41.5 The Faculty Council shall be responsible for proposing to the Senate the names of persons to be elected to scientific titles and voting in such elections shall be restricted to those holding the equivalent or higher academic title.

Article 42

The mandate of a Dean or Pro-Dean appointed under this part may cease prematurely on resignation or removal by a two-thirds majority vote of the University Board for good cause, defined as:

- (a) Conviction for a serious criminal offence as defined by law;
- (b) Acting in a manner that is likely to bring discredit on the University;

- (c) Inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of an independent medical practitioner appointed by the University Board; and
- (d) Conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position.

Part VIII: Other academic units

Article 43

43.1 The number and function of other academic units of the University (Research Institutes, Centres, etc) shall be determined by the University Board on the proposal of or after consultation with the Rector. Units so created may be part of a Faculty or independent of the Faculties and may be dissolved, merged or transferred between Faculties by the University Board.

43.2 For the purposes of election to academic titles and related issues relating to academic staff and regulated by law, each such academic unit shall be allocated to a Faculty; the respective Faculty Councils shall have the requisite authority under Article 41, augmented by those academic staff of the academic unit holding academic titles equivalent to or higher than the positions subject to election.

Article 44

Each academic unit constituted under this Part shall be an integral part of the University and no unit shall have any form of independent legal personality.

Article 45

The number of departments and staff positions in each unit shall be determined by the University Board on the proposal of the Rector.

Article 46

Each unit shall be headed by a Director who may be a Dean or Pro-Dean of Faculty or any other member of the academic staff normally holding the degree of Doctor but at least the degree of Master.

Article 47

Directors shall be appointed in a manner prescribed by the University Board or its Executive Committee on the nomination of the Rector.

Article 48

A Director of an academic unit within a Faculty shall be responsible to the Dean of Faculty, otherwise to the Rector. The Director's duties shall be:

1. to manage the unit making efficient, economic and effective use of the resources allocated to it by the University Board;
2. to represent the unit in the Faculty Council and Senate;
3. to advise the Dean of Faculty or Rector as appropriate on appointment of members of staff in the unit;
4. to carry out other duties of a Director set out elsewhere in this Statute.

Article 49

A Director may only act on behalf of the University or in legal matters on behalf of the unit with the express approval of the University Board granted through the Rector.

Article 50

The mandate of a Director appointed under this part may cease prematurely on resignation or removal by a two-thirds majority vote of the University Board for good cause, defined as:

- (a) Conviction for a serious criminal offence as defined by law;
- (b) Acting in a manner that is likely to bring discredit on the University;
- (c) Inability to discharge the functions of the position through physical or mental incapacity evidenced by the report of an independent medical practitioner appointed by the University Board; and
- (d) Conduct constituting failure or persistent refusal or neglect or inability to perform the duties of the position.

Part IX: Admission to Study

Article 51

51.1 Admission to study shall be governed by Rules made by the Senate.

51.2 All applicants who have passed the state matura or international matura may be admitted to study at the University. Applicants who have passed the school matura can

also be admitted to study at the University if the number of applicants with state matura is lower than the scheduled enrolment determined by the Senate under paragraph 6 of Article 25.

51.3 The Rules shall include provision for students to be admitted with advanced standing with the proviso that any student admitted for a course leading to the award of a degree shall be required to complete the equivalent of one full academic year of study at the University.

Part X: Academic Awards

Article 52

52.1 Subject to the accreditation requirements of the law, the University will offer the following types of academic award:

University Certificates and Diplomas;
the Bachelor's degree;
professional degrees of the first cycle;
the Master's degree; and
the Doctor's degree.

52.2 The titles of degrees, diplomas and certificates shall be determined by the Senate to be compatible with international academic and professional practice and may vary between Faculties.

52.3 The University may award any degree, diploma or certificate *honoris causae*, *ex officio* or *ad eundem*.

52.4 The Rector's Council may award the title of Honoured Member of the University to any person who has in its opinion given meritorious service to the University but does not meet the criteria for award of an honorary academic award.

Article 53

Academic awards will be granted by the Senate according to the provisions of this Statute.

Article 54

Holders of awards may, for what the Senate on the recommendation of the Rector's Council or the Rector considers to be good cause, following a fair hearing by an independent person appointed by the Senate, be deprived of their awards by the Senate. 'Good cause' shall mean fraud or deception in the assessment or examination leading up to the award including plagiarism, breach of copyright or other unethical practice in the preparation of dissertations or other written work.

Article 55

55.1 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.

55.2 University Certificates and Diplomas may be awarded after successful completion of studies comprising 60 or 120 ECTS points recorded in the relevant Diploma Supplement.

55.3 Students in the first cycle of Bachelor must complete their studies in a maximum period of twice the period prescribed in Article 55.1.

55.4 The academic year starts on 15 September and ends 14 September next year.

Article 56

The manner of assessment of student performance in studies for the Bachelor's degree shall be prescribed in Rules made by the Senate.

Article 57

57.1 The Master's (second cycle) degree will be awarded after successful completion of studies equivalent to 60 'M' ECTS points after completing studies equivalent to 240 first cycle ECTS points, or 120 'M' ECTS points after completing studies equivalent to 180 ECTS points. i.e. the award of the Bachelor's degree either by the University or by another institution recognised by the University in accordance with the law.

57.2 Students in the second cycle must complete their studies in a maximum period of twice the period prescribed in Article 57.1.

57.3 The Senate may approve special arrangements for part-time, executive and other forms of Masters' degree programmes.

Article 58

The manner of assessment of student performance in Masters' studies shall be prescribed in Rules made by the Senate.

Article 59

The content of the programmes of study for the Bachelor's degree, and the Master's degree shall be set out in Rules prepared by the Deans of Faculties and approved by the Rector's Council and the Senate.

Part XI: Conduct of Research and Scholarship

Article 60

The doctoral studies (third cycle) degree will be awarded:

1. after successful completion of doctoral studies for a period of at least three years (180 ECTS points) after the award of the Master's (second cycle) degree either by the University or by an institution recognised by the University in accordance with the law; and
2. following successful defence of a thesis incorporating the results of the research.

The thesis must be submitted for examination no later than the end of the period which is twice that for which the candidate has registered.

Article 61

The manner of supervision of research and the examination arrangements for doctoral candidates shall be prescribed in Rules made by the Senate, which shall include a credit points system.

Article 62

The content of the programme of research to be undertaken towards the award of the doctoral degree shall be approved by the Council of the Faculty in which the research is primarily to be conducted.

Article 63

A member of academic or support staff possessing the degree of Master may undertake a programme of research and scholarship leading to the doctoral degree under conditions determined by the Senate.

Part XII: Academic Staff

Article 64

64.1 The academic staff of the University shall consist of persons appointed to the following grades:

1. Full Professors;
2. Associate Professors
3. Assistant Professors (Docents);
4. Higher Lectors
5. Lectors;
6. Associates

which positions may be held on the basis of full-time or part-time contracts.

64.2 Persons contracted as visiting staff under the provisions of the law shall be considered to be academic staff for the purposes of this Statute.

64.3 The University Board may by Rule vary the provisions of this Article in respect of academic staff employed in Faculties in which variant titles are recognised internationally.

64.4 The University Board shall by Rule provide for harmonisation of the academic titles of staff of the University with academic titles recognised according to the law.

Article 65

Subject to Article 66,

(1) Professors and Associate Professors shall be appointed, or academic titles approved, by the University Board or, if circumstances require, its Executive Committee on the recommendation of the Senate and the Rector;

(2) Assistant Professors (Docents), Higher Lectors, Lectors, and Associates shall be appointed, or academic titles approved, by the Senate which shall be advised by the relevant Faculty Council.

Article 66

66.1 All competitions for appointment shall be publicly advertised.

66.2 All appointments to the academic title of Full or Associate Professor shall be made after consideration of applications by a selection committee appointed by the Senate; the committee shall interview those candidates whom it considers best meet the requirements of the job.

66.3 The selection committee shall report to the Senate.

66.4 In the case of appointment of Assistant Professors (Docents) Higher Lectors, Lectors, and Associates, the Dean of Faculty shall select and propose one person for appointment.

66.5 Appointments may be proposed jointly by one or more Faculties.

66.6 Each selection committee for the appointment of full professors shall include at least one international member with recognised experience in the field appointed by the Senate with the approval of the Executive Committee of the University Board.

Article 67

All selection committees shall have both male and female members except with the express approval of the University Board or its Executive Committee.

Article 68

No person may be a member of a selection committee who is the spouse, partner or member of the close family of any candidate for appointment. The meaning of 'close family' shall be defined generally by the University Board.

Article 69

The requirements for appointment and promotion to any grade of academic staff shall be the possession of appropriate qualifications and experience relevant to the post:

(1) for the title of Professor the applicant must hold at least the degree of PhD or equivalent, demonstrate a high level of knowledge and scholarship in the subject, evidenced by publication in refereed and preferably international scientific journals, participation in international conferences and other activities and show evidence of academic leadership; or in the case of a Professor appointed in an artistic field, must have made public international presentations of artistic works, in exhibitions, in music, in drama, or the equivalent, have contributed at a high level to the development of arts and culture, normally hold at least the degree of MA or equivalent and show evidence of academic leadership;

(2) for the title of Associate Professor or Assistant Professor (Docent) the applicant must normally hold at least the degree of PhD or equivalent, have publications in refereed and preferably international scientific journals, produced artistic works or public presentations, demonstrate good performance in teaching and produce evidence of scholarly work and mastery of the subject in the respective field; or in the case of an Associate or Assistant Professor (Docent) appointed in an artistic field the applicant must have produced recognised artistic works or public presentations and demonstrate good performance in teaching;

3) for the title of Higher Lector the applicant must show competence in teaching and research, and must hold the degree of Master;

4) for the title of Lector the applicant must have practical experience in teaching, and must hold the degree of Master.

5) the applicant for Associate must hold the degree of Master and be enrolled in doctoral studies (third cycle) either in the University or in another institution recognised by law.

Article 70

All appointments shall be made on the basis of academic merit without discrimination on any ground such as sex, race, sexual orientation, marital status, colour, language, religion, political or other opinion, national, ethnic or social origin, association with a national community, property, birth or other status.

Article 71

71.1 Appointments to the academic staff shall be held for an initial period of one year, which may be renewed by the Rector on the recommendation of the Senate or Faculty Council as appropriate, in accordance with the procedures for the initial appointment.

71.2 The Rector may renew the appointment of a member of the academic staff for up to three years, which term may be renewed by the Rector under the conditions set out in paragraph (1) of this Article.

Article 72

72.1 A retired Professor may be appointed by the University Board or its Executive Committee to the position of Professor Emeritus; the duties of Professors Emeriti shall be prescribed in an individual contract.

72.2 The University Board or its Executive Committee may also grant the designation *Emeritus* to retired persons who have held the position of Rector or Pro-Rector.

Article 73

A scheme for up to one 'free year of studies' (sabbatical leave) for academic staff shall be prescribed by the University Board after consultation with the Senate.

Article 74

74.1 Academic staff are required to enter into a contract of employment with the University and nothing in this Article shall affect the respective rights and duties of employer and employee under contract according to the law.

74.2 Visiting academic staff are required to comply with the regulations of the University relating to the requirements of the Ministry of Internal Affairs of the Republic of Macedonia relating to the employment of foreign citizens.

74.3 Full Professors may be removed by the University Board from their positions during their contractual term only where the University Board considers there to be good cause.

74.4 Other academic staff may be removed by the Rector from their positions during their contractual term only where the Rector considers there to be good cause.

74.5 'Good cause' is defined as:

1. conviction for a serious criminal offence as defined by law;
2. acting in a manner that is likely to bring discredit on the University;

3. inability to discharge the functions of the post through physical or mental incapacity evidenced by the report of an independent medical practitioner appointed by the University Board;
4. conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of employment as judged by the Board or Rector as appropriate; or
5. selection for redundancy according to fair and open procedures determined by the University Board.

Article 75

The University Board shall make a Rule governing procedures for removal from academic staff positions according to the preceding Article.

Article 76

No member of staff appointed to a full-time position may undertake any work outside the University, including work for public or private companies or organisations or another University or higher education institution within or outside the Republic of Macedonia, without the permission of the Rector. In granting permission the Rector may attach any conditions at his or her discretion.

Part XIII: Student Rights and Obligations

Article 77

Students who are admitted to the University have the rights:

- (1) to attend all lectures, seminars and other teaching organised in their subject(s) according to their position;
- (2) to use the facilities of University libraries and other services for students;
- (3) to participate in elections for student positions in University bodies;
- (4) to receive an identity card;

(5) to receive, free of charge, an academic transcript at the end of each year of study.

and the obligations:

1. to observe the Rules made by the University;
2. to have due regard to the rights of staff and other students;
3. to give due and full attention to their studies and participate in the academic activities;
4. to conduct themselves, both on and off University premises, so as not to bring discredit on the University.

Article 78

Students have the right to complain about the quality of the teaching or other facilities of the University; such complaints shall initially be made to the Dean of Faculty or equivalent officer with further appeal to the Rector or a Commission appointed by the Rector whose decision shall be final. Rules elaborating these procedures shall be made by the University Board on the proposal of the Rector.

Article 79

Students may be removed from registration by the Faculty Council for failure to make adequate progress in their studies. An appeal may be made to a Committee appointed by the Senate whose decision is final. Rules elaborating these procedures shall be made by the University Board on the proposal of the Senate.

Article 80

Students who misconduct themselves may be excluded from the University permanently or temporarily by the Rector's Council. Students accused of misconduct have the right to be heard by a Discipline Commission which shall advise the Rector's Council. Suspension pending a hearing may be authorised by the Rector or a Pro-Rector. Students excluded by the Rector's Council may appeal to the Executive Committee of the University Board which may confirm or vary the decision of the Rector's Council. Rules elaborating these procedures shall be made by the University Board on the proposal of the Rector's Council.

Part XIV: Finance

Article 81

The University shall be a not-for-profit entity. It may derive its funding from among the following sources:

- i. grants in aid from the state budget of the Republic of Macedonia, from local authorities and other legal entities within the Republic;
- ii. donations and endowments from individuals, associations or foundations within and outside the Republic of Macedonia;
- iii. tuition and other fees payable by students;
- iv. research and consultancy grants and fees;
- v. exploitation of the University's intellectual property;
- vi. use of University facilities for conferences, seminars, meetings and similar events;
- vii. contracts for academic and non-academic services;
- viii. any other source permitted by law.

Article 82

82.1 The University Board shall establish an Audit and Risk Management Committee.

82.2 The Audit and Risk Management Committee shall recommend to the University Board the appointment of independent external auditors to conduct an audit annually on the proper use of resources and avoidance of fraud and to issue a certificate thereon. The auditors shall also report, as and when requested by the University Board or the Audit and Risk Management Committee on the adequacy of financial control measures in the University, the cost-effective use of resources, value for money issues or special studies of any Faculty, unit or administrative service.

82.3 The auditors appointed under the preceding paragraph shall not have any direct personal or professional relationship with any member of the University Board or Senate.

82.4 The Board may also appoint an internal auditor as part of the expert service with duties specified by the Secretary-General after consultation with the President of the University Board.

82.5 Both the independent external auditor and the internal auditor have the right of direct access to the President of the University Board.

Part XV: Records

Article 83

The Secretary-General shall be responsible for maintaining accurate records of:

1. applicants for admission;
2. students enrolled for all programmes of study and research;
3. graduates;
4. staff under contract;
5. property;
6. financial accounts;
7. research projects;
8. research and consultancy contracts;
9. commercial contracts; and
10. such other matters as are required by the University Board or the law.

Article 84

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 85

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

Part XVI: Organisations of staff and students

Article 86

Staff have the right of peaceful assembly and the right to form trade unions or staff associations to represent their collective interests to the authorities of the University and for other purposes within the law.

Article 87

There shall be a student organisation to which all students may belong.

Article 88

88.1 The student organisation shall have its own Statute approved by its members and by the University Board. The Statute shall embody principles of equal opportunities and non-discrimination.

88.2 Changes in the Statute of the student organisation shall be subject to the approval of the University Board on the advice of the Rector.

Article 89

An assembly of members shall be the supreme decision-making body of the student organisation.

Article 90

The student organisation established in accordance with this Part shall elect, in a free and fair manner, representatives to bodies as provided in this Statute and to act on its behalf in relations with the University authorities.

Article 91

Students have the right of peaceful assembly.

Article 92

Students also have the right to form associations or societies for any purpose permitted by law.

Article 93

Alumni of the University can establish an Alumni Association and define its organisation and function by its Statute which is approved by the University Board.

Part XVII: Concluding and Transitional Provisions

Article 94

94.1 Persons holding appointment at the date of entry into force of this Statute to any position shall continue in their appointment on the contractual terms and conditions applicable to them until the date new appointments are made in accordance with the provisions of this Statute.

94.2 The Members of the University Board holding office on 1 December 2008 shall continue in that office until the end of their four-year term on 31 August 2012.

94.3 Centres, Institutes and similar units existing as of 30 November 2008 shall be aligned with the structure set out in Part VIII of this Statute by 30 November 2009.

Article 95

Any existing practice of the University, whatever its legal origin or validity, which is not contrary to this Statute shall continue in full force and effect until the University Board resolves otherwise.

Article 96

The University Board shall be solely responsible for the interpretation of this Statute and the resolution of any conflicts.

Article 97

Proposals for changes in the Statute made by the Senate, Rector's Council or Rector shall require the approval of the University Board subject to the special procedure specified in Article 14.2.

Article 98

Existing students of the University shall remain on the programmes of study for which they have registered in accordance with the academic and other Rules made or authorised to be continued under this Statute.

Article 99

The Rector shall report regularly to the Rector's Council, Senate, University Board and its Executive Committee as appropriate on the implementation of the provisions of this Statute.

Article 100

100.1 This Statute comes into force on 1 December 2008.

100.2 The Statute of the SEE University in force on 1 September 2007 is hereby repealed.

Tetovo, 1 December, 2008

The President of the University Board

Dennis Farrington