

**Purpose**

**Article 1** - The aim of this regulation is the definition of the purpose, activity, governing bodies and their tasks and basic methods of work of the Center on European Studies of Epoka University.

**Scope**

**Article 2** - This regulation includes provisions on the activity, administrative bodies, the powers and methods of work of the decision-making governing bodies of the Center on European Studies of Epoka University.

**Legal Basis**

**Article 3** - This regulation is based on the Statute of Epoka University.

**Definitions**

**Article 4** - In this Regulation the following abbreviations mean:

- University:** Epoka University;
- Rector:** Rector of Epoka University;
- Center:** Center on European Studies of Epoka University (EUCES);
- Director:** Director of the Center;
- Board Directors:** Administrative Board of the Center;
- Advisory Board:** Advisory Board of the Center;

**Field of Activity**

**Article 5** – The Centers activities are in these areas;

- a) Research, analysis, implementation and development of activities and projects and prepare reports in the fields stated below;
- b) European Union law, institutions and policies;
- c) integration process of non-member countries to the European Union;
- d) European politics, economics, history and society;
- e) to cooperate with national and international organizations, encourage joint efforts, to organize conferences, congresses and scientific meetings and publications;
- f) to give special courses to civil servants, academicians, business and civil community;
- g) to open Master and PhD programs;
- h) to provide consulting services to public and private organizations;
- i) to publish an international journal under the name "EUCES";
- j) to carry out other duties assigned by the Rector.

**Administrative bodies of the center and their duties**

**Article 6** - The bodies of the center are as follows:

- 1. Director;
- 2. Administrative Board;
- 3. Advisory Board.

**Director**

**Article 7** – The Director, must be a member of the full time internal academic staff and is appointed by the Rector for a period of three years with the right to reelection. With the proposal of the Director and the Rector's approval one of the members of the Board may be appointed as the Director's deputy. If the Director is unable to exercise the duty, the Vice-director exercises those duties. If the Director's office is vacant for three months, a new Director is appointed.

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Senate	Academic Evaluation and Quality Improvement Board	Higher Board

### **Duties of the Director**

**Article 8** – The duties of the Director are as follows:

- a) Chair the Administrative Board and Advisory Board and ensure the implementation of their decisions;
- b) represent the Center, to lead the academic activities and administrative affairs;
- c) prepare the work program of the center and its activity report, and after discussion with the Board to present them for the Rector’s approval;
- d) collaborate with national and international scientific institutions and other Centers of Research and Application in order to prepare appropriate projects with the Center’s mission;
- e) to cooperate with other national and international institutions, which operate in similar areas;
- f) submit for approval of the Rector, before publishing or presenting outside the University, the results of research or investigation;
- g) carry out other duties charged by the Rector.

### **Administrative Board**

**Article 9** – The Administrative Board, is composed of four members of the internal academic staff of the University, working in different fields and the Director, all appointed by the Rector. The Director chairs the Administrative Board. The Administrative Board members are appointed for a period of three years, with the right to re-election once. If the mandate of one of the members of the Administrative Board ends, a new one appointed with the same procedure. The meetings of the Administrative Board are convened by the Director at least 2 times a month. In necessary cases the Director has the right to convene the Board meeting at any time. Decisions in the Administrative Board are taken with absolute majority.

### **Duties of Board**


**Article 10** – The duties of the Board are as follows:

- a) to determine the Center’s principles an work organization;
- b) to evaluate the members appointed by the Director, perform scientific or administrative affairs, and to present them to the Rector for approval;
- c) to evaluate the work program and annual report on activities and submit to the Rector for approval;
- d) decide on issues regarding research, investigations of the Center, publications, scientific meetings and other issues related to education and teaching;
- e) to study carefully the Center applicants for the formation and activities areas, they propose that seem most appropriate and to adopt protocols that will be made;
- f) decide on the formation of working groups or projects, naming their field of action and their achievements at the end of work;
- g) decide on carrying out in addition to scientific activities, social and cultural activities and publications services too;
- h) decide on the realization of scientific meetings with national and international participation such as Congress, symposiums, seminars and panels;
- i) decide on other issues related to the aim of the Center.

### **Work and project groups**

**Article 11** - If deemed necessary, work and project groups may be established for the projects related with the Center. Their formation is done with the proposal of the Director, Board

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	<b>EPOKA UNIVERSITY</b>			
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decision and approval of the Rector. The formation and functions of these groups are determined according to the principles set by the Administrative Board.

### **Advisory Board**

**Article 12** - Advisory Board, is an academic body that assist the Center in its projects and consists of at least 7 members, who must be specialists in different. The Advisory Board members are elected for a period of three years by the Administrative Board, with the proposal of the Director and with approval of the Rector. The Advisory Board members can be from the staff of the University or from outside. The Advisory Board, convened at the request of the Director at least 1 time in six months, to provide advice due to the Centers work. Decisions are taken by absolute majority.

### **Duties of Advisory Board**

**Article 13** - The Duties of the Advisory Board are as follows:

- a) to help increase the efficiency and productivity of the Center's projects;
- b) to make recommendations to the Director in connection with the new ideas and emerging views and make their evaluation;
- c) give opinion and suggestions to the Director regarding the research and work strategy related to the activity of the Center.

### **The need for personnel**

**Article 14** - The need for academic, administrative and technical staff is met by staff appointed by the Rector.

### **Financing**

**Article 15** - Financial management of Center is a competence of the Rector.

### **Entry into Force**

**Article 16** - This Regulation shall enter into force on the day of publication.

### **Implementation**

**Article 17** – The implementation of this regulation is ensured by the Rector of Epoka University

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