

**RULEBOOK FOR THE
OPERATION OF THE STUDENT
BOARD OF ENGLISH STUDIES AT
THE MEDICAL FACULTY OF THE
UNIVERSITY OF BELGRADE**

**BELGRADE
2021.**

Pursuant to Article 25 of the Rules of Procedure of the Student Parliament of the University of Belgrade - Faculty of Medicine (hereinafter the Student Parliament), the Student Board for English Studies of the University of Belgrade - Faculty of Medicine (hereinafter the Student Board), at its session held on 06.03.2021. years brings the following

RULES OF OPERATION OF
THE STUDENT BOARD OF ENGLISH STUDIES AT THE MEDICAL FACULTY OF THE
UNIVERSITY OF BELGRADE

I BASIC PROVISIONS

Article 1. Rulebook

This rulebook regulates the composition, organization, manner of election, rights and duties of members, competencies, manner of work and financing of the Student Board.

Article 2. Student Board of English Studies

The Student Board is the body through which students who attend the integrated academic studies of medicine in English at the University of Belgrade - Faculty of Medicine (hereinafter the Faculty) can exercise their rights and protect their interests at the Faculty.

Article 3. Position

The position of the Student Board within the Faculty is defined by the Rulebook of the Student Parliament.

Article 4. Rights and Obligations

The members of the Student Board are guaranteed the freedoms of opinion and expression. Political, religious and political party organizations and activities are not allowed within the Student Board.

Article 5. Head Office

The seat of the Student Board is in the building of the Dean's Office of the Faculty in Dr. Subotića number 8.

Article 6. *Seal*

The student board has one seal. The seal is circular, with a fortified emblem in the center (stylized face of the facade of the building where the Faculty of Medicine was founded, the facade lies on a stylized map of the world in blue) bordered by an outer circular line 30mm in diameter and a circular inscription written in Cyrillic in Serbian in two lines: Student Parliament of the Faculty of Medicine in Belgrade - Board for Studies in English

Article 7. *Seal Provisions*

The President of the Student Board shall take care of the seal of the Student Board referred to in Article 6 of this Rulebook.

In the event that the seal from Article 6 of this Rulebook disappears or is withdrawn from use for other reasons, the President of the Student Board submits a request to the Dean of the Medical Faculty in Belgrade to pass an act declaring the seal invalid, which is published in the Official Gazette of the Republic of Serbia.

Article 8. *Part of the Student Parliament*

The Student Board is organizationally and functionally connected to the Student Parliament of the Faculty of Medicine. The Student Board has sessions, members, and elections independent from the Student Parliament, with the functions being performed by mutual agreement.

Article 9. *Provisions of the Law*

The provisions of the law, the Statute of the University of Belgrade, the Statute of the Faculty, the Rulebook of the Student Parliament and the Rulebook of English Teaching will be applied to issues not regulated by this Rulebook.

II. COMPOSITION OF THE STUDENT BOARD

Article 10. *Members*

The Student Board has 10 student members who attend English language studies at the Faculty of Medicine. The number of members in the Student Board is regulated in more detail by the Rulebook on Elections adopted by the Student Board.

Members of the Student Board are elected for a term of one year.

III. ORGANIZATION OF THE STUDENT BOARD OF THE FACULTY OF MEDICINE

Article 11. The Presidency

The Student Board has a President and a Vice President.

The Presidency of the Student Board consists of 3 (three) representatives elected in the manner regulated by Article 12 of this Rulebook. The Student Board may establish commissions and other bodies to perform tasks within its competence.

Article 11. bis

Article 11bis enters into force on the day when the new Rules of Procedure of the Student Parliament (latest version 2011) are adopted.

The Student Board has a President and a Vice President.

The Presidency of the Student Board consists of 5 (five) elected representatives - one from each year of study in English at the Faculty of Medicine in the manner regulated by Article 12 of this Rulebook.

The Student Board may establish commissions and other bodies to perform tasks within its competence.

IV. STUDENT BOARD PRESIDENCY

Article 12. Presidential Duties

The Presidency of the Student Board consists of 3 (three) representatives.

The members of the Presidency are the President, the Vice President and the Secretary of the Student Board.

The Presidency implements the general acts and decisions of the Student Board between its two sessions.

The work of the Presidency is managed by the President of the Student Board.

Article 12. bis

Article 11 enters into force on the day when the new Rules of Procedure of the Student Parliament are adopted (latest version 2011).

The Presidency of the Student Board consists of 5 (six) elected representatives - one from each year of study in English at the Faculty of Medicine.

Mandatory members of the Presidency are the President and Vice President of the Student Board if they are not from the same year. The other 3 members are elected at the constitutive session of the Student Board, so that all years of study are represented in the Presidency.

The Presidency of the Student Board in the Student Parliament.

The Presidency implements the general acts and decisions of the Student Board between its two sessions.

The work of the Presidency is managed by the President of the Student Board.

Article 13. The President of the Student Board

The President of the Student Board is elected at the constitutive session of the Student Board from among its members.

The decision on the election and dismissal of the President of the Student Board is made by the majority of the total number of members by public vote-roll call.

The President of the Student Committee is verified by the Student Parliament.

Article 14. Duties of the President of the Student Board

The President of the Student Board:

- 1) organizes, convenes, and manages the sessions of the Student Board;
- 2) represents the Student Board in the Coordinating Body for the English Studies and participated in the work of the Coordinating Body when discussing student issues;
- 3) participates in the work of the Presidency of the Student Parliament (Article 12 Pravil. SP)
- 4) represents students in teaching-educational activities that are performed in English at the faculty;
- 5) proposes measures for improving the students standard and monitors the situation in that area;
- 6) coordinates the work of representatives of students who attend classes in English at the faculty and who represent the Board in the work of student organizations;
- 7) performs other tasks related to student issues.
- 8) represents the Student Board at the Faculty and outside of the Faculty;
- 9) signs the acts adopted by the Student Board and takes care of their implementation;
- 10) manages the work of the Presidency of the Student Board;
- 11) submits a report on the work of the Student Board;
- 12) appoints the Secretary of the Student Board;
- 13) announces elections for the Student Board;
- 14) performs other tasks determined by the general acts of the faculty and this rulebook by the Board.

Article 15. Vice President

The Vice President of the Student Board of the Faculty of Medicine is elected at the constitutive session of the Student Board from among its members, and at the proposal of the board members.

According to the decision of the Student Board at the constitutive session, up to two students can be elected to the position of vice president.

Article 16. *Vice Presidential Duties*

The Vice President of the Student Board of the Faculty of Medicine:

- 1) organizes and manages the affairs for which the president authorizes him;
- 2) participates in the duties of the Presidency of the Student Board;
- 3) replaces the president in his absence;
- 4) in the case of two Vice Presidents, by agreement between the President and Vice President, the First Deputy President is elected;
- 5) in the case of two Vice-Presidents, if there is no vote on the election of the First Deputy President, then the President is replaced by the older Vice President

Article 17. *Dismissal of the mandate of the President and Vice President*

The president and vice president of the Student Board are elected for a term of one year
The term of office of the President or Vice President of the Student Board may expire before the expiration of the term for which he was elected in 2 ways: either by personal request or by dismissal.

The President or Vice President of the Student Board may be dismissed if:

- violates the Rulebook on Student Disciplinary Responsibility;
- does not fulfill the duties of the President or Vice President;
- violates the provisions of the Statute of the Faculty, the Statute of the University, the Rulebook of the Student Parliament, this Rulebook and the general acts of the Student Board;
- abuses the position of president or vice president.

The procedure for dismissal of the President or Vice President of the Student Board may be initiated by at least one third of its members by submitting a written request.

The request referred to in paragraph 4 of this Article must also contain an appropriate detailed explanation.

The dismissal of the President of the Student Committee is verified by the Student Parliament.

In the case of calling early elections for the Student Board, the president of the board remains in office until the constitution of the next convocation of the Student Board and the election of a new president.

V. RESPONSIBILITIES OF THE STUDENT BOARD

Article 18. *Responsibilities of the Student Committee*

The Student Board:

- 1) Gives a proposal for the election and dismissal of the President of the Student Board
- 2) Elects and dismisses the Vice President of the Student Board
- 3) Adopts general acts based on its work

- 4) If necessary, establishes working bodies that deal with certain tasks within the competence of the Student Board
- 5) Adopts the annual plan and program of activities of the Student Board
- 6) Considers issues and implements activities related to the provision and evaluation of teaching quality, reform of study programs, analysis of study efficiency, determining the number of ECTS credits, improving student mobility, encouraging student research, protection of student rights and improving student standards
- 7) Organizes and implements programs of extracurricular activities of students
- 8) Elects and dismisses representatives in student organizations at the Faculty in accordance with the general act of the Student Parliament, organization, i.e. the Faculty
- 9) Approves the annual work report submitted by the Coordinators and Delegates of the Student Board
- 10) Participates in the self-evaluation procedure of the faculty, in accordance with the Statute of the University
- 11) Achieves student international cooperation
- 12) Determines the proposal of the plan of sources and financing and the way of spending the funds necessary for the realization of activities of the Student Board and submits it to the Vice Dean of the English Studies
- 13) Adopts the annual report on the work of the Chairman of the Board
- 14) Adopts the annual work report submitted by the President of the Student Board
- 15) Organizes elections for the Student Board
- 16) Coordinates work with the Student Parliament of the Medical Faculty
- 17) Contributes to the adoption of a general act regulating organizational and functional connection of the Student Board with the Student Parliament of the Medical Faculty
- 18) Performs other tasks, in accordance with the law, the Statute of the Faculty of Medicine, the Statute of the University, the rules of the Student Parliament and general acts of the University, the Faculty, the Student Parliament, and the Student Board

Article 19. Coordinators for English Classes and Delegates to Student Organizations

In order to exercise its competencies, the committee elects the following coordinators:

- 1) Delegate for the Relations for First Year Students
- 2) Delegates for sections of the Student Parliament, one for each:
 - a) Sports Association “Medicinar” (abbreviated SD “Medicinar)
 - b) Professional students’ journal “Medical youth”
 - c) Student Newspaper “Medicinar”
- 3) English Coordinator and Delegate for cultural events
- 4) English Coordinator and Delegate for cooperation and relations with IFMSA
- 5) English Coordinator and Delegate for the protection of student rights
- 6) English Coordinator and Delegate for improving the quality of teaching
- 7) English Research Coordinator and Delegate for the Center for Professional and Scientific Research of Students (abbreviated CNIRS)
- 8) English Coordinator for IT and technology education
- 9) English Coordinator for cooperation with other student organizations (HOSMED, SUMC, etc.)

Article 20. *Coordinator and Delegate Duties*

Coordinators and delegates from Article 19 are elected by the vote of the majority at the meetings of the Student Board from students attending classes in English, except for first year students, at the proposal of members of the Student Committee, Commission, Student Parliament, Coordinating Body of English Teaching and working groups.

The coordinator performs their duties at the level of English teaching.

Delegates represent the Student Committee in the bodies in which they operate.

The President and the Vice-President may be elected to the position of Coordinator and / or Delegate if there is no other candidacy and they are interested in the position.

The duties of Coordinators and Delegates are regulated in more detail in the rules and decisions of the Student Board.

At the request of the members and if there is a justified reason, the Coordinator or Delegate may be dismissed by a majority of the Student Committee during the regular session.

Article 21. *Organisation of Elections*

Generation/year student representatives are selected by students of that generation/year who are enrolled in English Studies of the Medical School.

Elections are announced two weeks before they are to be held, by the president of the Student Board.

Elections for year representatives last one day.

Elections are to be held anonymously on campus.

Students vote anonymously for individual candidates, rather than for a list of nominees.

Elections are to be held in spring, or according to the proper time chosen for each specific generation by the election committee.

The exact date of elections for each year/generation is chosen by the president of the election committee, upon consultation with the current Student Board.

Students vote for their year representatives only.

Elections are overviewed by an election committee that has been elected by WHO

The election committee is composed of 1 member of the Coordination Board (CB), and 3 students.

The candidate who receives the most votes in his/her year becomes elected, and serves a mandate of 1 year.

If multiple candidates have the same number of votes, where it is not possible to appoint two clear representatives, the election is to be repeated for that year/generation.

Interested candidates must apply for the representative position via email at least seven days before the chosen election date. The email is sbmfubelection@gmail.com

The list of candidates is put together by the election committee, the Student Board, and the Dean for English Studies.

In the case that the number of applicants fills the open spots of each generation, and that no appeals are made, then those applicants are automatically chosen to be representatives of the generation.

Article 22. *Holding the elections*

Elections are held on the date, time and location as chosen by the election committee. Students must be clearly informed about the date, time and location, in order for them to attend the elections.

At least two election committee members have to be present at the voting spot, in order to:

- Check the voter's ID
- Ensure anonymity of the voters
- Uphold the voting procedures

The voting location must entail:

- A list of candidate's names (given name and surname) that is clearly visible to all
- A voting box for the submission of votes
 - o At the end of voting, the box is sealed with a stamp, and is only opened to count the votes
- List of confirmed voters which is to be archived

Voters:

- Must confirm their identity by providing a government issued form of identification, signing the list of voters, as well as provide their index number
- Vote anonymously

Article 23. *Constitutive meeting*

The election committee must announce the election results at the latest two days after the election took place.

The election committee must inform the Student Board and Dean of English Studies about any irregularities that may have occurred during the election.

The first constitutive meeting of the new Student Board is to be held at the latest two weeks after the election took place.

The first constitutive meeting is presided by the eldest active member of the Student Board. With the approval of the report that the election committee has submitted, and the announcement of the new members, the mandate of the old president ends and is transferred to the new president of the Student Board. He then takes over and presides the first meeting.

Article 24. *Ending a mandate*

Once an elected student member of the student board does no longer hold the status of a regular full time student, he automatically does not longer hold the mandate.

If an elected member of the Student Board fails to attend 3 meetings in a row, without a valid excuse, the process of letting that member go is initiated.

If an elected member of the Student Board resigns, the Student Board continues to work with the amount of members that remain.

Article 25. *Liaison student*

The Student Board's delegate, who oversees 1st year students needs to appoint a "student liaison" for each student group. The appointed liaison is a representative of his/her group. Through him/her the Student Board and the delegate in charge can communicate vital information to 1st year students.

If more than 2 students want to be group representatives, then the delegate is in charge of organising student liaison elections for those groups that need it.

VII RIGHTS AND RESPONSIBILITIES OF THE STUDENT BOARD

Article 26. *Rights and responsibilities of the Student Board*

The elected members of the Student Board are required to actively participate in the board's work, follow the rulebook, as well as decisions that the board makes.

Elected members of the Student Board, are simultaneously members as well as representatives of their corresponding generations. The representatives oversee all activities that pertain to their year.

Members of the Student Board, who are appointed as coordinators are obliged to report to the Student Board on a regular basis, as well as to present their results that will be made public to the student body. Coordinators are also required to prepare and take part in meetings of the working bodies who deal with the coordinator's field.

VIII OPERATIONS OF THE STUDENT BOARD

Article 27. *Meetings*

Meetings of the Student Board are to be held independently of those organised by the Studentski Parliament.

Article 28. *Calling a meeting*

Meetings of the Student Board are called to order by the Student Board's president, either on his/her own initiative, or per request of 1/3 members of the Student Board.

Meetings of the Student Board are called at least twice per semester.

If the meeting is called to order by request of 1/3 of the Student Board, then the member who has made the request needs to submit a suggested daily agenda, as well as a reason for the requested meeting.

Article 29. *Invitation to the meeting*

The invitation for the Student Board meeting needs to entail the date, time, place, as well as the daily agenda and any other accessory materials that may be needed.

The invitation for the meeting needs to be sent to the Board's members either in written or electronic form.

The invitation needs to be sent out a minimum of five (5) days in advance.

In the case of emergencies, the invitation can be sent out later than the minimum days. In this case, a mandatory phone call to each member is also required.

Article 30. *Leading the meeting*

The meeting of the Student Board is led by the Board's president.

In case of the president's absence, the vice-president leads the Student Board meeting.

Article 31. *Quorum*

The president (or vice-president as per art. 30) calls the meeting of the Student Board to order, as long as the quorum is met. The quorum consists of more than half the members of the Student Board.

In case that the quorum is not met, the presidency may decide on another date. If choosing of another date is not possible, then the called meeting is moved by 24 hours.

Article 32. *Daily Agenda*

Once the quorum has been met, and the meeting officially opened, the president of the student board and its members must approve the daily agenda.

The president is obliged to include all suggested topics from the other members that have been submitted in written form.

The daily agenda is approved by the student board and cannot be changed throughout the meeting.

Suggested topics can be submitted by any member of the student board, the student pro-dean, any organ or institute of the faculty of medicine, any other organ or institute that is bound to the university (faculty, institute, department, centre, library, foundation), as well as anyone who has been invited to attend the meeting.

The suggested topics must be submitted in written format to the president at least one hour before the meeting of the Student Board. The submission must include the name and function of the submitter, the topic and an explanation why this topic should be discussed.

The Student Board is obliged to announce additional topics that have been submitted, as well as have the submission on file to show.

Article 33. *Approving of protocol of the previous meeting*

Once the daily agenda has been approved, the approval of the previous meeting's protocol has to be approved as well.

Members of the Student Board have the right to add comments and remarks to the protocol.

The Student Board then decides whether the comments and remarks are adequate and reasonable. The then newly approved protocol needs to be signed by the secretary and the president.

Article 34. *Discussion*

The Student Board meeting is opened to discussion with every point listed on the daily agenda.

The discussion is opened, and word is given by the president.

Ucesce u diskusiji moze imati karakter sadrzinske.... Don't know what this means

Precudralana intervencija.... Also don't know what this means

Only members of the Student Board may partake in the discussion.

The president, or the presiding member of the meeting, may limit the discussion time.

The president, or the presiding member of the meeting, may take the word of a speaking member if they have crossed their speaking time limit, if they have gone off on a tangent, if they are repeating arguments that have already been made, or if they are insulting other members of the discussion.

Once the discussion for each point has ended, the president, or presiding member summarises and provides the Student Board with a suggested decision in regard to the given topic/question.

Article 35. *How to vote*

The Student Board makes its decisions on issues and questions based on a consensus or voting.

Consensus is met, if no member of the Student Board calls for a vote after a suggestion or motion has been presented. If the consensus has been met, then the secretary makes a note in the protocol stating that the suggestion or motion has been approved unanimously.

Voting on a decision or issue takes place, if at least one member of the Student Board asks for it in regard to the topic in question.

Article 36. *Voting*

Decisions by the Student Board are made by a majority vote, unless otherwise stated in this rulebook.

Voting is an open ballot, unless otherwise stated in this rulebook. If the president or another member of the student Board requests it, then the voting may be done anonymously.

Decisions and withdrawals are done in an open ballot manner.

Members of the Student Board may vote for a suggestion, against the suggestion, or abstain from voting.

Open ballot voting is done in the form of raising one's hand.

Once the voting has ended, the president confirms the results and communicates them once more for the secretary to write down.

Article 37. Protocol

A protocol or minutes must be taken throughout the Student Board meeting.

The protocol or minutes include: number of the meeting, date, time, location, approved daily agenda, names of present members, names of absent members (justified absence), names of absent members (unjustified absence), names of invited guests, summary of questions and issues that were discussed, voting results for each point on the daily agenda, decisions made, conclusions and suggestions, as well as the signatures of the president and secretary.

Article 38. Archives

Approved Student Board meeting protocols, and all its supporting materials are to be kept in the president's and secretary's archives permanently. Archives are to be held in a written paper or electronic format.

IX FINANCES OF THE STUDENT BOARD

Article 39. Managing finances

The Student Board controls the property in accordance with the law and purpose for which the funds were obtained.

Supervision of material and financial operations is managed by the governing body of the medical faculty in the form of a financial report of the Student Board, and in accordance with specific legal regulations.

Article 40. Financing

The manner and procedure of financing is done in accordance with a specific rulebook that allows the Student Board to work in accordance with the law and the statute of the faculty.

X PUBLICITY OF THE STUDENT BOARD

Article 41. Publicity of the meeting

Meetings of the Student Board are opened for the public, unless the majority of the Student Board members decides for it to be closed to the public.

X FINAL REGULATIONS

Article 42. Decisions about change to the Rulebook

Decisions about changes or amendments to this rulebook are made by a majority vote of the total number of members of the Student Board.

The authentic interpretation of this rulebook and all decisions of the Student Board is provided by the Student Board with its decision.

Article 43. Coming to effect

This rulebook comes into effect on the day of adoption at the meeting of the Student Board.

**STUDENT BOARD OF THE MEDICAL FACULTY, UNIVERSITY OF BELGRADE
PRESIDENT OF THE STUDENT BOARD**