



Working Regulation of the Senate

Article 1

The membership of the Senate and the process of work and taking decisions are decided by this regulation.

Article 2

The Senate of the University consists of:

1. the Rector;
2. the Vice - rectors;
3. the Deans of the whole academic unit;
4. one member, selected by the academic staff, of each academic unit;
5. one representative of the students and
6. one member of the technical-administrative staff.

Article 3

The members of the Senate out of point 1, 2, 3 and 5 are ex-officio members of the Senate whereas the members out of point 4 –academic staff- are members of the Senate for the period of two years. The member of the Senate from the students is elected for the period of one academic year.

Article 4

The Members of Senate from the academic staff are elected by the Scientific Council of each faculty, whereas the member of the students is decided by the Student's Union of the AAB University. The member of the Senate from the non-academic staff is appointed by the general Secretary of AAB University.

Article 5

The Senate must have at least two regular sessions in a semester, one at the beginning and one at the end of semester. The Senate can have more meetings depending on the intensity of work.

Article 6

The members of the Senate are obliged to take part on the meetings according to the Statute of University. A member of the Board of University can also take part in meetings of Senate, whereas without right to vote.

Article 7

The Rector of the University calls the regular meetings of the Senate. The irregular ones are also called by the Rector but on the request of a Dean of a faculty or at least three members of the Senate.

Article 8

The invitations containing the date, time, place of meeting and the agenda, are sent in written form or via email. The invitations as well as the necessary materials must be sent by the Secretary of the University at least 7 working days before the meeting takes place.

Article 9

The meetings of the Senate just can take place if more then the half of the members takes part on it.

The Senate makes decisions by majority of votes of present members.

Article 10

The meetings of the Senate are prepared and led by the Rector of the University.

Article 11

After the verification of the number of the present member, the Rector opens the meeting, names a person to take the minutes and proposes the agenda.

Article 12

After the proposal of the agenda, the Rector asks the other members to add or change items of the agenda. The agenda is accepted by the Senate with simple majority of votes.

Article 13

During the discussion of the different points of the agenda, the members should observe all matters which are under discussed on a rational way.

The Rector admits the members to the floor.

Article 14

After discussing all points of the agenda, the senate makes a decision or draws a special conclusion.

Article 15

The minutes are taken by the minutes holder who is named by the Rector. The minutes of the meeting should be signed by the minutes holder and the Rector.

The minutes should contain the date and the time of the meeting, the present participants, short points of the discussions, the decisions of the meeting and at the end the signatures of the respective persons.

Article 16

The Working Regulation of the Senate is valid if more then the half of the present members approves it.

Changes and other points are also regulated by the same way.

Article 17

This Regulation comes into force after the members of the Senate of the University approve it.