

**WORK REGULATION**

**OF THE TEACHING SCIENTIFIC COUNCIL - TSC**

Pristina,

2020

Teaching Scientific Council – of College of Management International "Globus" in meeting held to the date 26/06/2020 approved this:

**WORK REGULATION OF THE TEACHING SCIENTIFIC COUNCIL - TSC**

**Article 1**

With this regulation, define the members of STC of, ways of representation of them in TSC, ways of working and the taking of decisions at meetings of the TSC to College.

**Article 2**

The TSC Council of the College consists of:

1. Rector ;
2. Vice-Rectors ;
3. Leaders of levels of studies (Bachelor and Master);
4. All teachers in full-time work relation;
5. A representative of the assistants ;
6. A representative of the students and
7. A member of the technical-administrative staff.

**Article 3**

Members of the TSC by points 1, 2, 3 and 5, are members’ ex-officio of the TSC, and members of TSC- from the item 4 of the select Teaching Scientific Council to mandate two years. The TSC member from student side is elected by the students for a period of one academic year.

**Article 4**

The members of STC from the academic staff are elected by the Teaching-Scientific Council, while the student member of STC is elected by the Students' Union. The member of STC from the staff of assistants is elected by the assistants themselves, whiles the non - academic member - technical-administrative, is elected by the administration of the College itself in accordance with the Secretary of the College.

**Article 5**

STC needs to keep at least two meetings of the ordinary during a semester, one at the beginning and one at the end of the semester. TSC can keep more meetings, depending on the intensity of work.

**Article 6**

Members of the TSC are required to take part in meetings under the Statute of the College.

**Article 7**

The Rector of the College invites regular meetings of the TSC. Emergency meeting was also called by the Rector according to the request of the leaders of the level of studies or the least of three members of TSC.

**Article 8**

Invitations to meetings that contain the date, time and place of holding the meeting, and agenda ( order of the day ) are sent in the form of written or via email- it. Invitations and material is required to be sent by the Secretary of the College at least seven working day prior to the date of determining the meeting

**Article 9**

Meetings of the Senate could be held if at to take part in more than half the members of the Senate. Decisions of TSC takes if for them vote majority of members be present

**Article 10**

Meetings of TSC – are prepared and led by the Rector of the College.

**Article 11**

After verification of the number of present members and after participated more than half of the members of the TSC. Rector announces the opening meeting of TSC appoints scorekeeper and proposes the order of the day.

**Article 12**

After proposing the order of the day, the Rector asked the members if they have proposals to add any other issue or change the order of the day. Order of the day approved by the TSC with the majority of the ordinary.

**Article 13**

During discussions on different points of the order of the day, members need to consider all the points discussed matters in order to fit. Rector is the person responsible to give the right to take a word from discussants/members

**Article 14**

After discussion of the all points of the order of the day, the TSC takes decisions or issues special conclusions.

**Article 15**

Record is kept by the record keeper who is determined by the Rector.

The record shall be signed by the record keeper and the Rector. The record have to include the date and time of holding the meeting ,the participants of the present, main points of the discussions, decisions, conclusions of the meeting and in the end the signatures of competent persons.

**Article 16**

Regulation of the work of TSC is the valid if the more than half present members approve it.

Changes and other issues are regulated in the same manner and procedure.

**Article 17**

The regulation is effective after is approval by the members of TSC of "Globus" College

Prishtina,  Rector,

Dt. 26.06.2020  Prof.dr.Nazmi Mustafa