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Distance Education for Future: best EU practices in response to the requests
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STANDARD REGULATION ON STUDENTS' SELF-GOVERNANCE (in the distance form of higher education)



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PREAMBLE

- The Standard Regulation are not an original text and the compilers do not claim authorship or primary source.
- The Standard Regulation was developed within the framework of the Erasmus+KA2 DEFEP project "Distance Education for Future: best EU practices in response to the requests of modern higher education seekers and labor market".
- The Standard Regulation was created on the basis of existing European and domestic practices, regulatory documents, methodological developments of individual institutions of higher education, as well as materials and cases of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance, etc.
- The Standard Regulation take into account the experience of DEFEP partner universities from Ukraine, Moldova, Germany, Spain, Italy, the results of a sociological survey, an analytical report, and a monograph completed as part of the project.

- The Standard Regulation are applicable to distance learning.
- The Standard Regulation take into account the peculiarities associated with digital technologies and the remote format of organizing the educational process in a distance form. At the same time, the basic norms for the establishment and functioning of student self-government in a higher education institution described in the Standard Regulation are universal for all forms of higher education.
- On the basis of the Standard Regulation, a higher education institution develops its own Regulation on Students' Self-Government (hereinafter referred to as the Regulation) or implements the provisions of the Standard Regulation relating to distance learning in the relevant regulations of the higher education institution.

CONTENT

1. GENERAL PROVISIONS	4
2. PURPOSE AND TASKS OF STUDENTS' SELF-GOVERNMENT.....	5
3. STRUCTURE AND ORGANIZATION OF WORK OF STUDENTS' SELF- GOVERNMENT BODIES	5
4. RIGHTS AND OBLIGATIONS OF STUDENT SELF-GOVERNMENT BODIES	7
5. RIGHTS AND OBLIGATIONS OF THE ADMINISTRATION OF A HIGHER EDUCATION INSTITUTION REGARDING INTERACTION WITH STUDENT SELF- GOVERNMENT BODIES	9
6. INTERNATIONAL ACTIVITIES OF STUDENTS' SELF-GOVERNMENT BODIES	9
7. ANTI-CORRUPTION WARNINGS	10
8. FINAL PROVISIONS.....	10

1. GENERAL PROVISIONS

1.1. The Regulation on Students' Self-Government (hereinafter — the Regulation) regulate the procedure for the establishment and functioning of student self-government in a higher education institution.

1.2. Student self-government in a higher education institution is a state-guaranteed right and opportunity to resolve issues of education and life, protection of students' rights and interests, and to participate in the management of a higher education institution.

1.3. Seekers of the first (bachelor's) and second (master's) levels who study at the University in all forms of higher education (hereinafter — students) may participate in student government.

1.4. Distance learning seekers have the full right to participate in student self-government, to join the formation of bodies and events on an equal footing with seekers of other forms. For this purpose, the regulatory and legal documents independently developed by the university student self-government bodies should provide for the possibility of online participation of distance education seekers and provide for activities that are more appropriate for the remote interaction format.

1.5. Student self-government is carried out by students directly and through student self-government bodies elected by direct secret ballot.

1.6. In their activities, student self-government bodies are guided by the law, the charter of the higher education institution and this regulation

1.7. Student self-government operates on the principles of voluntariness, collegiality, democracy, legality, transparency and publicity.

1.8. Student self-government expresses the interests of students enrolled in a higher education institution, regardless of race, political, religious and other beliefs, gender, ethnic and social origin, citizenship, property status, place of residence, language or other characteristics.

1.9. The management of a higher education institution is obliged to create conditions for the operation and development of student self-government.

1.10. The financial basis of student self-government is:

- funds determined by the advisory body of the higher education institution in the amount of not less than 0.5 percent of its own revenues received by the higher education institution from its main activities;
- student membership fees, the amount of which is set by the highest student self-government body of the higher education institution. The amount of the monthly membership fee of one person may not exceed 1 percent of the subsistence minimum established by law.

1.11. The funds of student self-government bodies are used to fulfill their tasks and exercise their powers in accordance with the budgets approved by them

1.12. Student self-government bodies publicly report on the use of funds and the implementation of estimates at least once a year.

2. PURPOSE AND TASKS OF STUDENTS' SELF-GOVERNMENT

2.1. The purpose of student self-government is to create conditions for self-realization of students' personalities and to develop their organizational skills, leadership qualities, responsibility for the results of their work, etc.

The activities of the student self-government bodies are aimed at improving the educational process, enhancing its quality, ensuring the education of students' spirituality and culture, and increasing social activity among students.

2.2. The main tasks of student self-government bodies:

- protecting the rights and interests of students;
- ensuring that students fulfil their responsibilities;
- promoting educational, scientific and creative activities of students;
- Promoting the improvement of living and recreational conditions for students;
- facilitating the creation of various student groups, societies, associations, and hobby clubs and coordinating their activities;
- cooperation with student self-government bodies of other higher education institutions;
- facilitating the employment of graduates of higher education institutions;
- ensuring participation in resolving issues of academic exchange of students.

3. STRUCTURE AND ORGANIZATION OF WORK OF STUDENTS' SELF-GOVERNMENT BODIES

3.1. Student self-government is carried out at the level of an academic group, educational and research institute/faculty, department, dormitory, and higher education institution. Depending on the number of students, type and specifics of the higher education institution, student self-government may be carried out at the level of the course, specialty, form of education, campus, and structural units of the higher education institution.

3.2. Student self-government bodies can have various forms (parliament, senate, starosta, student administration, student deans' offices, student councils, etc.).

3.3. Representative, executive, and control and audit bodies of student self-government are elected for a term of one year. Students elected to the student self-government bodies may be removed from their positions by a general secret ballot of students. To initiate such a vote, signatures of at least 10 percent of the students of the higher education institution must be collected.

3.4. The head of the student self-government and his/her deputies may serve no more than two terms.

3.5. The powers of a member of the student self-government shall be terminated early in the event of:

- resignations;
- inability to perform their duties for health reasons;
- granting a sabbatical;
- termination of studies at a higher education institution;
- death;
- other cases specified in these Regulation.

In case of completion of the first (bachelor's) level of education, a member of the student self-government shall have his/her membership and powers suspended until the end of the admission campaign, with the appointment of an acting member in his/her place. In case of continuing education at the second (master's) level, membership is renewed with full return to powers. Otherwise, participation in student government is terminated.

3.6. The supreme body of student self-government is the general meeting or conference of students of a higher education institution, which:

- adopt regulations for student self-government of higher education institutions, determine the structure, powers and procedure for holding direct secret elections of representative and executive bodies of student self-government;
- hear reports of representative, executive and control and audit bodies of student self-government, and give them an appropriate assessment;
- approve the procedure for using the property and funds of student self-government bodies, supporting student initiatives on a competitive basis;
- approve the annual cost estimate (budget) of student self-government bodies, make changes and additions to it, and hear a report on its implementation;
- elect a control and audit committee from among students (cadets) to exercise current control over the use of property and the implementation of the budget of student self-government bodies.

3.7. An extraordinary conference (general meeting) shall be convened at the request of 10 percent of the Students of a higher education institution or in other cases if provided for in this Regulation.

3.8. Chairman of the executive body of the student self-government of the appropriate level:

- organizes the work and is responsible for the effectiveness of the executive body of the student self-government;
- represents the interests of the student community;
- may participate in the work of other collegial, working bodies and commissions of the higher education institution;
- delegates his/her powers to a deputy;
- organizes general meetings or conferences of students;
- initiates an extraordinary general meeting or conference;
- has the right to receive the necessary information from the administration and student self-government bodies to carry out its activities;

- has other rights and obligations provided for in this Regulation.

3.9. The secretary of the executive body of the student self-government keeps minutes of meetings, records the implementation of decisions, and is responsible for document management.

3.10. The chairperson and secretary of the executive body of the student self-government are responsible for the preservation of the documentation of the student self-government.

3.11. The executive body of the student self-government may create sectors (commissions) in accordance with the direction of work.

3.12. Meetings of the executive body of the student self-government are held at least once a month and are considered valid if they are attended by at least two-thirds of the members elected to them. The executive body makes decisions by a simple majority of votes.

3.13. Meetings of the executive body of the student self-government are chaired by the chairman or, on his/her behalf, by a deputy. The course of the meeting is recorded in the minutes, which is signed by the chairman (deputy) and the secretary.

3.14. The election process and meetings of all levels of student self-government may be held remotely. Remote voting may completely replace in-person voting only in case of force majeure or to accommodate distance learning students. The procedure for remote voting is regulated by a separate decision of the Student Advisory Body.

3.15. Student self-government bodies of all levels are controlled and accountable to general meetings or conferences of the respective levels. In their activities, student self-government bodies are guided by the legislation, decisions of the specially authorized central executive body in the field of education and science and the relevant central executive body, which is subordinate to the higher education institution, and the charter of the higher education institution.

3.16. Decisions of student self-government bodies within the scope of their powers are communicated to the administration of the appropriate level.

4. RIGHTS AND OBLIGATIONS OF STUDENT SELF-GOVERNMENT BODIES

4.1. Student self-government bodies have the right to:

- receive advisory support and information from the administration necessary to fulfill their tasks;
- to submit proposals, applications, petitions to the administration of the appropriate level and student self-government bodies of all levels regarding issues within the scope of authority of this body and receive answers to the issues raised;
- engage in a constructive dialogue with the administration of the higher education institution regarding the actions of officials, heads of structural units, and student self-government bodies if they violate students' rights, file complaints about their actions, and demand a response to the complaint in accordance with applicable law;

4.2. Student self-government bodies are obliged to do so:

- to ensure that the rights and interests of students are respected, and to facilitate the fulfillment of students' responsibilities;
- raise students' problems with the administration;
- report to the student community at the appropriate level on its activities;
- promote the development and improvement of student self-government;
- coordinate their activities at the higher education institution with other student associations, centers, etc;
- to approve, in accordance with the established procedure, amendments and additions to the Regulation on student self-government in a higher education institution and other issues that require consideration at meetings of collegial and working bodies of a higher education institution.

4.3. In agreement with the student self-government body of a higher education institution, decisions are made on:

- expulsion of students from higher education institutions and their reinstatement to study;
- transfer of persons studying at a higher education institution under a state order to study under a contract at the expense of individuals (legal entities);
- transfer of persons enrolled in a higher education institution at the expense of individuals (legal entities) to study under a state order;
- appointment of deputy heads of higher education institutions (deputy deans of faculties, deputy directors of institutes);
- accommodation of persons studying at a higher education institution in a dormitory and eviction from the dormitory;
- approval of the internal regulations of a higher education institution in the part related to students;
- activities of campuses and dormitories for the accommodation of persons enrolled in higher education institutions.

5. RIGHTS AND OBLIGATIONS OF THE ADMINISTRATION OF A HIGHER EDUCATION INSTITUTION REGARDING INTERACTION WITH STUDENT SELF-GOVERNMENT BODIES

- 5.1. The administration of a higher education institution has the right to:
- receive information about the activities of student self-government bodies (plans, reports, copies of meeting minutes, information about current activities, etc;)
 - to convene an extraordinary general meeting or conference of students in cases of non-compliance by student self-government bodies with the Charter of the higher education institution and the Regulation on Students' Self-Government bodies in the higher education institution;
 - participate through their representatives in an advisory capacity in events organized by student self-government bodies (general meetings, conferences, meetings of executive bodies, etc.).
- 5.2. The administration of a higher education institution is obliged to:
- create the conditions necessary for the effective functioning of student self-government bodies: provide premises equipped with appropriate furniture, office equipment, telephone, Internet, etc;
 - to inform student self-government bodies about important decisions related to the life of students of a higher education institution;
 - provide, whenever possible, informational, legal, psychological, financial, material and other types of support for the development of student self-government in higher education institutions.
- 5.3. The administration of a higher education institution has no right to interfere with the activities of student self-government bodies.

6. INTERNATIONAL ACTIVITIES OF STUDENTS' SELF-GOVERNMENT BODIES

6.1. Student self-government bodies may cooperate with student self-government bodies of higher education institutions of other countries, international student organizations and their associations to better fulfill their tasks within the limits of their powers.

6.2. The conclusion of agreements and joint events of international level should be subject to the approval of the administration of the higher education institution.

6.3. The international activities of student self-government bodies should contribute to the formation of a positive image of the higher education institution and the state.

7. ANTI-CORRUPTION WARNINGS

7.1. Participants in the educational process fully comply with the basic principles of corruption prevention, ensure regular assessment of corruption risks in their activities, take appropriate measures to prevent and resolve conflicts of interest and corrupt practices that may arise in the performance of their duties.

7.2. Participants of the educational process are obliged to comply with the requirements of the Law of Ukraine "On Prevention of Corruption".

7.3. Participants in the educational process are strictly prohibited from directly or indirectly using their official powers or related opportunities to obtain an unlawful benefit or accept such a benefit or accept a promise/offer of such a benefit for themselves or others, or to make promises/offers or unlawful benefits to a person referred to in part one of Article 3 of the Law of Ukraine "On Prevention of Corruption", or at his/her request to other individuals or legal entities in order to persuade this person to unlawfully use the services provided to him/her.

7.4. For committing corruption or corruption-related offenses, participants in the educational process shall be held criminally, administratively, civilly, and disciplinarily liable in accordance with the procedure established by law.

8. FINAL PROVISIONS

8.1. The Regulation on Students' Self-Government shall be approved by the Academic Council of the University and enacted by order of the rector of the University or a person authorized to perform his/her duties.

8.2. Amendments and/or additions to the Regulation shall be reviewed and approved by the Academic Council of the University and put into effect by order of the rector of the University or a person authorized to perform his/her duties.