



INTERNATIONAL BALKAN UNIVERSITY

No. 100.120/2024

05.02.2024, Skopje

Based on Article 103, Paragraph 1 Item 8 of The Law on Higher Education (“Official Gazette of Republic of North Macedonia” number 82/2018, 154/2019, and 178/2021) and Article 61 Paragraph 1 Item 13 of the Statute of the University, the Rectors’ Board of the International Balkan University, on 05.02.2024, adopted the following

RULES OF PROCEDURE

OF THE RECTORS’ BOARD OF THE INTERNATIONAL BALKAN UNIVERSITY- SKOPJE

1. GENERAL PROVISIONS

Article 1

These Rules of Procedure shall prescribe the work rules (the way of working, decision-making, etc.) of the Rectors’ Board of the International Balkan University – Skopje.

Article 2

The composition, competence, and decision-making method of the Rectors’ Board are determined by the Law on Higher Education, the Statute of the International Balkan University - Skopje, and these rules of procedure.

2. RIGHTS AND DUTIES OF THE MEMBERS OF THE UNIVERSITY SENATE

Article 3

The members of the Rectors’ Board have rights and duties determined by the Law on Higher Education, the Statute of the University, and these Rules of Procedure.

Article 4

The member of the Rectors' Board has the right and duty to attend the sessions of the Rectors' Board, to prepare for each session, and to participate in the work and decision-making of the Rectors' Board.

The Rectors' Board consists of the Rector, the Vice-Rectors', the Deans, i.e., the DiRectors' of the units, and one representative of the University Student Assembly.

The Secretary General of the University also participates in the work of the Rector's Office, without the right to vote.

Due to certain important issues related to the activity of the University, other members of the University may participate in the Rectors' Board at the invitation of the Rector.

Article 5

The Rector of the University convenes the sessions of the Rectors' Board, manages their work, and takes care of their course.

In the absence of the Rector, the session of the Rectors' Board is convened and chaired by one of the Vice-Rector of the University, authorized by the rector.

Article 6

The rector's administration, at its meetings, adopts general acts, decisions, conclusions, and recommendations, takes positions on separate issues, and gives proposals and opinions.

Article 7

The member of the University Senate, at a session of the University Senate, has the right:

- to participate in the examination of the proposed acts that are on the agenda of the session and to give his own suggestions during their adoption.
- to propose the adoption of general and individual acts from the competence of the University Senate;

- to propose consideration of other issues within the competence of the University Senate.

Article 8

The member of the Rectors' Board has the right to ask questions regarding the items on the agenda of the session.

The Rectors' Board must respond in writing and orally to the questions posed by the members of the University Senate or to the entire Senate itself. The Rectors' Board is obliged to give the written or oral answer at the next session of the University Senate, from the day the question is asked, and within a shorter period at the request of the members of the Senate, or in the entirety of the Senate itself.

The Rector of the University informs the University Senate about the work of the Rectors' Board (in writing or orally).

3. SESSIONS OF THE RECTORS' BOARD

Article 9

The Rectors' Board performs the tasks of its competence in a session, in accordance with the Law on Higher Education, the Statute of the University, and these Rules of Procedure.

The Rectors' Board can work if more than half of the total number of members of the Rectors' Board are present at the session.

The decisions of the Rectors' Board are adopted by a majority vote of the present members of the Rectors' Board.

The Rector is obliged to formulate the proposal to be voted on and after the vote to announce what decision has been made. The accepted wording of the decision is entered in the minutes.

The decisions made at a session of the Rector's Administration are signed by the Rector.

4. COMPETENCES OF THE RECTORS' BOARD

Article 10

The Rectors' Board, within its competence:

- Prepares and proposes the acts and materials for issues decided by the Senate;
- Reviews and gives an opinion on the study programs of the faculties;
- Reviews and gives an opinion on the study and subject programs for the interdisciplinary and multidisciplinary studies of the first, second, and third cycles of higher education that are directly organized by the University;
- Takes a position on the current development of the scientific research activity;
- Decides on interdisciplinary and multidisciplinary scientific research projects;
- Makes decisions about the current international cooperation of the University;
- Regulates the issuance of diplomas and other documents for completed higher education studies;
- Determines and announces the call for enrollment in studies from the first, second, and third cycles of higher education;
- Makes suggestions for organizing gatherings, symposiums, consultations, etc.;
- Makes proposals for the implementation of international cooperation;
- Establishes commissions and other working bodies to study and draft proposals on issues from the scope of work of the Rectors' Board;
- Takes decisions on determining the competence and composition of the commissions and appoints their presidents;
- Adopts Rules of Procedures for the work of the Rectors' Board;
- Performs other tasks determined by the Statute of the University or delegated by the rector.

Article 11

The Rectors' Board determines and publishes the call for enrollment in the first, second, and third cycle studies at the University.

The academic year begins on October 1 and ends on September 30 of the following year, and is divided into two semesters (winter and summer). The Rectors' Board adopts the University Calendar at least 3 months before the end of the current academic year and publishes it through the University's media (bulletin board, website, etc.).

The proposal for the distance learning plan is submitted by the unit, which is the holder of the study program, and is adopted by the Senate after the previous opinion of the Rectors' Board.

Article 12

A proposal for awarding the title of honorary professor is submitted to the Rectors' Board by the teaching-scientific council of the unit within the University.

If the proposal from paragraph 1 of this article is accepted, the proposal and the report are submitted to the Rectors' Board, which further gives an opinion to the Senate.

Article 13

A proposal for awarding the title of professor emeritus in written form with an explanation is prepared by the teaching-scientific council of the University unit.

The proposal is submitted to the Rectors' Board, which gives an opinion to the Senate.

Article 14

Complaints against decisions on termination of student status can be submitted to the Rectors' Board within 8 days from the day the student received the decision.

The rector's administration makes a decision that determines the position of students who study simultaneously in two directions.

5. FINAL PROVISIONS

Article 15

The administrative, professional, and auxiliary-technical work for the needs of the Rectors' Board, its commissions, and working bodies is carried out by the administrative service of the International Balkan University - Skopje.

Article 16

This Regulation enters into force on the day of its publication in the University Bulletin.

Rectors' Board

Prof. Dr. Lutfi Sunar

Rector