



*European
Polytechnical
University*

23 Sv. Sv. Kiril and
Metodiy Str.
2300 Pernik, Bulgaria
Tel. 00359 898751012

**President of EPU:
Prof. Giuseppe Saccone, Ph.D.**

RULES

on the Work of the Academic Council and

its Commissions

Pernik, 2016

[www . epu . bg](http://www.epu.bg)



I. ELECTION OF ACADEMIC COUNCIL

Article 1. (1) These Rules on the work of the Academic Council (hereinafter referred to as “the Council”) of the European Polytechnical University (hereinafter referred to as “the University”) are adopted in compliance with the Rules on the structure and operation of the University.

(2) These Rules set out:

1. The election of the Academic Council;
2. Preparation of the meetings of the Council;
3. The rules of procedure of the Council;
4. The formation and adoption of the resolutions of the Council;
5. The preparation and approval of the minutes of the Council;
6. The number, name, members and work of the Council Commissions.

Article 2. (1) The Academic Council is a supreme academic managing body of the University and comprises of at least twenty six members.

(2) The total number of the members of the Academic Council and the procedure for election of rector and Academic Council are approved for each term of office by the Board of Trustees in compliance with article 12, paragraph 5, item 2, and article 24, paragraph 3 of the Rules on the Structure and Operation of EPU.

(3) Not less than 70 /seventy/ percent of the members of the Academic Council are habilitated individuals.

(4) The members of the Academic Council comprise:

1. Representatives of the academic staff employed under employment agreement in the University;

2. Representatives of the academic staff who are part-time lecturers in the University and who are not more than 20% of the pay-roll lecturers in the Council;

3. Representatives of the Student Council;

4. Representative of employees;

5. Representatives of employers, science, business, professional communities, professional and creative organisations, public and cultural figures with contribution to the development of the University.

Article 3. (1) The Academic Council consists of two quotas with equal number of members:

1. Quota of the Board of Trustees;

2. Quota of the University's academic staff.

(2) The quota of the Board of Trustees is proposed by the president of the University and is approved at a meeting of the Board of Trustees.

(3) In compliance with article 12, paragraph 5, item 2 of the Rules on the Structure and Operation of EPU, the quota of the academic staff is nominated by the members of the existing departments with simple majority, if half of the members of the respective department are present as a minimum, and is elected for the next term of office, according to the rules approved by the Board of Trustees.

(4) The rector and the administrative director are members of the Academic Council by right from the quota of the Board of Trustees.

(5) The representatives of the Student Council are elected by the Student Council itself.

Article 4. (1) The rector issues an order with the names of the Council comprising the two quotas and schedules its first meeting.

(2) The term of office of the Council is four years.

(3) In case a member of the Council resigns, irrespective of the reasons as set out in article 16 of the Rules on the Structure and Operation of the European Polytechnical University, a new member is elected among the reserves for the quota in which there is a vacancy.

II. PREPARATION OF THE MEETINGS OF THE ACADEMIC COUNCIL

Article 5. (1) The regular meetings of the Council are held before the beginning and at the end of each semester.

(2) Upon raising of urgent matters that are within the jurisdiction of the Council, extraordinary meetings are also held.

(3) A schedule of regular meetings of the Council with draft agenda and rapporteurs under each item of such agenda is defined, which is approved by the Council at the beginning of the semester.

Article 6. (1) At least two weeks before the date of the meeting of the Academic Council, if needed the Rector's Council makes changes in draft agenda.



(2) The rapporteurs receive the agenda, formulate the issue, prepare the required materials and propose draft resolutions.

(3) The rapporteurs submit the materials under the agenda to the rector.

(4) At least one week before the meeting of the Council, the Rector's Council holds a meeting to discuss the materials that should be sent to the members of the Council by email.

(5) The members of the Council become familiar with the materials and send their comments to the administrative director who forwards them to the rapporteur. The latter prepares their report before the Council taking in consideration already submitted comments.

III. CONDUCTING THE MEETINGS OF THE ACADEMIC COUNCIL

Article 7. (1) The technical secretary who keeps the minutes of the meetings verifies the quorum under article 17 of the Rules on the structure and operation of the European Polytechnical University by the signatures of the members of the Council. If the quorum exists, the meeting is declared open with delay of not more than 15 minutes. In case of failure to conduct the meeting due to the lack of quorum, the meeting is adjourned for not later than two weeks.

(2) The meeting is chaired by the chairman of the Council.

(3) The chairman of the Council proposes the draft agenda.

Article 8. (1) The Council discusses and votes the agenda of the meeting.

(2) The chairman of the Council reads the minutes of the last meeting, and if needed, proposes corrections thereto.



(3) The chairman gives time to report under the items of the agenda not exceeding 5 minutes per rapporteur.

(4) Discussion is held, firstly with questions, and then with statements. The statements should be always focused on the draft resolution. During the discussion the members of the Council who have submitted written notes to the discussed material in advance have an advantage.

(5) The chairman proposes draft resolutions that take in consideration the proposals of the rapporteur as well as the amendments and supplements resulting from the discussion.

(6) Resolutions are voted by open ballot, unless a proposal for a poll is made, however such poll may be conducted in compliance with article 18, paragraph 3, item 3 of the Rules on the Structure and Operation of EPU, only with the consent of more than half of the total number of members of the Council.

(7) Each voting on staff issues, including for the managing bodies at all levels, is conducted by poll. Poll is also conducted on issues for obtaining academic degrees in EPU.

(8) In case the resolutions are related to obtaining academic degrees and scientific degrees, the habilitated individuals and members of the Council holding scientific degrees may take part in the voting only.

Article 9. The draft minutes of the meeting are made by the technical secretary not later than one week after the meeting and are signed by the chairman of the Council.

IV. SUPERVISION OF THE RESOLUTIONS OF THE ACADEMIC COUNCIL

Article 10. (1) The draft minutes of the Council meeting are sent to the members of the Academic Council by email not later than one week after the meeting for information.



(2) Within three days after the expiration of the time period under paragraph 1, each member of the Academic Council may send their comments and amendments to the minutes to the chairman of the Academic Council by email.

(3) If such comments are related to clarifications and elimination of admitted technical and revision errors and omission, they are taken into consideration.

(4) Within 14 days of the meeting, the minutes of the Academic Council

1. are signed by the rector, the chairman and the technical secretary of the Academic Council;

2. are approved by the president;

3. are recorded in the archive;

4. are made available to the university community through the intranet of the University;

5. the rector sends a transcript-excerpt to the individuals who are in charge for the implementation of the resolutions.

(5) When the comments under paragraph 2 are related to material modifications, the president or the proposing member of the Academic Council may request a review and new discussion of the respective issue upon the adoption of the agenda of the Academic Council.

Article 11. Any failure or delay in the implementation of the resolutions of the Council are subject to sanctions by the rector and the president under a disciplinary procedure.



V. COMMISSIONS OF THE ACADEMIC COUNCIL

Article 12. (1) Standing and temporary commissions are established to the Council.

(2) The standing commissions comprise:

1. members of the Council;
2. external specialists to the University;
3. employees of the University.

(3) Council standing commissions:

1. perform some of the functions assigned by the Higher Education Act as obligations of the Faculty Councils where such functions are set out in other regulations of EPU;
2. before the meetings of the Academic Council, discuss the items of the agenda submitted for discussion by the Rector's Council, and express an opinion during the meeting;
3. express views on materials and discussion issues upon assignment of the rector and the president of the University if they fall in their jurisdiction.

(4) Temporary commissions may be established on issues within the jurisdiction of the Council by its resolution.

(5) Proposals for temporary commission are made by the president, the rector or a member of the Council. In this case the tasks and the supervision on the work of the commission are contained in the resolution.

Article 13. (1) Council standing commissions are as follows:

1. Commission on study process in the University;

2. Commission on science and cooperation of the University;

3. Commission on the development of the academic staff.

(2) The members of the commissions are approved by the Council upon proposal of the chairman of the Council in coordination with the rector and the vice-rectors.

(3) The members of the commissions also comprise employees of the respective administrative offices who keep the minutes and prepare their meetings.

(4) The commissions are chaired by the vice-rectors in charge of the respective line of operation or individuals nominated by them.

(5) The vice-rector in charge of the study process is a member of the Commission on the development of the academic staff by right.

Article 14. (1) The powers of the commissions are set out in the Rules on the structure and operation of the European Polytechnical University and its subordinate regulations.

(2) The commissions report their work to the Academic Council.

Article 15. The Rules on the work of the Academic Council of the European Polytechnical University is adopted on 22.12.2011 and enter into force upon their approval. Supplemented on 12.12.2012.

The Rules are amended and supplemented by resolution of the Academic Council of the University on 03.11.2016.