

**The Republic of Serbia**  
**ACADEMY OF CRIMINALISTIC AND**  
**POLICE STUDIES**

21 Number: 79/3-3-2016

Date: March 24, 2016

Belgrade – Zemun, 196, Cara Dusana St.

Pursuant to Article 32, paragraph 1, item 11 of the Statutes of the University of Criminal Investigation and Police Studies (17 No. 72/4-3-2014 of April 4, 2014) and Article 56, paragraph 2 of the Law on Higher Education (“The Official Gazette of the Republic of Serbia” Nos. 76/05, 100/7, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 and 68/16),

at its meeting held on March 24, 2016, the Senate of the University passed the following

## **RULEBOOK ON STUDENT PARLIAMENT**

### **GENERAL PROVISIONS**

#### **Article 1**

The Rulebook herein shall regulate the organization and work of the Student Parliament (hereinafter: Parliament) of the University of Criminal Investigation and Police Studies (hereinafter: the University).

Parliament shall be a representative body of students that shall be organized at the University with the aim of exercising the rights and protecting the interests of students.

#### **Article 2**

The work of Parliament shall be public.

Parliament shall cooperate with the bodies of the University, the competent ministries and other student parliaments in performing the activities and tasks established by law, the Statutes of the University and the Rulebook herein.

#### **Article 3**

The participation of students in the work of the University shall be achieved through their elected representatives in Parliament, as well as in the management body and professional bodies of the University in which the student representatives are represented.

### **THE MANNER OF ELECTION AND COMPOSITION OF PARLIAMENT**

#### **Article 4**

Parliament shall consist of four students from each undergraduate study programme of the University.

If it is not possible to select four students from a certain study programme due to objective circumstances, the minimum number of students from a study programme for the composition of Parliament shall be two.

Members of Parliament shall be elected each year in April, by a secret and direct ballot, for a term of one year, with the possibility of re-election.

### **Article 5**

In the event a student representative's membership in Parliament is terminated for any reason, by-elections may be organized.

The elections referred to in paragraph 1 of the Article herein shall be conducted according to the same rules and procedure as the annual elections for Parliament.

The term of office of a student representative elected in by-elections shall last less than one year, i.e. until the expiration of the term of office of all members of the current composition of Parliament.

### **Article 6**

Students of undergraduate study programmes, who have regulated their student status in the current academic year, shall have the right to elect and be elected as members of Parliament.

A student against whom a disciplinary procedure has been instituted or a disciplinary measure has been imposed cannot be elected to Parliament.

### **Article 7**

The current Parliament shall pass a decision on calling the elections for members in the new convocation of Parliament.

The decision on calling the elections shall determine the day and time of the elections and shall appoint the Election Commission (hereinafter: the Commission), consisting of five members.

The Commission shall consist of the Pro-Rector for Social, Humanistic and Interdisciplinary Studies and the Pro-Rector for Natural & Mathematical and Technical & Technological Studies (one of whom is the President of the Commission and the other the Deputy President) and three students.

Students who are members of the Commission cannot be candidates for student representatives in Parliament.

### **Article 8**

The Commission shall: ensure the legality of the elections, based on the records of enrolled students compile the voter list of all University students who have the right to elect and be elected, directly manage the conduct of elections, determine the polling place, announce the list of registered candidates for student representatives on the bulletin boards, prepare election material, determine and publish the results of the elections, submit a report to Parliament on the course and results of the elections and perform other tasks related to the elections.

### **Article 9**

Candidates for student representatives in Parliament shall submit their applications to the Commission, in writing.

A student who has collected 10 signatures of student support from his/her study programme can run for a member of Parliament.

In accordance with paragraph 2 of the Article herein, a student can support only one candidate for a member of Parliament, and if it is determined that he/she has supported more than one candidate – none of his/her signatures shall be considered.

Regardless of the procedure from paragraphs 1–3 of this Article, the candidacy for a member of Parliament may also contain support – a proposal of self-organized students who study according to the study programme in which the candidate is enrolled. The support shall be submitted in writing, with the date of submission, legibly written names, surnames and

signatures of the submitters, which shall not be included in the signatures collected by the candidates, nor the rules on those signatures shall be valid for them.

In the case referred to in paragraph 4 of the Article herein, the Commission shall determine whether the proposed student accepts the candidacy.

#### **Article 10**

Candidates for members of Parliament shall submit their candidacies to the Commission within 15 days from the day of calling the elections.

Candidacy shall imply submission of the application referred to in Article 9, paragraph 1 of the Rulebook herein, containing the following information: name and surname, year of study and study programme of the candidate; student's booklet number and average grade of the candidate; a short biography of the candidate and the landline and mobile phone numbers of the candidate; a list with names and surnames, student's booklet numbers and landline and mobile phone numbers of students who have given signatures in support of the candidate.

The list referred to in paragraph 2 of the Article herein, with the names and surnames (and other information) of the persons who supported the candidate, must be printed out and each of its sheets separately certified by the head of the student affairs office who shall guarantee that the listed persons are students of the University.

#### **Article 11**

Voting is done by ballots, the content of which is determined by the Commission.

The results of the elections shall be determined and published by the Commission on the basis of the results of voting at the polling place.

A candidate – a representative of each undergraduate study programme who receives the largest number of votes of students who voted, shall be elected to Parliament.

The Commission shall publish the election results on the bulletin board of the institution.

#### **Article 12**

Every candidate for a member of Parliament shall have the right to appeal to the Rector of the University against the decision by which the Commission refused to accept his/her candidacy. The decision on rejection shall be made in writing, must be reasoned and signed by the President or Deputy President of the Commission.

The appeal shall be filed within two days from the day of receipt of the decision on rejecting the candidacy.

The Rector shall make the final decision on accepting or rejecting the appellant's candidacy, within three days from the day of filing the appeal.

#### **Article 13**

Every student referred to in Article 6 of the Rulebook herein shall have the right to complain to the Commission if he/she considers that there were irregularities in the election procedure for Parliament.

The complaint shall be filed within two days from the day of learning that the action for which the complaint is filed has been performed, and no later than the day of the constitution of the Parliament.

The Commission shall decide on the complaint within three days from the day of its filing, and the appeal against the decision of the Commission on the complaint shall be submitted to the Rector of the University within two days from the delivery of the decision to the complainant.

The Commission shall be obliged to submit the case to the Rector with the entire documentation related to the complaint, and the Rector shall make the final decision within three days from the day of filing the appeal.

If the decision of the Commission referred to in paragraph 3 of the Article herein, or the final decision of the Rector, establishes the existence of irregularities, the Commission shall be obliged to remove them in an appropriate manner, in the shortest possible time.

#### **Article 14**

The constitution of Parliament shall be carried out at its first session, which must be held within 7 days from the announcement of the election results.

Each constitutive session of the future convocation of Parliament shall be convened by the president of the convocation whose term of office expires, and he/she shall preside over the session until the election of the president.

At the constitutive session, Parliament shall elect the President and the Deputy President from among its members, by secret ballot, on the proposal of any member of Parliament.

### **COMPETENCIES OF PARLIAMENT**

#### **Article 15**

Parliament shall have the competencies to:

1. Pass decisions, instructions and other acts that must be in accordance with the law, the Statutes of the University and the Rulebook herein;
2. Adopt the work plan and programme of Parliament;
3. Elect and dismiss student representatives in the governing bodies and professional bodies of the University;
4. Propose the organization of sports, cultural, entertainment and other activities of interest to students;
5. Decide on other issues established by the law, the Statutes of the University and the Rulebook herein.

In order to perform tasks within its competences, Parliament may, by decision, form working groups of three or more members. The decision on the formation of the working group shall determine its composition, task and deadline for the execution of the task and submission of the report to Parliament.

### **ORGANIZATION AND WORK OF PARLIAMENT**

#### **Article 16**

The President shall schedule the session, prepare and chair the session, take care of maintaining order and sign the acts and decisions passed at the session.

The President shall be responsible for timely, complete and truthful informing of all members on issues of importance for the work and activities of Parliament.

A member of Parliament shall have the right to ask the President, orally and/or in writing, questions about the work of Parliament, as well as about other issues within the competences of Parliament.

The President of Parliament shall be obliged to answer the written question within 15 days from the day of receiving the question.

When the President is justifiably prevented or absent from performing activities related to the work of Parliament, he/she shall be replaced by the Deputy President of Parliament. The Deputy President shall also be obliged to assist the President in his/her work.

#### **Article 17**

The President may be dismissed before the expiration of the term for which he/she was elected, at his/her personal request – in writing with a reasoned resignation or if he/she loses the student status or if he/she does not perform his/her duties.

The decision on the dismissal of the President shall be made by Parliament. The procedure for dismissal shall be initiated by the President or 1/3 of the members of Parliament.

The reasons and procedure for dismissal of the Deputy President of Parliament shall be the same as for the President.

#### **Article 18**

The status of a member of Parliament shall end for a student even before the expiration of the term for which he/she was elected, at his/her personal request or if his/her student status ceases or in case he/she was unjustifiably absent for three times from the session of Parliament.

At the personal request referred to in paragraph 1 of the Article herein, membership shall be terminated on the day following the day the President of Parliament received such request.

Justified absence from the session of Parliament shall be considered to be a student's illness, study obligations or important private reasons, about which the member shall inform the President before the beginning of the session or, if the nature of the reason allows, submit written evidence until the next session.

#### **Article 19**

Sessions of Parliament shall be held once a month, and if necessary, more often.

The session of Parliament is convened by the President on his/her own initiative or at the written request of at least 1/3 of the members of Parliament, who shall submit the request and enclose the proposed agenda.

At the request referred to in paragraph 2 of the Article herein, the President shall be obliged to convene a session of Parliament within five days from the day of receipt of the request.

A written invitation indicating the time and place of the session of Parliament and the proposed agenda, as well as the appropriate material, shall be delivered to all members of Parliament.

The convening of Parliament with the proposed agenda shall be announced on the bulletin board of the institution at least two days before it takes place.

Minutes shall be kept at the sessions, which shall be adopted at the next session.

#### **Article 20**

Parliament shall work and decide if at least half plus one member of the total number of members of Parliament is present at the session.

Parliament shall decide by a majority vote of the members present.

Before determining the agenda, on the proposal of the President or another member, Parliament may decide to vote on a specific issue by secret ballot.

A member of Parliament shall not be held accountable for an opinion expressed or voting in Parliament.

Members and the President, or the Deputy President of Parliament, are obliged to perform their functions and activities in a conscientious and responsible manner.

## **FINAL PROVISIONS**

### **Article 21**

On the day of the entry into force of the Rulebook herein, the Rulebook on Student Parliament of the University of Criminal Investigation and Police Studies No. 242/7-4-2014 of May 28, 2014, shall cease to be valid.

The next elections for members of the Parliament shall be held in accordance with the provisions of the Rulebook herein.

Until the election of the members of the Parliament referred to in paragraph 2 of the Article herein, the current convocation of the Parliament shall perform the activities within its competence.

The Rulebook herein shall enter into force on the day following the day of its adoption and shall be published on the bulletin board.

**ACTING CHAIRMAN OF THE SENATE**  
**Professor Djordje Djordjevic, LLD**