

APPROVED

Minutes of the EKA Senate meeting No. 161, 26.08.2021.

With amendments

Minutes of the EKA Senate meeting No. 177, 16.11.2022.

With amendments

Minutes of the EKA Senate meeting No. 206, 27.11.2024.

THE EKA UNIVERSITY OF APPLIED SCIENCES’ REGULATIONS OF THE SCIENTIFIC COUNCIL

1. General provisions

- 1.1. The Regulations of the Scientific Council of the EKA University of Applied Sciences (hereinafter - EKA) (hereinafter - the Regulations) regulate the activity of the Scientific Council of EKA (hereinafter - the Council).
- 1.2. The Council is the collegial institution of EKA scientists, which operates within the competence described in this Regulation.

2. Competence of the Council

2.1 The competence of the Council includes:

- determination of EKA's priority research directions;
- recommending EKA scientific textbooks for publication;
- preparation of proposals for the EKA Senate for the development of scientific activity at EKA;
- evaluation of the implementation of the Action Plan of EKA's Scientific and Creative Action Strategies (ZRDAS);
- staff election for the position of researcher, leading researcher and scientific assistant;
- evaluating the work performance of EKA professors and associate professors (Article 34(3) of the Law on Higher Education Institutions) and submitting an opinion to the Rector of EKA;
- election of the director of the EKA Scientific Institution.

3. Composition of the Council

- 3.1. The Council is elected by the full assembly of EKA scientists for five years.
- 3.2. The composition of the Council is approved by the EKA Senate.
- 3.3. Composition of the Council:
 - EKA Vice-Rector for Science;

- EKA student representatives (not less than 20% of the total number of members of the Council);
 - EKA professors and associate professors who are permanently engaged in scientific activity.
- 3.4. Applicants for the positions of Council members are recommended by the EKA Rector, Vice-Rector for Science and heads of study directions. The student representatives are delegated by the EKA Students' Council.
 - 3.5. The chairman of the Council is nominated and elected by the members of the Council from among the elected members of the Council at the first meeting after the election of the Council.
 - 3.6. The duties of the secretary of the Council are performed by an employee of the EKA administration who is not a member of the Council.
 - 3.7. In those cases when one of the elected members of the Council terminates the working relationship with EKA or there is an objective need to change one of the members, elections are organized before the deadline and their results are approved by the Senate of EKA.

4. Council work organization

- 4.1. The main form of Council activity is Council meetings.
- 4.2. Council meetings are held at least twice a year.
- 4.3. Council meetings are convened by the Chairman of the Council.
- 4.4. Council meetings are presided over by the Chairman of the Council, but during their absence, the members of the Council elect the chairman of the meeting from among the members present.
- 4.5. The minutes of the Council meeting are recorded by the Secretary of the Council and the minutes are signed by the Chairman of the Council meeting.
- 4.6. Council meetings are open. Meetings may be closed if requested by one of the members of the Council.
- 4.7. Council meetings may be organized remotely using an online conference system, provided that the decision-making procedure described in the Regulations is followed.
- 4.8. The Council is entitled to make a decision if at least 51% Council members participate in the Council meeting.
- 4.9. Decisions of the Council are made by a simple majority vote, with open voting. The exception is the election of the director of the Scientific Institution, when a secret ballot takes place. The votes are counted by the Secretary of the Council. Only Council members participate in voting.
- 4.10. Secret voting takes place according to the procedure described in the rules of the EKA Senate. Forms, which are necessary for secret voting, are placed as appendices in the "Regulations of Research and Artistic Creativity of the EKA University of Applied Sciences".

- 4.11. If meetings are held remotely, secret voting is organized using the secret voting function built into the conference system.
- 4.12. To solve urgent issues, the Chairman of the Council can use the coordination method in an electronic format, sending questions for coordination to the e-mail address specified by the Council member, indicating a response deadline of not less than three working days and adding the basic information necessary for making a decision or directions to its location in the e-mail in the environment. If no objections from Council members are received within the specified period, the document is considered to have been agreed upon.
- 4.13. A decision can be made in electronic form if:
 1. no member of the Council objects to such decision-making procedure; objections to the use of the electronic voting procedure must be sent to the Secretary of the Council no later than by the end of the next working day after receiving the draft decision;
 2. answers have been sent by no less than 1/2 of the members of the Council; answers must be sent within two working days after receiving the draft decision;
 3. more than 1/2 of the responding members of the Council have voted "for" the proposed draft decision.
- 4.14. The secretary of the Council sends the result of the vote and the adopted decision electronically to the members of the Council by the end of the next working day after the vote. If the member of the Council has not sent his vote, then it is assumed that he does not object and one vote "for" is added.
- 4.15. Council meeting documents are kept by the Council secretary.