

Rules and Regulations of the ERUA Student Engagement Structures

Created by the Student Board

Art. 1 Purpose, Functions, Values & Goals

§1.

1. The ERUA Student Board (SB) aims to enhance student participation within ERUA, where "students" refers to individuals at all levels of study, including PhD students.
2. The ERUA student engagement structures comprise two main bodies: the ERUA Local Boards (LB) at each partner university and the ERUA Student Board (SB).
3. Students, including PhD students, are encouraged to be active participants in ERUA's decision-making processes.
4. All students are welcome to engage in ERUA, especially in the LBs where participation is open to all.

§2.

1. Core values of the ERUA Student Representation include **open communication, respect, responsibility, diversity, tolerance, sustainability, and multilingualism**.
2. Feedback and communication should occur in a safe, respectful, constructive, and open manner.

Art. 2. Local Board

Art. 2.1 Structure of the ERUA Local Board

§1.

1. Each ERUA full member university will establish a LB. The LB is open to all students interested in ERUA-related topics.
2. The two associated partner universities (Konstanz/ Roskilde) may choose to establish an LB at their discretion
3. Membership in the LB is open to all students interested in engaging with ERUA.

§2.

1. The formation of the LB depends on the individual university's structures and is overseen by a temporary project management team (see Art. 2.5).
2. LBs should be established either as independent student associations or directly attached to the Local Student Council/Student Parliament or any similar existing structure.

Art. 2.2 Roles in the ERUA Local Board

§1.

1. LB members act as the local ERUA student community, relaying students' needs, wishes, and suggestions to the SB.
2. Every LB should send student representatives to the SB and elect chairpersons.
3. Specific roles within the LB include Collaborator, Student Ambassador, Social Media Manager, Finance Manager, and Local Administration Contact. Additional roles may be created as needed.

§2.

1. The LB elects 2 student representatives and 1 substitute for the SB, one of them being a PhD student, if available. If not, the position is filled by a regular student.
2. These representatives convey ideas from the LB to the SB.
3. Each LB has 2 chairpersons who organize and lead LB meetings and may have additional responsibilities as needed.

§3.

1. The Collaborator acts as the liaison between the LB and the local Student Council/Parliament, facilitating information exchange.
2. Student Ambassadors recruit and welcome new LB members.
3. The Social Media Manager handles online promotion and communication of ERUA activities with supervision and cooperation with WP8.
4. The Finance Manager oversees financial aspects and explores funding opportunities.
5. The Local Administration Contact manages communication with the local ERUA administration and disseminates relevant information within the LB.
6. An Event Manager role can be created to oversee activities within the local board.

Art. 2.3 Elections

§1.

1. Student Representatives for the ERUA Student Board and LB chairpersons are elected by the LB members.
2. These elections occur annually or per semester, with emergency elections in extraordinary circumstances.

3. LB is open to all local students, so the quorum is the number of people present on the elections. Voting rights are reserved for students from the University that LB is located at.
4. Student representative candidates ought to be ratified by the local student council/parliament.
5. Elections across universities should be synchronized, considering different academic calendars.
6. Chairpersons are elected per semester and may serve for a maximum of 4 semesters.

Art. 2.4 Meetings and Official Language

§1.

1. LB meetings occur monthly, either in person or online.
2. All LB meetings are open to members and interested students.
3. The chairperson will detail further meeting procedures.
4. Meeting documentation is required and has to be shared with the participants of the respective meeting and LB members with assigned roles. Date, time, agenda and number of participants have to be communicated regularly to the respective Local Coordinator.

§2.

1. English is the official language of the LB to ensure inclusivity.
2. Working languages include English and the local language, with English translations provided.
3. The use of local languages is encouraged to promote multilingualism.

Art. 2.5 Implementation by Project Management Team

§1.

1. A temporary project management team is established at each university to form the LB, latest until 1st of November 2024.
2. After this date, the project management team's dissolution occurs.
3. The project management team aligns the LB's goals with ERUA's overall student engagement strategy.
4. The project management team is responsible for developing a timeline and sourcing resources for the LB.

5. The LB role can be adapted locally to fit the university's needs while adhering to this document's guidelines.
6. Regular meetings between these local project management teams ensure consistent LB development.

Art. 3. Student Board

Art. 3.1 Structure of the ERUA Student Board

§1.

1. The Student Board (SB) is the highest student representing body of the ERUA Consortium. It mainly contributes to the activities of the Steering Committee and the Participatory Council. It plays a vital role in representing student interests and perspectives. It acts as the official voice of the student body, advocating for their concerns in decision-making processes.
2. The board facilitates communication between the alliance and students, organizing events to foster a sense of community. It collaborates with university administrators, influencing policies that impact students and ensuring diversity and inclusion. The board promotes international collaboration, advocates for quality education, and supports initiatives for student services and professional development. Additionally, it serves as a feedback mechanism, maintaining transparency and accountability to the diverse student population across the alliance.
3. Each full member university sends the two student representatives (elected by the Local Boards) to the ERUA Student Board (SB).
4. Associated partner universities may send one non-voting representative to the SB.
5. A substitute representative is elected for each university, stepping in when needed.
6. If an Associated partner university member is active (attending 4 meetings in a row and establishing a local board), Student Board shall grant them 1 vote. However, if later they do not attend 3 meetings in a row, the vote is retracted.

Art. 3.2 Roles on the ERUA Student Board

§1.

1. The SB requires specific roles for efficient operation.
2. These roles are filled by election every year and can be held only by members of SB (representatives from each universities).

§2.

1. Key roles include a Moderator, Communication and Social Media Coordinator, Steering Committee Representatives, Technical Manager/Secretary, and Financial Manager. They should be in touch with responsible coordinators from corresponding WP.
2. Each role has distinct responsibilities to ensure smooth functioning of the SB.

Art. 3.3 Interaction with Local Boards

§1.

1. SB representatives are part of their respective LBs and report to other LB members on SB activities.
2. They also inform the SB about their LB's activities.

Art. 3.4 Interaction with the Steering Committee

§1.

1. Three SB students, ideally including one PhD student, serve on the Steering Committee for one year.
2. These representatives must adhere to SB decisions and report back to the SB.
3. Selection of the Students to the SC is conducted once every year. The decision is made during the SB meeting by a simple majority, with a quorum of 2/3 representatives present. The voting is anonymous.
4. For the selection of Students to the SC, each voting member in the SB first states if they are available as a candidate. After that, each voting member is voting for three of the available candidates. In case of a tie, there will be a second round between the ones who are in a tie.
5. Only representatives of full members universities can be candidates for the Steering Committee.

Art. 3.5 Interaction with the Board of Rectors

§1.

1. When there is a need from the Board of Rectors to get the ERUA Students' perspective, the Student Representatives in the Steering Committee may be invited to the meeting of the Board of Rectors in an advisory function.

Art. 3.6 Incentives

§1.

1. SB members should receive a participation certificate outlining their roles and contributions.
2. Engagement in the SB may be eligible for ECTS credits, subject to discussion with the Local ERUA Coordinator.
3. Regular attendance at SB meetings is a prerequisite for ECTS eligibility.
4. Voting members shall receive expense allowances for the mobility necessary for participating at least in the official annual SB in-person meetings.

Art. 3.7 Evaluation

§1.

1. Annual evaluations of the SB are conducted by internal analysis provided by members of SB on annual ERUA summit during SC meeting. Analysis will also include a questionnaire, prepared by the SB, conducted in the LBs, coordinator of WP7, Secretary General and ERUA Project Manager.

Art. 4. Meeting Procedures of the Student Board

Art. 4.1 Frequency, Place, and Duration

§1.

1. SB meetings occur monthly online and minimum once a year in-person.
2. Online meeting dates are set two weeks in advance, lasting 90-120 minutes.
3. Members unable to attend must notify the Technical Manager/Secretary in advance, at least 24h prior the meeting.

Art. 4.2 Meeting Agenda

§1.

1. A standard agenda includes opening remarks, attendance, agenda confirmation, summary of previous minutes, activity discussions, voting, and closing remarks.
2. Members contribute to the agenda, with late items addressed in the Any Other Business section.
3. Agenda items can be postponed only once, requiring a majority vote for further postponement.

Art. 4.3 Voting

§1.

1. Voting procedures are case-specific, with general rules including one vote per voting member (defined in Art. 3).
2. Student Board shall not deliberate and decide validly unless two-thirds (2/3) of its members are present or represented (quorum). If the quorum is not reached, there needs to be another ordinary meeting within 14 calendar days. If in this meeting the quorum is not reached once more, there be an extraordinary meeting which shall be entitled to decide even if less than the quorum of members is present or represented.

Closing Statement: This document was ratified on Wednesday, 17th of April 2024, in Frankfurt an der Oder by the Student Board of ERUA.

GLOSSARY

- **Local Student Council/Student Assembly:** A representative body at each university, responsible for representing student interests and participating in university governance.
- **Steering Committee:** The Steering Committee (SC) is responsible for ensuring overall effective steering of activities and, together with the Vice-Rector Councils, for fostering alignment between ERUA and the member universities strategies. The members of the Steering Committee are in charge of supervising the whole ERUA setting-up process and of taking strategic decisions with the contribution of the Management Committee. As one of the strategic steering and decision-making bodies of the alliance, the Steering Committee's role is to guide the alliance's internal and external strategy and to formulate recommendations on key issues and projects for consideration by the Alliance's Board of Rectors. It reviews the general progress of the projects and takes relevant decisions regarding major strategic matters that require decision at a lower level than the Board of Rectors.
- **Associated Partner University:** Here in this document, specifically referring to the Universities of Roskilde and Konstanz, which were full members during ERUA 1 and continue collaborating with ERUA (especially in student engagement) but do not have the full rights and responsibilities of a full member.
- **Student Ambassador:** A role within the Local Board (LB), focused on recruiting new members and serving as the first point of contact for students interested in ERUA activities.

- ERUA Student Board (SB):** The Student Board (SB) is the highest student representing body of the ERUA Consortium. It mainly contributes to the activities of the Steering Committee and the Participatory Council. It plays a vital role in representing student interests and perspectives. It acts as the official voice of the student body, advocating for their concerns in decision-making processes.
 The board facilitates communication between the alliance and students, organizing events to foster a sense of community. It collaborates with university administrators, influencing policies that impact students and ensuring diversity and inclusion. The board promotes international collaboration, advocates for quality education, and supports initiatives for student services and professional development. Additionally, it serves as a feedback mechanism, maintaining transparency and accountability to the diverse student population across the alliance.
- ERUA Local Board (LB):** A body established at each full member and associated partner university, open to all students interested in ERUA-related activities. It serves as a local point of engagement and representation within the broader ERUA structure.
- Collaborator:** A role within the LB responsible for liaising between the LB and the local Student Council, facilitating information exchange and coordination.
- Social Media Manager:** A member of the LB responsible for managing and promoting ERUA-related activities on social media platforms, aiming to engage the student community and enhance visibility.
- Finance Manager:** An LB member overseeing financial matters, including budgeting, exploring funding opportunities, and financial reporting for ERUA-related activities.
- Local Administration Contact:** This role involves managing communication with the local ERUA administration at each university, disseminating information within the LB, and providing updates on ERUA-related opportunities like mobility programs.
- Event Manager:** An optional role within the LB, responsible for managing and organizing ERUA-related projects and activities.
- Project Management Team:** A temporary team at each university tasked with establishing the LB. It defines goals, visions, and strategies in line with ERUA's overarching student engagement objectives and dissolves once the LB is operational.
- Moderator (of the Student Board):** A member of the SB responsible for preparing meeting topics, leading discussions, ensuring adherence to time limits, and maintaining the meeting's focus on ERUA's values.
- Communication and Social Media Coordinator (of the Student Board):** Responsible for the external communication of the SB, coordinating social media strategies with the LB's Social Media Managers and WP8.

- **Steering Committee Representatives (of the Student Board):** SB members who represent the student body in the ERUA Steering Committee, ensuring alignment with decisions made by the SB.
- **Technical Manager/Secretary (of the Student Board):** Manages technical tools for SB meetings and maintains member records and meeting minutes.
- **Financial Manager (of the Student Board):** Handles financial aspects of the SB, liaising with the WP7 manager and researching funding opportunities.
- **Work Package 7 (WP7):** A specific operational area within ERUA, focusing on the student engagement of the alliance. A work package dedicated to student engagement that will link with all the other work packages; in order to fulfill this purpose, the involvement of the students is required"
- **ECTS (European Credit Transfer and Accumulation System):** A standard for comparing the study attainment and performance of students across the European Union and other collaborating European countries.
- **Emergency Elections:** Special election procedures triggered by extraordinary circumstances, allowing for the quick replacement or appointment of student representatives or other roles within the ERUA structure.