

APPROVED

ISMA University of Applied Sciences

Senate meeting December 29, 2016

Protocol No 7-16

Amendments by Senate meeting December 19, 2019

Protocol No 5-19

ISMA University of Applied Sciences

REGULATIONS

on

STUDY DIRECTION COUNCIL

1. ISMA University of Applied Sciences (hereinafter – ISMA) Study Direction Council (hereinafter – Council) the collegial management body, which co-ordinates the development and implementation of a particular study direction, the descriptions, plans and conditions of implementation of the study programs included in the study direction.
2. ISMA Senate approves the members of the Council on the recommendation of the Head of the Study Direction.
3. Members of the Council:
 - 3.1. Head of the Study Direction; ;
 - 3.2. Directors of the study programmes included in the Study Direction;
 - 3.3. Directors of the specialisations of the study programmes included in the Study Direction;
 - 3.4. representatives of the students of the specific Study Direction;
 - 3.5. representatives of the corresponding industry enterprises (organisations).
4. The Council shall be chaired by the Chairperson of the Council, who shall be elected by secret ballot for the term of three years.
5. The Secretary shall be approved by the Council on a proposal from the Chairperson of the Council. The Secretary of the Council shall be responsible for the documentation of the Council's activities.
6. The Council shall be convened by the Chairperson of the Council as required, but not less than twice during the academic year.
7. Functions of the Council:
 - 7.1. to coordinate the strategy of the implementation of the study concept and development strategy submitted by the Head of the Study Direction;

- 7.2. to coordinate the content of the new study programmes submitted by the submitted by the Head of the Study Direction;
- 7.3. to coordinate the self-assessments of the Study Direction and study programs;
- 7.4. to coordinate changes in the content of the study programmes included in the Study Direction;
- 7.5. to harmonize the content and requirements of the final examinations of the study programs included in the Study Direction;
- 7.6. to nominate and submit to the Vice-Rector for Studies approved applications for vacant positions of academic staff in the Study Direction;
- 7.7. to analyse the results of student surveys and recommendations of the Students' self-government body with the aim to improve the content and implementation of the Study Direction;
- 7.8. to analyse the results and recommendations of the employers' survey with the aim to improve the content and implementation of the Study Direction.

8. General provisions:

- 8.1. The main form of action of the Council shall be the meeting;
- 8.2. Meetings of the Council shall be public;
- 8.3. The meetings of the Council shall be recorded;
- 8.4. Organization of the Council meetings:
 - 8.4.1. the meeting of the Council shall be convened on the proposal of the Chairperson of the Council, the Head of the Study Direction, ISMA management of the School, representatives of all students or on the proposal of 1/3 of the Council members. The day of the Council meeting shall be determined by the Chairperson of the Council, but not later than one week after the proposal regarding convening of the meeting;
 - 8.4.2. the Chairperson of the Council shall be responsible for drafting the agenda for the Council meeting;
 - 8.4.3. proposals for the agenda of the Council meeting may be submitted by the Rector, Vice-Rectors, Heads of departments, Council members, Students' self-government body, as well as by the members of the academic staff and students individually;
 - 8.4.4. proposals and materials for the Council meeting shall be submitted to the Secretary of the Council at least one week before the meeting;
 - 8.4.5. the Secretary shall send the announcement of the Council meeting, its agenda and materials to the members of the Council not later than three working days before the meeting.
- 8.5. Decisions of the Council:

- 8.5.1. Decisions of the Council shall be taken by the majority of the members present if at least half of the members of the Council are present. The election of the Chairperson of the Council shall be by secret ballot;
- 8.5.2. if less than half of the members of the Council are present at the meeting, the matter shall be considered at the next meeting and the decision shall be taken by a simple majority of the members present.
9. The Council shall submit its decisions and proposals to ISMA Senate.
10. Members of the Council shall not be remunerated for their activities in the Council.