

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.

With amendments

Minutes of the EKA Senate meeting No. 228, 14.10.2026.

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

1. General provisions

- 1.1. The Regulations of the Scientific Council (hereinafter – the Regulations) of the EKA University of Applied Sciences (hereinafter – EKA) govern the activities of the Scientific Council of EKA (hereinafter – the Council).
- 1.2. The Council is a collegial body of EKA scientists operating within the competence defined in these Regulations.

2. Competence of the Council

2.1. The competence of the Council includes:

- 2.1.1. determination of EKA’s priority research directions;
- 2.1.2. recommending EKA scientific textbooks for publication;
- 2.1.3. preparation of proposals for the EKA Senate for the development of scientific activity at EKA;
- 2.1.4. election of staff to the positions of researcher, leading researcher and scientific assistant at EKA;
- 2.1.5. evaluation of the work performance of EKA professors and associate professors (Article 34(3) of the Law on Higher Education Institutions) and submission of an opinion to the Rector of EKA;
- 2.1.6. review of documents governing scientific activity and submission of these documents to the EKA Senate for approval;
- 2.1.7. election of the director/head of the EKA Scientific Institution.

3. Composition of the Council

- 3.1. The Council is elected by the general assembly of EKA scientists for a term of five years.
- 3.2. The composition of the Council is approved by the EKA Senate.
- 3.3. The Council comprises:
 - 3.3.1. EKA Vice-Rector for Science;
 - 3.3.2. EKA student representatives (not less than 20% of the total number of Council members);
 - 3.3.3. EKA professors and associate professors who are continuously engaged in scientific activity.
- 3.4. Candidates for membership of the Council are recommended by the EKA Rector or Vice-Rector for Science. Student representatives are delegated by the EKA Students’ Council.
- 3.5. The Chairman of the Council is nominated and elected by the Council members from among the elected Council members at the first meeting following 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. If an elected Council member terminates their employment relationship with EKA, or there is an objective need to replace a member, elections are held before the end of the term and their results are approved by the EKA Senate.

4. Organisation of the Council's work

- 4.1. The main form of the Council's 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 chaired by the Chairman of the Council. In the Chairman's absence, the Council members elect a meeting chair from among the members present.
- 4.5. Minutes of Council meetings are taken by the Secretary of the Council and signed by the chair of the Council meeting.
- 4.6. Council meetings are open. Meetings may be closed at the request of any Council member.
- 4.7. Council meetings may be held remotely using an online conference system, provided that the decision-making procedure described in these Regulations is followed.
- 4.8. The Council is entitled to make a decision if at least 51% of Council members participate in the Council meeting.
- 4.9. Council decisions are made by a simple majority vote, by open voting. An exception is the election of the director of the Scientific Institution, which is conducted by secret ballot. Votes are counted by the Secretary of the Council. Only Council members participate in voting.
- 4.10. Secret ballots are conducted in accordance with the procedure described in the Regulations of the EKA Senate.
- 4.11. If meetings are held remotely, secret ballots are organised using the secret voting function built into the conference system.
- 4.12. To resolve urgent issues, the Chairman of the Council may use an electronic procedure for obtaining agreement by sending matters for agreement to the e-mail address specified by each Council member, setting a response deadline of at least three working days and providing the basic information necessary for making a decision or a reference to its online location. If no objections from Council members are received within the specified period, the document is considered agreed upon.
- 4.13. A decision may be made electronically if:
- 4.13.1. no Council member objects to this decision-making procedure; objections to the use of the electronic voting procedure must be sent to the Secretary of the Council no later than the end of the next working day following receipt of the draft decision;
 - 4.13.2. responses have been submitted by not less than 1/2 of the Council members; responses must be submitted within two working days following receipt of the draft decision;
 - 4.13.3. more than 1/2 of the responding Council members have voted in favour of the proposed draft decision.
- 4.14. The Secretary of the Council sends the voting result and the adopted decision electronically to Council members by the end of the next working day following the vote. If a Council member has not submitted their vote, it is assumed that they do not object and one vote in favour is added.
- 4.15. Council meeting documents are kept by the Secretary of the Council.