



## **ORGANISATION AND OPERATING REGULATION OF ACADEMIC SENATE OF THE MEDITERRANEAN UNIVERSITY OF ALBANIA**

### **I. GENERAL PROVISIONS**

#### **Article 1**

##### **Legal Basis**

The Regulation of the Academic Senate of the University "Mediterranean of Albania" is based on Law no. 80/2015, "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and the Statute of the institution.

Through this regulation it is regulated the composition, mandate, competencies, calling and organization of meetings, forms of decision-making and other issues related to the work of the Academic Senate.

#### **Article 2**

##### **The purpose of the activity of the Academic Senate**

1. The Academic Senate of the "Mediterranean University of Albania" is a collegial decision-making body
2. The Academic Senate examines the most important problems of the institution in the field of teaching, scientific research, and assesses their effectiveness.

### **II. ORGANISATION AND OPERATION OF THE ACADEMIC SENATE**

#### **Article 3**

##### **The composition of the Academic Senate of MUA**

1. The Academic Senate of the Mediterranean University of Albania consists of 9 (nine) members which include:
  - a) The rector of MUA;
  - b) Deans of Faculties;
  - c) a representative from the academic staff of the main units;



- d) a representative from students at 10% count ( ten percent).
2. The members of the Academic Senate are elected by the assemblies of the academic staff of the main units, through a general vote, for a four-year term, with the right of re-election, among the full-time academic staff members, self-nominated, in accordance with the Law and according to procedures defined in the MUA Election Regulation.
  3. Members of the Senate belong to the category "Professor" or hold the scientific degree "Doctor" (PhD), obtained at universities of OECD or EU member states. In the absence of the governing authorities with this title and for the purpose of representation (from all the main units of the institution), their category can be deducted to the rank of "Doctor" with the exception of this condition for the student representatives.
  4. The Academic Senate of MUA also has honorary members, with an advisory function, without the right to vote.

#### **Article 4**

##### **The mandate of the Academic Senate and its members**

1. The Academic Senate as a collegial body has a 4-year mandate with the right of re-election.
2. The mandate of the member of the Academic Senate starts from the moment of election and lasts until the end of the mandate of the Academic Senate
3. The mandate of the member of the Academic Senate is considered prematurely terminated in cases when the member:
  - a) Resigns as a member of the Academic Senate;
  - b) In cases when he is dismissed, released or resigns from duty, when the latter's designation.;
  - c) Termination of the employment contract with the University, or graduates/terminates studies at the University.;
  - d) Passes away;
  - e) It does not participate in more than half of the meetings held during the academic year.;
  - f) Convicted of a criminal offense, by a final court decision.;
4. The Academic Senate determines the vacancy created by a declaratory judgement. The vacancy created, is filled by another person elected by the same group of members of the University, with the remained duration of the member whom it replaces and eligible of re-election.
5. Elections for filling the vacancy in the Academic Senate take place within 6 months from the date of the decision to establish the vacancy.

#### **Article 5**

##### **The President and Vice President of the Academic Senate**

1. The President of the Academic Senate is the Rector. He directs all the activity of the Senate during his term

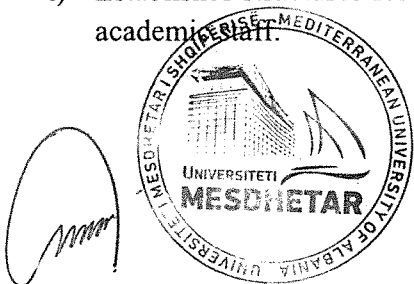


2. The Vice President of the Academic Senate is elected from among the members, on the proposal of the President of the Academic Senate and is elected by a simple majority of the Senate members.
3. The election of the vice-president takes place at the first meeting of the Academic Senate.
4. The election of the vice-president is also done in cases of early termination of the mandate of the elected vice-president member, or when the vice-president resigns from this duty.
5. The Vice President of the Academic Senate chairs meetings of the Senate in case of the absence of the President. He exercises the powers of the the President, in the absence of the latter.

## **Article 6**

### **Duties and Competencies of the Academic Senate of MUA**

1. The Academic Senate of the Mediterranean University of Albania exercises the following competencies:
  - a) Guaranties the implementation of constitutional and legal principles on higher education in the Republic of Albania, autonomy and academic freedom, and protects the rights of the students.
  - b) Proposes periodically every three years to the Administrative Board the strategic development plan of the institution;
  - c) Approves the statue of the Mediterranean University of Albania with two-thirds votes of its members', after the prior approval of the Administrative Board.
  - d) Drafts and proposes for approval the general structure of the Mediterranean University and the number of staff at all the levels at the Board of Administration Administrative Board.
  - e) Proposes to the Administrative Board for the opening, reorganization or closure of management units and basic units.
  - f) Approves by simple majority the regulations of the institution and other acts provided in the Statute.
  - g) Approves by simple majority the study, research, opening, changing and closing programs in accordance with the approved annual budget;
  - h) Approves by simple majority the annual plan of academic activities and scientific research in accordance with the approved budget for each academic unit;
  - i) Approves by simple majority the establishment and composition of the Standing Committees;
  - j) Appoints the members of the standing committees of the main unit based on the proposal of the Assembly of Academic Staff;
  - k) Guarantees the internal quality assurance at the Mediterranean University of Albania;
  - l) Establishes structures for the evaluation of teaching activity and scientific research of the academic staff.



- m) Organizes the joint meeting with the Administrative Board, at the end of each academic year, where teaching activity, scientific research and financial activity will be discussed.
- n) Approves with 2/3 of all members, the detailed annual report of the institution activity, drafted by the Rectorate and forwards it to the responsible ministry of higher education in the Republic of Albania.
- o) Approves cooperation agreements with other domestic or foreign higher education institution and authorizes the Rector to sign them.

2. The Academic Senate has also these rights:

- a) Approves the establishment of working groups for specific problems following the proposals of the respective units;
- b) Expresses opinion and formulates proposals on all issues that are legally proposed by the Rector with the call and the agenda.

#### **Article 7**

##### **First meeting of the Academic Senate**

1. At its first meeting, the Academic Senate is called from the University Rector.
2. In this meeting, the Vice President of the Academic Senate is elected from among the members.

In other cases, the election of the vice president is also done in cases of premature termination of the mandate of the member elected vice-president, or when the vice-president resigns from the position.

3. The Vice President is nominated by the President of the Academic Senate and is elected by a simple majority of the Senate members.
4. At its first meeting, the Academic Senate approves the Rector proposals for the position of University Vice Rector/s.
5. Establishes the Standing Commissions of MUA.
6. The composition, rights, duties and functioning of the standing committees are determined by the Academic Senate in the Regulations of the Standing Committees.
7. The Academic Senate establishes the Ethics Council, in accordance with the provisions set forth in this Statute and the Regulation of the Ethics Council.

#### **Article 8**

##### **Calling the Academic Senate meeting**

1. The Academic Senate normally meets at least once a month. The Academic Senate may adopt additional rules, which may specify the meeting at the same date and time, for each month.
2. The meeting of the Academic Senate is called by:

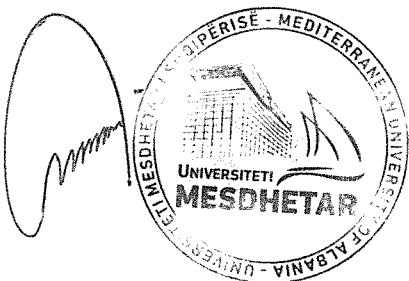


- a) The Rector (Chairman of the Senate);
  - b) By members of the Senate who make up at least  $\frac{1}{4}$  of the total number of members.
3. The meeting is called through the written notification of the agenda, at least 7 days before the date set for the meeting. Along with the announcement of the agenda, the callers of the meeting also distribute the materials on the issues that will be discussed in the meeting. The notification of the agenda and the materials are done with a protocol, in accordance with the Internal Regulation for the Circulation and Administration of Documentation.

### **Article 9**

#### **Organization and validity of the meeting of the Academic Senate**

1. Meetings of the Academic Senate are chaired by the President. The Vice President of the Academic Senate chairs the meetings of the Senate in case of absence of the President.
2. Meetings of the Academic Senate are valid when present more than  $\frac{2}{3}$  of the members are. If less than  $\frac{2}{3}$  of the members are present at the meeting, then the meeting does not take place and is postponed to another date, but not later than 8 days from the scheduled date.
3. Members of the Academic Senate exercise their own function. They may not delegate the vote to another member or voting on behalf of another member of the Senate.
4. Voting in the Academic Senate as a rule is open. In cases where the decision to be voted on refers to individual persons, the Senate may decide by simple majority to hold a secret vote, if this is required by each of the members. The procedures for conducting secret votes are determined by the Academic Senate.
5. The Senate takes decisions by simple majority, except when a qualified majority is required for decision-making, as defined in this Statute.
6. Decisions of the Academic Senate, as a rule, enter into force immediately. The Academic Senate may determine in a decision the time of its entry into force.
7. At the meeting of the Academic Senate, administrators may be asked to join (of the institution or of the main units, separately or jointly) and experts of different fields, who are aware of the issues that have been raised for discussion. Experts can be internal or external.
8. The Academic Senate, with the help of the Rectorate, appoints the technical secretariat, as an ad hoc structure, which consists of at least one person to keep the minutes of the meeting.
9. Other persons will also be considered part of the technical secretariat, administration employees who provide explanations during the Senate meeting, regarding the materials presented and the issues discussed.

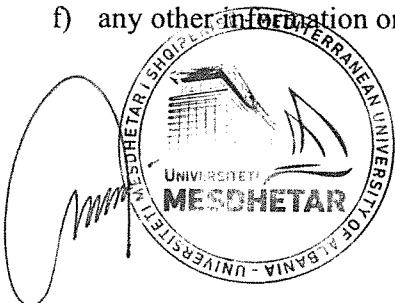


**Article 10**  
**Decisions of the Academic Senate**

1. The Academic Senate takes decisions by simple majority, except when a qualified majority is required for decision-making, as defined in the Statute of MUA and in this regulation.
2. Members of the Academic Senate exercise their own function. They may not delegate the vote to another member or voting on behalf of another member of the Senate.
3. Voting in the Academic Senate normally is open. In cases where the decision to be voted on refers to individual persons, the Senate may decide by simple majority to hold a secret vote, if this is required by each of the members. The procedures for conducting the secret vote are determined by the Rector with special guidance.
4. In cases where the voting result is equal and the voting was not secret, the vote of the President is decisive.
5. Decisions of the Academic Senate, normally, enter into force immediately. The Academic Senate may determine in the decision:
  - a) the time of entry into force of the decision;
  - b) the authorities and / or bodies to which it is addressed for implementation;
  - c) Implementation deadlines and procedures for monitoring implementation.
6. Members of the Academic Senate, who are present at the meeting and who do not have any legal impediment to voting, must express their position "pro", "against" and "abstention".
7. Decisions of the Academic Senate are published in accordance with the Internal Regulation Circulation and Administration of Documentation.
8. When possible, the decisions of the Academic Senate are published on the MUA website

**Article 11**  
**Clarification, signing and publication of the Academic Senate decision**

1. Decisions taken by the Academic Senate are clarified within the next day of the meeting at which the decision was approved. They are drafted in three copies, one of which is administered in the protocol of the institution, one is sent to the body or authority to which it is addressed, while the third is stored in the relevant file of the Academic Senate.
2. Decisions of the Academic Senate are clarified by the technical secretariat and signed by the President of the Senate and the members present at the meeting.
3. The minutes of the meeting contain the following elements:
  - a) Time, date, place of the meeting.
  - b) List of participants present at the meeting
  - c) Agenda
  - d) issues discussed by the members of the Senate, proposals;
  - e) the form and result of the voting;
  - f) any other information or document, subject to discussion and decision-making.



### **III. FINAL PROVISIONS**

#### **Article 12**

#### **Review of the Regulation**

1. The Regulation of the Academic Senate is revised or amended by decision of the Academic Senate.
2. In case there are revisions or amendments to the Statute of MUA and / or the Law on Higher Education which are related to the articles of this Regulation, the Academic Senate reviews the regulation, proceeds to the relevant amendments and approves the new amended regulation.
3. The Academic Senate is responsible for the implementation of this Regulation.

#### **Article 13**

#### **Enter into force**

1. The regulation enters into force after approval by the Academic Senate and after being signed by the President of the Senate.
2. This Regulation annuls all the provisions of the previous Regulation of the Academic Senate

### **ACADEMIC SENATE OF MEDITERRANEAN UNIVERSITY OF ALBANIA**

Tirana, on \_\_/\_\_/2020

