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RULES

**ON THE STRUCTURE AND WORK OF THE STUDENT COUNCIL /SC/ TO THE
EUROPEAN POLYTECHNICAL UNIVERSITY /EPU/ - CITY OF PERNIK**

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CHAPTER ONE **GENERAL PROVISIONS**

Article 1. These Rules set out the structure, management and work of SC at EPU.

Article 2. These Rules are made in compliance with article 72 (3) of the Higher Education Act and article 41 (2) of the Rules on the structure and operation of the University.

Article 3. (1) SC is a legal representative of all students and PhD students.

(2) SC is aimed at protecting the common interests (intellectual, social, cultural, sports, creative, etc.) of the students and PhD students in EPU.

(3) SC is a body maintaining the contacts between the students and the administrative and academic management of the University at all levels.

Article 4. The SC participation in the management and representation is an activity carried out by the students in EPU free of charge and in public benefit, in favour of the students and PhD students in the University.

Article 5. All students and PhD students may elect and may be elected in SC, without restrictions in terms of sex, race, nationality, age, etc.

Article 6. SC is a non-political student organisation and its members may not use it to achieve any kind of political goals whatsoever.

Article 7. Voting procedure

(1) Resolutions are adopted by majority of more than half of the total number of members of SC.

(2) The meetings of SC are held in the presence of more than half of the total number of members. In case less than the required minimum are attending the meeting, the members wait for 15 minutes and if there are not enough members (more than half) attending, the meeting is declared void and is adjourned for a date not later than 5 days after the initial date.

(3) The members vote through an open ballot by voting for or against a resolution.

(4) No abstaining is allowed for the resolutions of SC and each member has the right to one vote.

(5) Authorisation is allowed for good reasons only. The authorised person should be a member of SC, and one member of SC may represent only one other member of SC. Voting by proxy is not allowed.

(6) In case of absence from more than two meetings, the member is dismissed and replaced by another representative of their academic standard with the votes of the students in the respective academic standard.

Article 8. Procedure for applications and proposals



(1) SC accepts questions, applications, complaints, requests, proposals, etc. related to the study process or the administration, which are submitted in writing to a member of SC.

(2) SC has the right to refuse assistance to applications or proposals in the following cases:

- the requests are in conflict with the legal regulations of the University;
- SC does not have the required jurisdiction;
- SC does not have the required resources.

CHAPTER TWO

MEMBERS AND STRUCTURES OF THE STUDENT COUNCIL

Article 9. SC managing bodies:

- 1) General meeting
- 2) Student executive board (SEB)
- 3) Co-chairs
 - a. representative for the EU member states
 - b. representative for non-EU member states
- 4) Secretary

Article 10. SC meets not less twice during the semester.

Article 11. SC is convened by its co-chairs or upon request of 1/5 of the total number of members with proposed agenda.

(1) The agenda and the date of the meeting are announced in writing not less than 5 days before the date of the meeting. Exceptions are allowed in case urgent resolutions need to be adopted.

(2) The voting results are announced immediately by the co-chairs of the SC. Minutes are made at each meeting kept by the secretary and signed by the two co-chairs.

Article 12. The participation in the SC is an obligation with the highest priority of its members.

Article 13. SC has the following powers:

- 1) adopts and amends the rules on the organisation and work of SC with more than half of the votes of all of its members;
- 2) appoints and dismiss the co-chairs and the secretary from membership;
- 3) elects and dismisses its representatives in the Academic Council and in the Program Councils;
- 4) adopts resolutions related to the field of its work and defines the council's priority activities;
- 5) discusses and adopts the report of the co-chairs.
- 6) is in charge for the dissemination of information about the work of SC at University level.

CHAPTER THREE

ELECTION OF STUDENT COUNCIL



Article 14. (1) SC is established through general university elections. All students and PhD students in the University take part in these elections pursuant to HEA.

(2) The term of office for which the members of SC are elected is one academic year and then the members are updated.

(3) Each course of each academic standard participates with at least one member in SC from a EU or non-EU member state elected by voting at a meeting of the respective course of students.

(4) The meetings under the preceding paragraph are valid if attended by more than half of the students and the representatives for whom more than half of the present have voted are considered elected.

Article 15. The co-chairs are elected through open ballot of the members of SC with majority. Co-chairs have equal rights and obligations.

Article 16. After the elections newly elected co-chairs of SC submit the results to the rector of the University and declare that the elections are held in compliance with these Rules.

Article 17. The membership in SC may be terminated in case a member of SC:

- 1) leaves or moves to another university and lose their student status;
- 2) successfully completes the course of study in the University;
- 3) with their conduct deteriorates the reputation of SC and the University;
- 4) is absent from meetings more than twice for no good reason;
- 5) declares such wish to the co-chairs of SC;
- 6) uses their power for personal benefit;
- 7) systematically fails to fulfil their obligations under these Rules;
- 8) illegally assigns their responsibilities to individuals outside the structure of SC;
- 9) commits actions causing financial losses to the budget.

Article 18. Upon termination of the membership in SC, a new representative of the respective academic standard is elected whose term of office expires with the expiration of the term of office of the other members of SC.

CHAPTER FOUR **WORK OF THE STUDENT COUNCIL**

Article 19. The work of SC is aimed at:

- assisting the organisation of surveys among students on all issues of common interest, including the study process;
- informing and orienting the students about the opportunities provided by the University for their development as specialists;
- supporting the academic management and the lecturers in the introduction of education innovations in the University;



- supporting the involvement of students and PhD students in the implementation of research projects within the major units and research structures, as well as their participation in joint work with the business in the field of the specialty;
- keeping database of students and encouraging them to participate in national and international research projects;
- encouraging students to participate in scientific fora, conferences, symposia, etc. and assisting the publication of their best achievements;
- supporting the Career Development Centre for the purposes of professional realisation of students and assisting the courses and apprenticeships in the conditions of future realisation;
- maintaining contacts with employers for entering into preliminary contracts with them;
- cooperating for the unity of multinational student community, team work of students from different races, religions and cultures, overcoming any tension between ethnos and groups, cultivation of European values in the student community: acceptance of the other, tolerance, understanding and sympathy.

Article 20. Powers of SC

(1) Schedules and conducts elections for new SC upon expiration of the term of office of the previous one and in compliance with HEA.

(2) Working groups for different types of activities, such as study, sports, cultural, social, etc., are established to facilitate the work of SC.

(3) Proposes amendments to the rules of SC.

(4) Undertakes measures in relation to the complaints submitted to the SC in accordance with the rights given hereunder.

(5) Resolves on all issues relevant to the work of SC.

Article 21. Each member of SC is obliged:

- 1) to observe the Rules on the structure and work of the University;
- 2) to observe the Rules of SC and the resolutions adopted thereby;
- 3) not to use SC for achieving personal, political (and financial) goals.

CHAPTER FIVE
FUNDING OF STUDENT COUNCIL

Article 22. (1) The work of the SC in relation to the protection of the common interests of the students in the University is funded by the University's budget in the amount 0,5% of the education support in compliance with article 72, paragraph 5 of HEA.

(2) The funds mentioned in (1) are used for protection of the social interests of students, for cultural, sports, scientific, creative, international and other events in compliance with article 72, paragraph 5 of HEA.



Article 23. The funds for SC work are raised from:

- (1) the budget of the University;
- (2) sponsorships and joint projects with other organisations;
- (3) funding from foundations;
- (4) subsidies from national and international programs;
- (5) donations and inheritances;
- (6) copyrights;
- (7) other sources.

CHAPTER SIX

REPORTING AND SUPERVISION OF THE WORK OF THE STUDENT COUNCIL

Article 24. (1) SC supervises the work of the students' representatives in SC.

(2) At the end of each academic year, the chairman of SC reports the work of the organisation to the General meeting of students and to the AC.

TRANSITIONAL AND FINAL PROVISIONS

1. These Rules enter into force upon their approval by the SC.
2. In case of dispute in relation to any of the provisions of these Rules between the University's management and SC, the dispute is referred for settlement to the Minister of Education and Science and the disputed provisions do not apply until the settlement of the dispute.
3. These Rules are adopted at a meeting of SC on 24.10.2011.