	EPOKA UNIVERSITY				
	STUDENT COUNCIL STATUTE				
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This Statute regulates the organization and functioning of the Student Council of EPOKA University based on the Articles 98 and 99 of the Law 80/2015 “On Higher Education and Scientific Research in the Higher Education Institutions in the Republic of Albania” and Article 118 of the Statute of EPOKA University.

Student Council Pledge

We, the student representatives, pledge to represent the interests of all students; to promote the participation of the students in the 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 Principles of the Student Council

Article 1: Definition

The Student Council is an independent organization, which does not carry out political or economic activities. The Student Council promotes students’ participation and coordinates their representation in the decision-making bodies of EPOKA University.

This organization represents all the undergraduate and graduate students of the University.

The modalities and procedures for the establishment, organization and functioning of the Student Council are determined in accordance with the Law of the Higher Education, based on the proposals submitted by students.

Article 2: Principles


The Student Council operates under the principles of full cooperation and agreement between its members, students, and the University Administration.

Article 3: Purpose and Scope

The Student Council is composed of student representatives elected democratically in order to forward petitions from students to the University Administration and to contribute to the educational activities of the University. The fundamental objective of the Student Council of EPOKA University is to ensure both the academic development of students and their social and personal growth.

- A. The fundamental objective of the Student Council of EPOKA University is to ensure both the academic development of students and their social and personal growth.

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Dean of Students Office	Institutional and Legal Affairs Office	Academic Senate

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- B. The Student Council ensures that the opinions and suggestions of the student community are transmitted to the decision-making bodies of EPOKA University.
- C. The Student Council promotes the participation of students in the academic, research and social activities of the University.
- D. The Student Council provides a liaison between the administration and the students by practically representing the students' voice in the University.

The Student Council expresses opinions and makes proposals on all issues of general interest at EPOKA University and the respective Faculty, such as those related to plans and programs of study, opening of new study programs, regulations on the teaching process, quality of services, level of tuition fees, organization of cultural, artistic and sports activities, etc.

Article 4: Duties

In coordination with the Dean of Students Office (DoS) the main duties of the Students' Council are:


- A. To discuss and try to find a solution about the students' problems that may arise.
- B. To contribute for students to be active and improve their organizing and managing skills.
- C. To create structures that will serve for keeping students informed and take care of their progress.
- D. To cooperate with Student Clubs and other student organizations.
- E. To cooperate with the University Administration in order to further improve teaching quality and develop scientific research programs.
- F. To create and maintain relationships between students of EPOKA University and students at other universities in the country and abroad.
- G. To develop various students' services that will help their campus life.
- H. To encourage students in improving their academic and cultural skills.
- I. To abide by the Statute of EPOKA University, Regulations and other legal acts in force.

Chapter 2

Regulations, Supervision, Activity, Financing, Elections and Organization of the Student Council

Article 5: Regulations

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The Student Council of EPOKA University is based on the Law 80/2015 “On Higher Education and Scientific Research in the Higher Education Institutions in the Republic of Albania”, the Statute of EPOKA University and the rules and regulations of EPOKA University.

Article 6: Supervision

The Dean of Students Office (DoS) is the responsible unit for offering assistance in order to ensure the smooth and well-functioning of the Student Council. The Coordinator of the Dean of Students Office serves also as the Student Council Advisor, and he/she performs the following duties:

- A. assists in the organization of the meetings of the Student Council;
- B. shares the decisions taken in the meetings of the Student Council meetings for information and follow-up by the respective units of the University;
- C. archives all the documentation regarding the organization of the meetings and the taken decisions;
- D. proposes and recommends the adoption of different initiatives toward students;
- E. reports to the University Administration on the efficiency of the activities of the Student Council;
- F. opens the official call for the organization of the elections of the Student Council.

Article 7: Activity

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

Article 8: Financing

EPOKA University supports the Student Council and finances its activities with the designated fund for this purpose in its annual budget.


Article 9: Elections

Preparation for the elections of the Student Council shall be carried out by the Student Elections Committee (SEC) of EPOKA University composed of three student representatives selected by DoS from each of the Faculties.

The SEC in coordination with the DoS will decide the time and the place for the organization of elections.

On the Elections Day, the SEC shall have the following duties:

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- A. compile and verify voter lists from the official registration records;
- B. request the identification of voters at the voting place;
- C. obtain signatures and record names of voters to prevent voting by unauthorized persons;
- D. distribute ballots to voters and answer questions concerning voting procedure;
- E. count valid ballots and prepare official reports of election results;
- F. report to the DoS for any needs or concerns that may arise during the day.

The Student Council is elected every two years by students' votes and relies on the legislation in force. The free mandates - when the student graduates, transfers into another higher education institution as well as in other cases - are filled, till the end of the term, by the candidate who has ranked second in the vote count of the last elections.

Students who want to put forward their candidacy must have:

- A. A minimum CGPA of 2.00 (for first year students, a high school CGPA of 7.50 out of 10.00 or equivalent CGPA);
- B. Not been subject to any disciplinary sanctions.

Each student has at most one week to deposit at DoS his application as candidate for class representative from the moment that the Elections Day has been published on the University Announcements.

The procedures for the election of the representatives of the Students Council are as follows.


- A. The SEC 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.
- C. On the elections day, no candidate shall be allowed to enter the election area unless casting his or her vote.
- D. Ballots will be administered and counted by the SEC.

The class representatives will be announced immediately following elections.

The elected class representatives will be appointed for a two-years period, unless they fail to effectively perform their duties, such as:

-) Non-attending of two meetings in a row without reasonable excuses;

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-) Failing to maintain the minimum CGPA requirements;
-) Be subject of disciplinary sanctions;
-) He/she does not attend the upcoming semester of the academic year.

Each representative has the right to be re-elected on the next elections.

Article 10: Organization


Students are represented in the decision-making bodies of EPOKA University through their representatives.

The President and First Vice-President of the Student Council are members of the Academic Senate. The Vice-President of the Student Council on quality assurance issues is a member of the Permanent Commission on Quality Assurance. The Vice-President of the Student Council on ethics issues is a member of the Ethics Board. Two members elected by the Student Council are members of the Permanent Commission on Student Relations.

The Student Council is organized as stated below:

- A. *Class representatives:* each class has its own representative elected democratically by the respective cohort representing the class in the Student Council as a member. In cases one class is divided into groups, there will be one representative for each group.
- B. All members participate in the meeting called by the President of the Student Council at least two times in an academic term. Each member has the right to propose to the President of the Student Council the calling of the Student Council on a meeting for essential causes that may arise.
- C. *President of the Student Council:* The President of the Student Council is elected among its members through a democratic voting by all the members of the Student Council.
- D. *Vice-Presidents of the Student Council:* The Vice-Presidents of the Student Council are elected among its members through a democratic voting by all the members of the Student Council. The candidate who is ranked directly after the President in the elections, is automatically elected as the First-Vice President of the Student Council. The Student Council also elects among its members the Vice-President of the Student Council on quality assurance and the Vice-President of the Student Council on ethics issues.
- E. In the absence of the President of the Student Council, the First Vice-President gets the President's authority depending on the type of the activity.
- F. The Student Council also elects among its members *two members of the Permanent Commission on Student Relations.*

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G. Through a democratic voting, the Student Council elects the *Student Council General Secretary* among its members.

Article 11: Duties

The duties of the President shall be as follows:

- A. To chair the meetings of the Student Council;
- B. To speak officially and convey the opinions of the students at the Student Council;
- C. To act as liaison between the Administration of EPOKA University and the student community;
- D. To participate as a member at the meetings of the Academic Senate;
- E. To carry out all other duties deriving from this position.

The duties of Vice-Presidents shall be as follows:

- A. To assist in the well-functioning of the Student Council, especially concerning the different activities he/she is responsible for;
- B. To assist in coordinating the actions in different projects of the Student Council;
- C. To perform other duties assigned by the President of the Student Council;
- D. In the absence of the President of the Student Council, the First Vice-President performs the duties of the President;
- E. To participate as members in the respective decision-making bodies of the University.


The duties of the Secretary General shall be as follows:

- A. To record all the proceedings of the meetings held by the Student Council;
- B. To inform the members of the Student Council on the organization of the meetings;
- C. To keep the database of the Student Council;
- D. To submit the minutes of each formal meeting to the Student Council Advisor (DoS Coordinator) for corrections or additions;
- E. To conduct correspondence with the members of the Student Council members as assigned by the President.

The duties of the members of the Student Council shall be:

- A. To represent his/her class at all the meetings of the Student Council;
- B. To act as a liaison between the Student Council and his/her class ensuring the conveying of the related issues and information.

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Article 12: Meetings

The meetings of the Student Council will be held at least twice a semester. The meeting time and place is to be defined by the General Secretary of the Student Council.

For a meeting to be held at least 1/3 of all the members of the Student Council must be present. Each member of the Student Council member shall be present in the official meetings called by the President of the Student Council. Only reasonable excuses can be accepted concerning non-participation.

Article 13: Decisions

All the decisions of the Student Council are taken with a simple majority of votes. In the event of a tied vote, the President's vote is decisive.

All the decisions of the Student Council shall enter into force with immediate effect unless stated otherwise in the decision.

Chapter 3

Final Provisions


Article 14: Entrance into force

This Statute enters into force on the date of approval by the Academic Senate.

Article 15: Enforcement

The enforcement of this Statute is ensured by the Rector.

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