

Bartësi Privat i Arsimit të Lartë  
Private Bearer of Higher Education



**ALMA MATER EUROPAEA  
CAMPUS COLLEGE REZONANCA**



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**REGULATIONS OF THE WORK OF THE SENATE**

**PRISHTINA 2021**

Based on the Statute of Alma Mater Europaea Campus College Rezonanca, the College Senate, in its meeting held on 31.03.2021, approved the following:

## Regulations on the Work of the Senate

### I. GENERAL PRINCIPLES

#### Article 1

1. These Regulations define the working procedures of the College Senate.
2. These Regulations determine the manner of convening meetings, presiding over them, conducting them, decision-making procedures, election procedures, and the implementation of decisions.

#### Article 2 – Composition of the Senate

1. The Senate is the highest academic body of the College, responsible for academic and scientific research matters.
2. The Senate consists of the following voting members:
  - o The Rector,
  - o 3 Vice-Rectors (Vice-Rector for Teaching, Vice-Rector for Science, and Vice-Rector for External Cooperation and Quality),
  - o 3 Faculty Deans (Dean of the Faculty of Dentistry, Dean of the Faculty of Pharmacy, and Dean of the Faculty of Medical Sciences),
  - o 1 representative elected from the Department of Basic Biomedical Sciences,
  - o 1 representative elected from the Department of Clinical Sciences,
  - o 7 representatives from the departments of the Faculty of Technical Medical Sciences,
  - o 1 representative elected from the Faculty of Dentistry,
  - o 1 representative elected from the Faculty of Pharmacy,
  - o 1 representative elected from the non-academic staff,
  - o The College Secretary, and
  - o 11 representatives elected by the Student Parliament.
3. The members from the Student Parliament are elected from among the regular students of the College.
4. Student members of the Senate must be distinguished students with a minimum average grade of eight (8) and must not be repeating the academic year.
5. The College Secretary is a permanent member of the Senate, without voting rights.

#### Article 3 – Term of Office of Senate Members

1. The term of office for academic and non-academic members of the Senate is four years.
2. The term of office for student members is one year, without the right to re-election.
3. Their term begins on October 1st.

#### Article 4

1. The Senate is chaired by the Rector. In their absence, the Senate is chaired by the Vice-Rector designated by the Rector, according to the order of succession.

## Article 5 – Responsibilities of the Senate

1. The Senate is responsible for:
  - 1.1. General strategic issues related to research, studies, teaching, and courses at the College;
  - 1.2. Approving the College's mission statement;
  - 1.3. Admission criteria for students;
  - 1.4. Approving proposals from the Faculty Council regarding the selection and promotion of academic staff;
  - 1.5. Policies and procedures for assessment and examination of students' academic work;
  - 1.6. Approving the content of curricula;
  - 1.7. Ensuring lifelong learning;
  - 1.8. Academic standards and the validation and review of courses;
  - 1.9. Quality assurance and evaluation;
  - 1.10. Procedures for awarding qualifications and honorary academic titles;
  - 1.11. Procedures for student expulsion for academic or other reasons;
2. Developing strategies for academic activities at the College and securing the necessary resources to support them, as well as advising the Rector and the Governing Council;
3. Developing policies for protecting the College's intellectual property and its commercial utilization;
4. Providing advice on other matters requested by the Governing Council or the Rector.

## Article 6 – Duties of the Senate

1. The duties of the Senate include:
  - 1.1. Approving the College Statute, as proposed by the Governing Council;
  - 1.2. Electing the members of the Governing Council proposed by the College;
  - 1.3. Forming a Professional Commission of five (5) members to propose the list for the position of Rector;
  - 1.4. Approving the proposal of academic unit councils for the selection of Deans and Vice-Deans;
  - 1.5. Initiating the procedure for the dismissal of Deans and Vice-Deans as per the provisions of this Statute;
  - 1.6. Making decisions on the establishment and dissolution of academic units and proposing other changes to their status for approval by the Governing Council;
  - 1.7. Approving the study programs of academic units;
  - 1.8. Developing strategies for the academic development of the College;
  - 1.9. Issuing general regulations on educational, research, and artistic activities;
  - 1.10. Establishing procedures and criteria for evaluating teaching, scientific work, and artistic activities;
  - 1.11. Proposing criteria for student admission in accordance with this Statute and the Law on Higher Education;
  - 1.12. Deciding on criteria for student expulsions;
  - 1.13. Defining academic standards for lectures and ensuring the quality of education, in accordance with this Statute;
  - 1.14. Determining the content of all academic records and documentation as per this Statute;
  - 1.15. Establishing the procedure for evaluating academic staff, in line with this Statute;
  - 1.16. Electing members for all committees and councils formed by the Senate;
  - 1.17. Making final decisions while considering objections raised by academic unit councils;
  - 1.18. Deciding on the awarding of the title **Dr. honoris causa**;
  - 1.19. Deciding on the awarding of the title **Professor Emeritus** as per the provisions of this Statute;
  - 1.20. Deciding on the awarding of the title **Honorary Member of the College**;

- 1.21. Reviewing issues upon request of the Governing Council or the Rector;
- 1.22. Reviewing issues upon the proposal of the Academic Unit Council;
- 1.23. Reviewing issues upon request from the Student Parliament;
- 1.24. Issuing the Senate's working regulations;
- 1.25. Reviewing other matters as defined by this Statute or upon the request of the Governing Council, the Rector, faculty councils, or the Student Parliament.

#### Article 7

1. At the first meeting, the Senate verifies the mandates of the Senate members.
2. The voting on the report is done in its entirety if no mandate has been contested.
3. If there are contested mandates, these are voted on separately, after the voting on the uncontested mandates.

#### Article 8

1. After verifying the mandate, Senate members sign the ethical declaration regarding the responsible and honest fulfillment of their duties.

#### Article 9 – Convening of Meetings

1. Senate meetings, both regular and extraordinary, are convened and chaired by the Rector.
2. The Senate holds at least two regular meetings: one at the beginning and one at the end of the respective semester.
3. The Senate may hold more meetings as needed.
4. Extraordinary meetings may also be requested by the Deans or by at least one-third of the Senate members. These meetings are convened by the Rector.
5. In extraordinary meetings, the agenda is limited to one main item.
6. The meeting invitation is sent at least three days before the meeting. It may be sent in writing, by email, or by any other technical means that ensures secure delivery and notification.
7. The invitation must include the date, time, location of the meeting, and the agenda.
8. The entire documentation for review in the meeting is sent to Senate members via email.

#### Article 6 – Participation in Meetings and Representation

1. All Senate members have the right and obligation to participate in Senate meetings.
2. In Senate meetings, members vote personally. Vote delegation is not allowed.
3. Senate meetings are held if at least two-thirds of the Senate members are present.

#### Article 7 – Opening of the Meeting and Approval of the Agenda

1. After verifying the number of participating members and confirming the quorum, the Rector declares the Senate meeting open and proposes the meeting agenda.
2. Senate members have the right to propose changes and additions to the agenda, providing justification for their proposals.
3. The agenda is approved by a simple majority of the members present at the meeting.

## Article 8 – Meeting Proceedings

1. After the agenda is approved, the Senate proceeds with the review and decision-making on the approved agenda items.
2. The Rector or a designated representative presents the report and justification for each agenda item, after which the discussion is opened.
3. All Senate members may participate in the discussion.
4. Speaking turns are taken in the order of request. No one may speak without being granted the floor by the Rector.
5. Each participant may speak up to twice per agenda item: the first time for up to five minutes and the second time for up to two minutes.
6. The Rector ensures compliance with the Senate's Rules of Procedure and the conduct of Senate members in accordance with these rules.
7. The Rector ensures that discussions remain focused on the content of the issue under review.
8. Any participant who believes that their statements have been misrepresented may request to respond, with the Rector's permission, immediately after the discussion of the concerned participant has ended. A response is allowed only twice for the same issue, with a maximum duration of two minutes each.
9. If a Senate member has a conflict of interest, they are obligated to declare it.
10. Unless the Senate decides otherwise, the member with a conflict of interest must leave the meeting during the discussion of the issue.
11. The member with a conflict of interest does not have the right to vote on the respective issue.
12. The Rector has the right to interrupt the meeting for up to 30 minutes. With the Senate's approval, this break can be extended.

## Article 9

1. The Senate may decide, based on a proposal from the Rector or a Senate member, to review certain issues in a future meeting after more detailed preparation.

## Article 10 – Decision-Making, Voting, and Elections

1. Senate decisions are valid if at least two-thirds of the total number of members participate in the meeting.
2. After the review and conclusion of discussions, the Senate makes a decision or conclusion.
3. The Rector formulates the decision proposal or request related to that agenda item.
4. Decisions are made by a majority vote of the members present at the meeting.
5. If there are multiple decision or conclusion proposals, votes are first cast on the proposals from the College's governing bodies, followed by other proposals.
6. Voting is conducted either openly or secretly. The Senate decides on the voting method in the respective meeting.
7. Voting options are: "For," "Against," and "Abstain."
8. In the event of a tie, the proposal is considered rejected.
9. The secret voting process is implemented by a committee appointed by the Senate, consisting of three members.
10. If a Senate member is unable to attend the meeting in person, they may vote via email, provided that the email is shared with all Senate members.

## Article 11 – Maintaining Order in Meetings

1. The Rector is responsible for maintaining order in the meetings.
2. In cases of serious violations during the meeting, the following measures may be imposed:
  - a. **Warning** – issued when a participant disrupts and obstructs the normal proceedings of the meeting through their behavior and discussion.
  - b. **Revocation of the Right to Speak** – applied when a participant, who has already been warned, continues to disrupt and obstruct the normal proceedings of the meeting.
  - c. **Removal from the Meeting** – applied when a participant continues to hinder the meeting’s progress even after being deprived of the right to speak. The removal applies only to that specific meeting.

## Article 12 – Meeting Minutes of the Senate

1. Minutes are recorded for every Senate meeting and must be signed by both the Rector and the secretary.
2. The secretary is appointed by the Rector.
3. The minutes must include: the location, date, start and end times of the meeting, the agenda, the list of participants, all proposals, decisions, and conclusions of the meeting.
4. Any additional documents must be attached to the minutes.
5. The minutes must be prepared within one week after the Senate meeting and sent in extract form to Senate members along with the materials for the next Senate meeting.
6. The minutes are approved in the following Senate meeting.
7. The minutes are archived at the College, along with reviewed materials from the agenda, as long-term documents.

## Article 13 – Committees

1. The Senate may establish councils or temporary committees to advise on specific aspects of its work.

## Article 14 – Acts of the Senate

1. The Senate issues: Regulations, Decisions, Conclusions, and Recommendations.
2. The Senate provides authentic interpretations of the acts it approves.
3. The secretary prepares the decisions, conclusions, and recommendations, while regulations are prepared by the respective committee.

## Article 15

1. For all matters not covered by this regulation, the provisions of the Statute and the Law on Higher Education No. 04/L-037 shall apply.

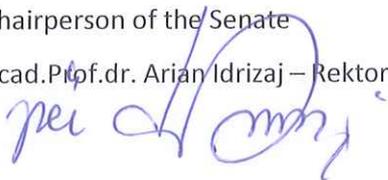
## Article 16 – Final Provisions

1. The Rector, as the chair of the Senate, is responsible for the implementation of this Regulation.
2. The Senate provides the authentic interpretation of this Regulation.
3. This Regulation enters into force immediately after its approval by the Senate.

4. Amendments and additions to this Regulation shall be made following the same approval procedure.

Chairperson of the Senate

Acad.Prof.dr. Arian Idrizaj – Rektor



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