

Pursuant to article 27 and 41 of the Statute of the Faculty of Political Science at the University of Zagreb, the Faculty Council at the Faculty of Political Science in Zagreb at its session brought this

**REGULATION
ON ORGANIZATION AND OPERATION OF
THE CENTER FOR EUROPEAN STUDIES**

1. General terms

Article 1

This Ordinance regulates the organization of the Center for European Studies at the Faculty of Political Science in Zagreb (hereinafter: CES), establishes its bodies and employees required for its operation.

Article 2

The full name of the Centre is: Centre for European Studies.

The abbreviated name of the Centre is: CES.

In addition to the full name of the Ces in English, CES also uses the name in Croatian, which reads: Centar za europske studije (abbreviation: CES). The full and the abbreviated name of the CES are equal in public use.

Article 3

CES is an organizational unit of the Faculty.

Article 4

The basic purpose of the CES is scientific research and the analysis of the Euro-Atlantic integration in social, political, economic, scientific and technical aspects as a contribution to the understanding of the political system of the European Union, Europeinization and the accession of Croatia and the countries of the region to the European integration using the results of research and analysis.

Specific activities of the CES are:

- a) *Research activities* - The implementation of basic, developmental and applied research in the field of European Integration;
- b) *Educational activities* - Organization of education of local and foreign students at both domestic and international postgraduate doctoral and specialized studies;
- c) *Documentation and information activities* – Forming an electronic database available to a wide range of students, teachers and researchers in the country and abroad, that would, besides the programs, research projects, research results, publications, conferences and other activities of the CES, also offer

information on related programs, research and institutions in the country and abroad;

- d) *Academic and professional conferences* - Organization of scientific and professional, domestic and international conferences in the field of European integration and related activities;
- e) *International cooperation* - Promotion of cooperation with research institutions and organizations in the country and abroad dealing with European integration or European Studies, including the exchange of outstanding researchers, teachers and students in both directions, in the form of regular post-graduate studies, international seminars, summer or winter schools, etc;
- f) *Publishing* – Publication of books and the promotion of domestic authors in the field of European integration, and also the publishing and the promotion of the translations of the most important books in European and worldwide production.

Article 5

CES activities are realized through projects (scientific research and others) and through the approved post-graduate studies.

Article 6

CES with its activity may cooperate with similar organizations at home and abroad and engage in networks and projects of related institutions that support the international organizations such as the European Union, NATO, the Council of Europe, OSCE, EBRD and other international programs or projects.

II. Administrative authorities of CES

Article 7

Administrative authorities of CES are: (a) Head, (b) Council, (c) Advisory Council and the Project Advisory.

II. a. Leader of the CES

Article 8

Leader of the CES is the Head of CES.

Head of the CES is appointed by Dean of the Faculty and is proposed by the CES Council and the Faculty Council, for a period of four years, from lines of the CES project managers, who enjoy a high scientific and professional reputation at home and abroad.

Head of the CES takes care of the overall work of the CES and prepares an annual report on the work of the CES and is responsible for his/her work to the Dean, i.e. to the Faculty Council. In case of absence of the Head, the deputy takes over his duties.

II. b. CES council

Article 9

The Council of the CES are: leader of the CES and managers of projects which are realized at CES. In case there is only one project and only one project manager, a reputable full time or associate professor in the field related to the activities of the CES, is elected into the Faculty Council on Dean's proposal.

CES Council meets at least once every two months. It also assembles at the start of a new project period to discuss ongoing and new CES projects.

Project managers are required to submit an annual report on the work on their projects, which are an integral part of the annual report of the entire CES work.

II. c. Other CES authorities

Article 10

CES advisors

Center may have the Advisory Council, composed of local and foreign scientists and experts with an international reputation in fields relevant to the activities of CES.

Advisory Council encourages actions of the CES, provides consulting services, provides domestic and international support for the activities of the CES and cares about the work quality of the CES.

Advisory members and their number are nominated to the Dean by the CES Council, and on Dean's proposal they are appointed by the Faculty Council. Advisors meet at least once a year and mandatory prior to the start of the new project period and the construction of a new program of CES. If necessary, advisory meetings can be conducted via electronic mail.

Advisory members elect the President among themselves. The President of the Advisory council prepares meetings and monitors the implementation of the conclusions.

The CES Project Advisory

Larger projects, especially international ones, can have project advisories, consisting of domestic and foreign scientists and experts. The work of these advisories is the responsibility of the individual project manager.

III. CES operatives

Article 11

In principle, Faculty of CES does not employ staff in permanent employment.

Inside the CES operate research assistants approved by the MSES for work on projects carried out within the CES.

In consultation with project managers and based on the proposal of the CES Council, depending on the scope of work and available finances, the Faculty may hire one person if needed, for the position of CES secretary and one or more persons for the position of administrative assistant for particular projects temporarily during the duration of the project and pay them from the project funds.

If necessary, and if there are adequate financial resources available, the Faculty will, for the need of the CES, establish a working relationship with the secretary of the CES.

IV. Financing the CES

Article 12

CES activities are financed through projects, donations, education programs, specialists improvement, sales of the CES publications and through other ways, depending on the work of the CES and in accordance with the Statute of the Faculty.

From the CES revenue realized in the market, the funds are being allocated for common Faculty resources pursuant to Regulations on the acquisition and allocation of the Faculty funds.

V. Obligations of the CES towards the Faculty

Article 13

CES is required:

- to act in accordance with the statute and other normative acts of the Faculty, the tradition and the spirit of the faculty and to expand its reputation at home and abroad,
- to report to the Dean and the Faculty Council on the work of the CES at the end of each calendar year.

The report referred to subparagraph 2 of this Article is submitted by the leader of the CES. The report must include project work and financial report.

VI. Obligations of the Faculty towards the CES

Article 14

Faculty is required:

- to ensure CES special area for smooth running, independent telephone/fax line, at least two Internet connections and most necessary office equipment,
- to carry out all repairs in the room and on the machines in a way that is usual in other units of the Faculty,
- to enable CES to compile and maintain separate Web sites associated with the Web site of the Faculty.

VII. Transitional and final ordinances

Article 15

This Regulation comes into force on the eight day from the publishing on the notice board of the Faculty.

Dean

Dr Smiljana Leinert-Novosel