


| | | | | | |
|---|--------------------------------|---------------------|---------------|----------------|------------------|
|  | EPOKA UNIVERSITY | | | | |
| | STUDENT COUNCIL STATUTE | | | | |
| | Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
| | EU-SCS-EN | 21.10.2009 | - | - | 1 / 8 |

This Statute is compiled for the organization and the functioning of the Student Council of Epoka University. It is compiled according to the articles 54 and 55 of the amended law nr. 9741, date 21.05.2007 “On the Higher Education in the Republic of Albania”, and the Regulations of the Epoka University.

Student Council Pledge

We, the student representatives, pledge to represent the interests of all students; to promote student/faculty understanding; to participate in community affairs that concern, involve, or affect our students; but, above all, to encourage students to become involved in the educational and social activities of Epoka University. The motto of the Student Council is “learning through involvement”.

Chapter 1

Name, Purpose, Objectives and the Principles of the Student Council

Article I: Definition

This organization shall be defined as the Student Council of Epoka University, representing all undergraduate students of Epoka University.

Epoka University Student Council (EUSC) is the most important Student Institution of the university.

The unit is composed of students elected democratically as class representatives and department representatives in order to forward demands from students to the University Administration and to contribute to the educational activities at the university.

Article II: Principles


Epoka University Student Council operates under the principles of fully understanding and agreement between members, students and the university administration.

Article III: Purpose and scope

Epoka University Student Council (EUSC) is an independent organization of the students which does not perform any economic or politic activity.

- A. The fundamental objective of Epoka University Students Council is to ensure both the academic development and the social and personal growth of students.
- B. The Student Council ensures that the opinions and suggestions of the student community are transmitted to the decision-making bodies of the Epoka University.

| | | |
|---------------|---|----------------|
| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |

| | | | | | |
|---|--------------------------------|---------------------|---------------|----------------|------------------|
|  | EPOKA UNIVERSITY | | | | |
| | STUDENT COUNCIL STATUTE | | | | |
| | Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
| | EU-SCS-EN | 21.10.2009 | - | - | 2 / 8 |

C. It promotes the student participation in the academic, research and social activities of the university.

D. It provides a liaison between the administration and the students by practically representing the students' voice in the university.

E. Epoka University Student Council expresses thoughts and gives proposals for all the issues pertaining the students' university life such as; academic programs, class regulations, participation of students in research programs, organizing various social, cultural, artistic and sport activities

Article IV; Duties

In coordination with the *HCSO* the main duties of the Epoka University Student Council are:

- A. To discuss and try to find a solution to the student problems that may arise.
- B. To contribute for students to be active and improve their organizing and managing skills.
- C. To create such structures that will serve for keeping students informed and take care of their progress.
- D. To cooperates with the Student Clubs and other student organizations.
- E. To cooperate with the university administration in order to improve the academic teaching quality and develop scientific research programs.
- F. To create and maintain relationships between students of our university and students of other universities in the country and abroad.
- G. To develop various student services that will help their campus life.
- H. To urge students in improving their academic and cultural skills.
- I. To abide by the statute of the university, its basic regulation and other provisions in force.

Chapter 2

Regulations, Supervision, Activity, Financing, Elections, Organization

Article V; Regulations


Epoka University Student Council it's based on the Albanian Legislation and the Epoka University rules and regulations.

Article VI; Supervision

HCSO assigns one member of the University administration as the Epoka University Student Council Advisor who will have the right and the duty to:

- 1. Participate to the Student Council meeting.
- 2. Propose and recommend initiatives.

| | | |
|---------------|---|----------------|
| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |

| | | | | | |
|---|--------------------------------|---------------------|---------------|----------------|------------------|
|  | EPOKA UNIVERSITY | | | | |
| | STUDENT COUNCIL STATUTE | | | | |
| | Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
| | EU-SCS-EN | 21.10.2009 | - | - | 3 / 8 |

3. Monthly report on activities efficiency of Student Council.

Article VII; Activity

Epoka University Student Council operates within Epoka University and cooperates with other organizations outside the University with the permission of the latter.

Article VIII; Financing

The activities of Epoka University Student Council are supported by Epoka University.

Article IX: Elections

Preparation for the elections of the Student Bodies shall be carried out by the Student Elections Committee (SEC) of Epoka University composed of 4 student representatives selected by HCSO from the faculties.

The Student Elections Committee in coordination with the Student Council Advisor will set the time and place for the elections.

1. On the Elections Day the SEC would have the following duties;

- Compile and verify voter lists from official registration records.
- Request identification of voters at voting place.
- Obtain signatures and record names of voters to prevent voting of unauthorized persons.
- Distribute ballots to voters and answer questions concerning voting procedure.
- Count valid ballots and prepare official reports of election results.
- Report to the Chief of HSC Office any needs or any concerns that may arise during the day.

Students who want to run must have:


- a. 2.5 GPA.
- b. No obligations with the exams.
- c. No disciplinary punishment

Each student has at most one week to deposit his candidature application for class representative at the Health, Culture and Sports Office from the moment that the Elections Day has been published on the University Announcements.

The procedures for the election of Student Council.

- A. The Student Elections Officers will provide information about the regulations of the elections.
- B. Each candidate may circulate campaign materials without breaking the Rules and Regulations of Epoka University.

| | | |
|---------------|---|----------------|
| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |

| | | | | | |
|---|--------------------------------|---------------------|---------------|----------------|------------------|
|  | EPOKA UNIVERSITY | | | | |
| | STUDENT COUNCIL STATUTE | | | | |
| | Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
| | EU-SCS-EN | 21.10.2009 | - | - | 4 / 8 |

C. On the elections day no candidate shall be allowed within 20 meters of the election area unless casting his or her vote.

D. Ballots will be administered and counted by the Student Elections Committee and the Advisor.

The class representatives will be announced and take office immediately following elections.

The student representatives elected will hold office for one year unless removed for failure to effectively perform their duties, for non-attendance of meetings, for failure to maintain GPA or credit requirements, for disciplinary punishments, or if he/she does not return for the next term of school. Each representative has the right to be re-elected on the next elections.


After the class representatives are selected a meeting is held and the class representatives vote for their Department representative, in case of impossibility to select a Department representative then the President on duty has the right to assign the Department representative.

Article X; Organization

EUSC is organized as stated below:

- A. *Class representatives*; Each class has its own representative selected democratically representing the class in the Student Assembly.
- B. *Department representatives*; The class representatives of the same Department through a democratic voting select their Department representative.
- C. *Student Assembly*; The Student Assembly composed of all the class and department representatives holds a meeting on the Student Council President call (at least once in an academic term). Each class representative has the right to call the Assembly on a meeting only for essential causes that may come up. The role of the Student Assembly is mainly an advisory one and also the Assembly elects the President of the Student Council by vote.
- D. *Student Council*; The Student Council will be composed by departments representatives, who will meet periodically at least twice per month on General Secretary's call. The meeting is valid when more than half of the representatives are present. An extraordinary meeting can be held if one of the Council members calls for it with the approval of the Council President.
- E. *Student Council President*; The Student Council President is selected through a democratic voting by the Student Assembly. The Student Council President has the right to appoint one of the Student Council members as *Vice-President*, who is responsible for the academic issues pertaining to the students of Epoka University. The other *Vice-President* is elected by The Student Council and deals with the social issues pertaining to the students of Epoka University. In the absence of the President of the Student Council, the Vice Presidents get the President's authority depending on the type of the activity.

| | | |
|---------------|---|----------------|
| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |

| | | | | | |
|---|--------------------------------|---------------------|---------------|----------------|------------------|
|  | EPOKA UNIVERSITY | | | | |
| | STUDENT COUNCIL STATUTE | | | | |
| | Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
| EU-SCS-EN | 21.10.2009 | - | - | 5 / 8 | |

F. The Student Council through a democratic voting selects the *Student Council General Secretary*, who will be from the Student Council too.

Article XI: Duties

The President's duties shall be:

- A. To chair the meetings of the Student Assembly and the Student Council.
- B. To speak officially and convey opinions of the Student Council and students
- C. To act as liaison to Epoka University Administration.
- D. To supervise the operations of the members of the Student Council and Student Assembly.
- E. Participate as a member at the AEQI Board.
- F. All other duties as normally befall this office.

The Vice-President's duties shall be:

- A. To assist in the well functioning of the Student Council, especially the activities he/she is responsible for respectively; the academic or social issues.
- B. To assist in coordinating the actions in different projects of the Student Council.
- C. To perform other duties assigned by the President.

The Secretary's duties shall be:

- A. To record all proceedings of the meetings held by the Student Council or the Student Assembly.
- B. To keep record of the present members of the Council or Assembly during the meetings.
- C. To inform the members of the Council and Assembly for the meetings to be held.
- D. To keep the Student Council's Database, to prepare the official drafts and documents etc.
- E. To submit the minutes of each formal meeting to the Council Advisor for corrections or additions.
- F. To conduct correspondence with the Council members as assigned by the Council President.

The Representative's duties shall be:


- A. To represent his/her class or department at all Assembly/Council meetings.
- B. To act as a liaison between the Council and his/her class or department ensuring the flow of Council related information.
- C. Maintain required attendance and submit class/department information.

Article XII: Meetings

Student Assembly meetings will be held at least once a semester. Meeting time and place is to be defined by the Student Council General Secretary.

Student Council meetings will be held at least twice a month. Meeting time and place is to be defined by the Student Council General Secretary.

| | | |
|---------------|---|----------------|
| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |

| | | | | | |
|---|--------------------------------|---------------------|---------------|----------------|------------------|
|  | EPOKA UNIVERSITY | | | | |
| | STUDENT COUNCIL STATUTE | | | | |
| | Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
| | EU-SCS-EN | 21.10.2009 | - | - | 6 / 8 |

A quorum of Assembly/Council members must be present for a meeting to be held. A quorum shall consist of fifty percent plus one of all Assembly/Council members.

Each Assembly/Council member **MUST** be present in the official meetings called by the Council President. Only reasonable excuses can be accepted.

Article XIII: Decisions

All decisions in the Student Council meetings are taken with a simple majority of votes.

If there is equal voting on a decision making process, then the President's vote gives the verdict.

All decisions enter into force as soon as they are signed by the President.

Article XIV: Entry into force

This Statute enters into force directly after being approved by the Epoka Student Council and the Higher Board of Epoka University.

| | | |
|---------------|---|----------------|
| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |



EPOKA UNIVERSITY STUDENT COUNCIL STATUTE

| Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
|---------------|---------------------|---------------|----------------|------------------|
| EU-SCS-EN | 21.10.2009 | - | - | 7 / 8 |

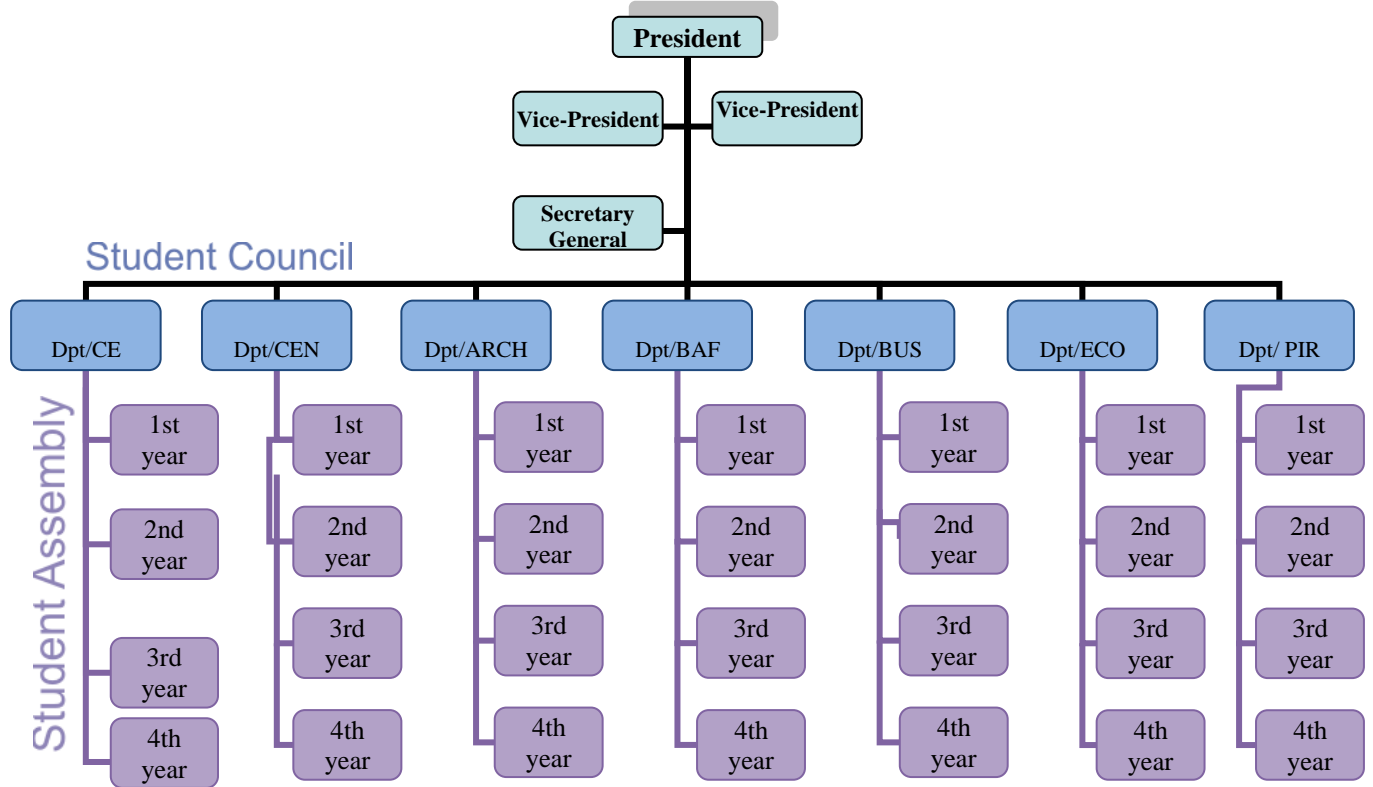
ORGANIZATIONAL CHART

| Drafting Unit | Controlling Unit | Approving Unit |
|---------------|---|----------------|
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |



EPOKA UNIVERSITY STUDENT COUNCIL STATUTE

| | | | | |
|---------------|---------------------|---------------|----------------|------------------|
| Document Code | Entrance into Force | Amendment No. | Amendment Date | Page/Total Pages |
| EU-SCS-EN | 21.10.2009 | - | - | 8 / 8 |



| | | |
|---------------|---|----------------|
| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |