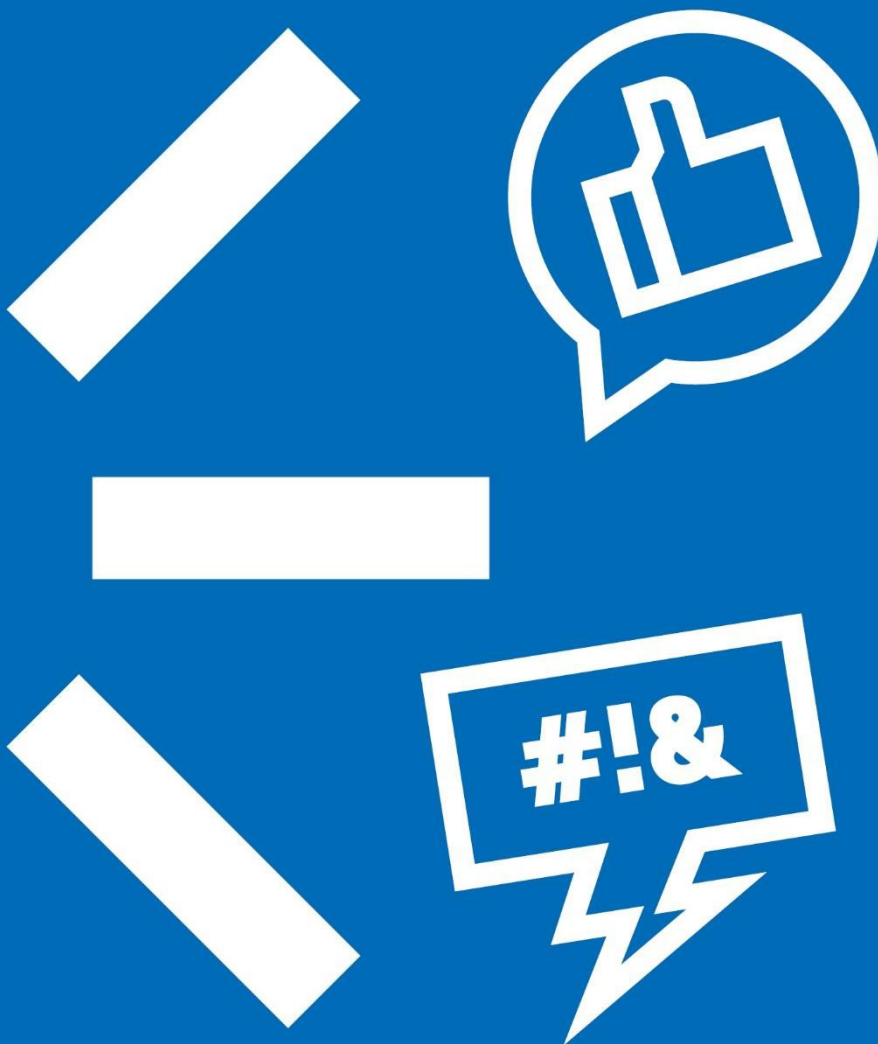


# Operating regulations for student councils

Applicable to the functioning of the General Student Council and the Departmental Student Councils.

Approved by the General Student Council on 26/11/2020.



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# Title 1. Glossary

## **General Student Council (ASR)**

The General Student Council (ASR) is the student council at the level of the institution, as defined in Article II.314 of the Codex of Higher Education.

## **Departmental Student Council (DSR)**

A Departmental Student Council (DSR) is a participation committee at departmental level, as defined in Article II.314 of the Codex of Higher Education. There is a DSR for each department and for the 'GO5' entity.

## **Student council**

A student council means the General Student Council or the Departmental Student Council in question.

## **Programme committee**

The programme committee deals with all matters relating to education. For example: curriculum changes, timetable changes, etc.

## **Faculty Council**

The Faculty Council (DR) consists of student and staff representatives and deals with matters relating to the department in question.

## **Student representatives**

Student representatives means all members of the student councils.

## **Mandate**

A mandate is the authority of an effective student representative to represent the interests of the students or on behalf of a DSR/ASR. A student representative may have a mandate on a DSR, the ASR or a governing, advisory or consultative body of HOGENT.

## **Function**

A function is an additional task or responsibility that a student representative takes on in addition to his/her/their mandate. A student representative may take up the function of board member or working group chair.

## **Successor**

A successor is a student representative who was not elected for a mandate on a DSR or who was not delegated from a DSR to the ASR or from the ASR to a governing body but who, based on the order of precedence of the election results, takes the place of the effective student representative when the latter's mandate ends.

### **Alternate**

An alternate is a student representative with a mandate on the ASR who has not been delegated to an advisory or consultative body but who takes the place of a student representative who cannot attend a meeting of the advisory or consultative body.

### **HOGENT Management**

HOGENT Management means the president of HOGENT, the Executive Board or the Board of Directors of HOGENT.

### **General Assembly**

The General Assembly (GA) means the members' meeting of the ASR/DSR.

### **Executive Board**

Executive Board (EB) means the Executive Board of the ASR/DSR.

### **Installation Meeting**

The installation meeting is the first ASR/DSR meeting after the elections.

### **Revolte intranet**

The Revolte intranet is the digital platform on which all internal documents (minutes, opinions, procedural reports, etc.) of the ASR/DSR are placed. It is available to all ASR/DSR members.

## **Title 2. General provisions**

### **Article 1. Situation**

#### **§1 Codex of Higher Education**

Articles II. 314 to II. 335 of the Codex of Higher Education define the legal framework within which higher education institutions organise student participation.

#### **§2 Student Participation Regulations**

The Student Participation Regulations govern the organisation of student participation at HOGENT and implement the provisions of Article II.332. of the Codex of Higher Education.

### **Article 2. Scope of the Operating Regulations**

These Operating Regulations describe the internal functioning, powers and organisation of the ASR and the DSRs. The provisions contained herein apply to both the ASR and the DSRs, unless otherwise stated.

The operating regulations must be read in conjunction with the Student Participation Regulations and the election regulations.

### **Article 3. Amendments to the Operating Regulations**

The Operating Regulations are a dynamic document that can be amended at any time. Amendments must be approved by at least two thirds of the members of the General Assembly of the ASR. The reasoned proposal for an amendment must be submitted to the EB of the ASR at least 14 calendar days prior to the next ASR GA.

# Title 3. General Assembly (GA)

## Article 4. Composition

### **§1 General Student Council**

The GA of the ASR consists of a maximum of 23 voting members, supplemented by advisory members. It is composed of the delegation from the various departments, the School of Arts, the GO5 entity, the Student Services and Student Life Council and possibly those students who are members of the Board of Directors but have not been re-elected to a DSR, as described in Art. 6 §1 of the Student Participation Regulations.

#### *Voting members:*

- 2 x DSR Business and Management (DSR-DBO).
- 2 x DSR IT and Digital Innovation (DSR-DIT).
- 2 x DSR Social Welfare (DSR-DSA).
- 2 x DSR Teacher Training (DSR-DLO).
- 2 x DSR Healthcare (DSR-DGZ).
- 2 x DSR Bioscience and Industrial Technology (DSR-DBT).
- 2 x DSR Built Environment (DSR-DOG).
- 2 x Student Council School of Arts (SR-SCH).
- 2 x DSR GO5.
- 2 x Student Services and Student Life Council
- Students who are members of the Board of Directors (max. 3).

#### *Advisory members (no voting rights):*

- The president of HOGENT or his/her alternate.
- The Student Services and Student Life Director or his/her alternate.
- The participation coaches.
- External parties by invitation of the chairman.

### **§2 Departmental Student Council**

As described in Article 15 §1 of the Student Participation Regulations, the GA of a DSR consists of a maximum of eight voting members, supplemented by advisory members.

#### *Voting members:*

- Eight directly elected students, of whom at least three have a different gender identity.

#### *Advisory members (no voting rights)*

- Students who are members of the DR but were not re-elected to a DSR.
- All students of the department and in particular the student representatives from the programme committee.
- The participation coaches.
- External parties by invitation of the chairman.

Elections to the DSRs are organised by the Electoral Committee in accordance with the electoral regulations, as described in Article 16 of the Student Participation Regulations.

## **Article 5. Task description**

### **§1 General Student Council**

The GA of the ASR has full authority with regard to college-wide issues, as described in Article 7 of the Student Participation Regulations. Departmental matters that come before the ASR are immediately forwarded to the DSR concerned.

In addition, the GA decides on the electoral procedures and the mandates within the various advisory and decision-making bodies. It outlines the policy principles on student participation at college level and gives advice to the management and offices of HOGENT. It instructs the working groups and maintains relations with the DSRs and the management and offices of HOGENT.

The GA of the ASR draws up the annual action plan with accompanying budget proposal and evaluates it at the end of the academic year. It evaluates the student participation policy plan on a regular basis and gives feedback to its members, the members of the DSRs and the management of HOGENT.

### **§2 Departmental Student Council**

The GA of a DSR has full authority with regard to departmental issues, as described in Article 17 of the Student Participation Regulations.

In addition, the GA outlines the policy principles on student participation at departmental level and gives advice to the departments and the ASR. It decides on the delegation to a DR and the Disciplinary Committee of a DR. A DSR maintains excellent relations with the ASR, the DR and the programme committees. It provides the necessary feedback to its members.

Each year, the GA of a DSR draws up an action plan with accompanying budget proposal and evaluates it at the end of the academic year.

## **Article 6. Frequency of meetings**

The GA meets monthly, with the exception of holiday and examination periods, and can be expanded to include additional meetings to ensure the proper functioning of the student council. The meeting dates will be fixed during the installation meeting.

## **Article 7. Agenda**

The agenda is drawn up by the EB. All students and staff can submit agenda items. At least 7 calendar days before the GA, the proposal for an agenda item, with any preparatory documents, will be sent by email to the relevant EB. Agenda items submitted to the EB after the deadline will first be submitted to the GA for approval, which will place them on the agenda with a simple majority. At the start of the meeting the chairman, or his/her/their deputy, will run through the agenda.

With the exception of the installation meeting, the agenda of each GA must at least include:

- the adoption of the minutes of the previous GA;
- the feedback from the working groups;
- varia.

Agenda items that have not been dealt with due to time constraints will be postponed to the next GA, where they will be dealt with as a matter of priority.



The sample template of an agenda is included as Annex 1 to the Operating Regulations.

#### **Article 8. Invitations**

Members will be invited by the chairman via their HOGENT account at least 7 days before a GA.

The invitation must at least include the proxy form, the date, place or platform, starting time and agenda of the forthcoming GA and the minutes of the previous GA.

#### **Article 9. Attendance**

A GA may only validly decide if more than half the members with voting rights are present. At the start of the meeting, the chairman will establish those present and any proxies. Those present (with or without proxy) are always recorded in the minutes of the meeting.

#### **Article 10. Proxies**

Any voting member may, in his/her/their absence, give his/her/their proxy to another voting member by means of the proxy form attached to the invitation. Proxies will be counted towards the attendance quorum.

Voting members in possession of a (physical or digital) proxy form may cast a vote on behalf of the voting member from whom they received a proxy. Each voting member may hold up to two proxies.

The proxy forms must be handed over to the chairman of the ASR/DSR at the latest before the start of the GA. The person granting the proxy will deliver a signed proxy form to a voting member.

The sample template of the proxy form is included as Annex 2 to the Operating Regulations.

#### **Article 11. Decisions and voting**

##### **§1 Introductory provision**

Decisions are taken by consensus. If no consensus can be reached, the chairman will call for a vote. The decision will then be taken by a simple majority (more than half of the votes) unless otherwise provided. This vote must be secret if requested by a voting member. Non-voting members cannot take part in a vote. These decisions are directly enforceable. The voting procedure is described below.

##### **§2 Public vote**

A public vote is organised by show of hands. Only voting members may take part in this vote. The meeting may hear advisory members prior to the vote.

##### **§3 Secret ballot**

In the case of a secret ballot, voting forms are used. In the case of a secret ballot at the session, each voting member present is given a form. In the case of a secret ballot via a digital application, all voting members receive an invitation to vote. Votes are counted by two members appointed by the chairman.

When voting, members entitled to vote may choose between 'in favour', 'against' or 'abstain'. Abstentions will be counted towards the attendance quorum. The majority is determined by the number of votes 'in favour' versus the number of votes 'against'.

The sample template of the voting form is included as Annex 3 to the Operating Regulations.

#### **§4 Tied vote**

In the event of a tie (ex aequo) the chairman or, in his/her/their absence the vice chairman, has the casting vote.

#### **§5 Personal interest**

Where a member has a personal interest in a matter to be voted on, he/she/they will abstain from participating in both the debate and the vote and must leave the room. The member in question may be heard before the debate.

#### **§6 Report of decisions**

An official report is drawn up of all decisions of a GA. This must at least include the date of the GA and a list of all decisions taken.

The report is drawn up by the secretary or a member designated by the chairman, signed by the chairman and communicated to members within 3 working days of the GA.

The sample template of the report is included as Annex 4 to the Operating Regulations.

Reports are kept on the Revolte intranet for five academic years.

#### **Article 12. Minutes**

Draft minutes must be produced of each GA. The draft minutes are communicated to members within 14 calendar days. The draft minutes must be submitted for approval at the next GA. The approved minutes are made public via the Revolte website for one academic year and are kept on the Revolte intranet for five academic years.

The minutes are drawn up by the secretary or a member appointed by the chairman and signed by the chairman.

The sample template of the minutes is included as Annex 5 to the Operating Regulations.

#### **Article 13. Opinions**

Opinions are prepared by the competent mandate holder, in consultation with the EB and with the relevant working group. The draft opinion is submitted to a GA for adoption.

The opinions are drawn up by the secretary or a member appointed by the chairman and signed by the chairman and the mandate holder(s) concerned. The aim is to send the opinion to the members of the GA, the participation coaches and the entity in question within seven calendar days.

An opinion on request must at least include the following:

- Name and contact details of the party requesting the opinion.
- Name and contact details of the party providing the opinion.
- The date on which the opinion was adopted.
- The subject of the opinion.
- An indication of whether the opinion is positive or negative.
- The reasoning behind the positive or negative opinion.

An own-initiative opinion must at least include the following:

- Name and contact details of the beneficiary.
- Name and contact details of the party providing the opinion.
- The date on which the opinion was adopted.
- The subject of the opinion.
- The explanation of the opinion.

Together with minutes, opinions are made public via the Revolte website for one academic year and are kept on the Revolte intranet for five academic years.

The sample template of an opinion is included as Annex 6 to the Operating Regulations.

#### **Article 14. Extraordinary General Assembly**

Exceptionally, at the request of the EB or at least three other members, the chairman may convene an Extraordinary General Assembly. The chairman will convene the meeting at least 24 hours in advance and will justify the urgency and the special nature of the meeting. The same attendance quorum applies to an extraordinary GA as to a regular GA.

The invitation must also at least include the date, the place or platform, the starting time and the agenda of this GA.

#### **Article 15. Installation Meeting**

##### **§1 General Student Council**

The installation meeting of the GA takes place as soon as possible after the installation meetings of the DSRs. The participation coaches invite the members and chairman to the installation meeting but can delegate tasks to motivated student representatives.

At the installation meeting, the members of the Board (chairman, vice chairman and, if applicable, secretary, together the EB) are elected, in accordance with Article 31.

The invitation must at least include:

- the date, place or platform and the starting time of the GA;
- the call for nominations for the aforementioned functions;
- how to stand as a candidate;
- the Student Participation Regulations;
- the Operating Regulations.

##### **§2 Departmental Student Council**

The installation meeting of the GA of a DSR will take place as soon as possible after the DSR's mandate holders are known. The participation coaches invite the members and chairman to the installation meeting, but can delegate tasks to motivated student representatives.

At the installation meeting, the members of the Board (chairman and vice chairman, together with the EB) are elected, in accordance with Article 31, and it is established which student representatives will be delegated to the ASR.

The invitation must at least include:

- the date, place or platform and the starting time of the GA;
- the call for nominations for the aforementioned functions;
- how to stand as a candidate;
- the Student Participation Regulations;
- the Operating Regulations.

## **Title 4. Executive Board (EB)**

### **Article 16. Composition**

The GA elects from among its voting members the chairman and the vice chairman, who together shall constitute the Executive Board (EB). In addition, a secretary is elected for the EB of the ASR.

External parties can join the meeting, upon invitation by the chairman and when their presence is relevant (no voting rights).

Participation coaches can participate in the meetings of the EB.

### **Article 17. Task description**

The EB coordinates the day-to-day operation of the ASR/DSR. It prepares the GA, draws up the agenda and distributes the preparatory documents to the members of the GA. It coordinates the implementation of decisions taken at the GA.

The EB also provides feedback to:

- the members of the GA;
- the various working groups;
- the governing, advisory or consultative body of HOGENT.

The EB may take decisions as a matter of urgency without first consulting the GA, but will endeavour to hear the relevant mandate holders. Decisions are taken with a two-thirds majority and are justified and discussed at the next GA (for information).

The EB of a DSR also keeps a list of the (interested) advisory members who were present at least once at a GA of a DSR.

### **Article 18. Frequency of meetings**

The EB meets at the initiative of the chair and at least once a month (with the exception of holiday and examination periods). Preparation for the GA is started at least two weeks before the next GA.

### **Article 19. Board members' tasks**

#### **§1 The chairman**

The chairman coordinates the activities of the student council. He/she/they leads and moderates the meeting of the EB and the GA and monitors compliance with the Student Participation Regulations and the Operating Regulations. In addition, he/she/they is the figurehead of the student council and maintains its network.

## **§2 The vice chairman**

The vice chairman supports the chairman as required and takes over his/her/their duties in his/her/their absence. Together with the chair, he/she/they monitors the activities of the student council.

## **§3 The secretary**

The members of the ASR also elect a secretary. The secretary is responsible for the administrative tasks of the GA/EB, such as preparing:

- minutes;
- opinions;
- reports.

He/she/they sends the minutes, opinions and reports to the members, the participation coaches and the relevant entities within HOGENT. He/she/they is responsible for the maintenance of the Revolte intranet, the management of the membership lists, the budgets and the stock, and regularly reports back to the EB accordingly. The EB in turn provides regular feedback to the GA.

# **Title 5. Working groups (WGs)**

## **Article 20. List of WGs**

### **§1 Permanent WG of the ASR**

Five permanent WGs are established within the ASR:

- WG Infrastructure & IT
- WG Communication
- WG Education
- WG Student Services and Student Life
- WG External

### **§2 Thematic working groups**

Each academic year, the ASR/a DSR can establish thematic working groups. On the initiative of the EB, these are included in the annual action plan of the ASR/DSR.

### **§3 Ad hoc working groups**

The ASR/a DSR can set up an ad hoc WG during the academic year. The request to establish an ad hoc WG is put on the agenda of the GA at the request of at least three members of the ASR/a DSR. The GA decides by simple majority, based on the arguments of the applicants, whether the WG will be established.

### **§4 WG requirements**

A WG to be established must meet the following requirements:

- A WG to be established must be sufficiently different in thematic terms from existing WGs.
- A WG to be established must be supported by the EB or at least three student representatives.
- A WG to be established must fit within the student participation policy plan.

## **Article 21. Composition**

Any HOGENT student may be part of a WG. A permanent WG of the ASR is chaired by a voting member of the ASR elected by the ASR. A thematic or ad hoc WG is chaired by a voting member of the ASR/a DSR elected by the ASR or a DSR, depending on which student council establishes it.

The chairman of a WG recruits students who want to be members of the WG at the beginning of the academic year. The chairman can appoint project managers to share the workload.

**Article 22. WG task description**

The purpose of a WG is to bring together the expertise of students on a particular theme. A WG prepares files, either on its own initiative or at the request of the GA of the ASR/a DSR, but cannot take decisions on them. Decisions concerning a file to be prepared are taken by the WG by consensus. For each file, different scenarios are described with advantages and disadvantages, including a conclusion described by the WG, so that the GA can arrive at a substantive and qualitative discussion and ultimately take a well-founded decision.

The chair of the WG provides feedback to the EB and to the members of the GA of the ASR/a DSR after each meeting. As such, this feedback is a permanent agenda item at a GA, as described in Article 7.

**Article 23. WG invitations**

The chairman of the WG invites the members of the working group to meet whenever he/she/they deems it necessary. This invitation must at least include the date, the place or platform, the starting time and the agenda of the working group meeting.

**Article 24. Frequency of WG meetings**

A WG meets at the initiative of the chairman and at least once a month (with the exception of holiday and examination periods).

**Article 25. Dissolution of WGs**

All thematic and ad hoc WGs are automatically dissolved at the end of the academic year.

The permanent WGs of the ASR may be dissolved by amending the Operating Regulations.

## **Title 6. Student Forum (SF)**

**Article 26. Description of the SF**

The SF is an accessible way for students who do not want to make a formal and structural commitment to participate. It consists of all HOGENT students and is convened on the initiative of the ASR. The ASR/a DSR may use the outcome of a forum to support its opinion, but this is not binding.

**Article 27. How the SF works**

SF meets physically or online to discuss a college-wide theme or topic.

In the case of a physical meeting, the opinions of a limited number of students are gauged using a pre-determined and well-chosen working method (focus group). Afterwards, an informal networking opportunity is organised.

An online 'gathering' is where the opinions of as many HOGENT students as possible are sought on a particular subject through the most appropriate online tool. Which tool is used and how long the topic can be discussed is determined by the ASR.

An SF is prepared and implemented in close consultation with the participation coaches. The outcome of the SF is announced on the Revolte website.

**Article 28. SF invitations**

The invitation to attend an SF will be made known to HOGENT students through all available communication channels. The invitation must at least include the date, the place or platform, the starting time and the topic to be discussed of the SF.

## Title 7. Internal elections

**Article 29. Introductory provision for internal elections**

In accordance with the Student Participation Regulations, the procedure for the appointment of board members and for the delegation of student representatives from the ASR/a DSR to a governing, advisory or consultative body is included in the Operating Regulations.

In order to determine which student representative is appointed as a board member or as a student representative on a governing, advisory or consultative body, internal elections are organised within the ASR/a DSR as defined in Article 31.

**Article 30. Mandates and functions to be elected**

**§1 Table of mandates and functions to be elected**

The table below shows which and how many mandates are elected at which level, which student representatives can participate in the election and whether there is a successor or an alternate for the mandate holders.

	Function (F) or mandate (M)	Number of functions/man date holders	Can participate in election	Successor/alter nate
DSR level	Board member (F) (chairman/vice chairman)	2	Voting member DSR	Successor
	Faculty Council (M)	Min. 3, max. 5	Voting member DSR	Successor
	Disciplinary Committee DR (M)	1	Member DR	Successor
	Delegation to the ASR (M)	2	Voting member DSR	Successor
	Thematic or ad hoc working group chairman	1 per WG	Voting member DSR	Successor
ASR level	Board member (F) (chairman/vice chairman/secretary)	3	Voting member ASR	Successor
	Permanent working group chairman (F)	1 per WG	Voting member ASR	Successor
	Thematic or ad hoc working group chairman (F)	1 per WG	Voting member ASR	Successor

<sup>1</sup> In accordance with 6 §1 second paragraph of the Student Participation Regulations.

	Board of Directors (M)	3	Voting member ASR	Successor
	Executive Board (M)	1	Member Board of Directors	Successor
	Education Council (M)	2	Voting member ASR <sup>2</sup>	Alternate
	Building Committee (M)	1	Voting member ASR <sup>2</sup>	Alternate
	Mobility Council (M)	2	Voting member ASR <sup>2</sup>	Alternate
	Committee of Tellers (M)	2	Voting member ASR <sup>2</sup>	Alternate
	Electoral Committee (M)	2	Voting member ASR <sup>2</sup>	Alternate
	StuGent (M)	2	Voting member ASR <sup>2</sup>	Alternate
	AUGent (M)	1	Voting member ASR <sup>2</sup>	Alternate
	GASt (M)	Min. 1	Voting member ASR <sup>2</sup>	Alternate

<sup>2</sup> If no or insufficient candidates are found among the members of the ASR for this mandate or function, a voting member of a DSR may take it up, subject to the approval of the GA of the ASR.

## **§2 Incompatible mandates and functions**

As described in Article 6 of the Student Participation Regulations, the ASR may determine the capacities with which its mandate is incompatible. The following mandates and functions are incompatible:

- Committee of Tellers mandate and Electoral Committee mandate
- Delegate of the Student Services and Student Life Council on the ASR and delegate of a DSR on the ASR
- Management functions within the same EB
- Function of DSR chairman and function of ASR chairman

## **Article 31. Procedure for internal elections**

### **§1 Call for nominations**

The call for nominations is sent by the secretary or a board member designated by the chairman or, in the case of an installation meeting, the participation coaches, via their HOGENT account to all voting members of the GA at least 14 calendar days before the GA.

The call must at least include:

- the functions or mandates to be elected;
- the reference to this article;
- the date of the GA at which the elections will be held;
- the deadline for submitting nominations;
- a brief description of the mandate or function, with the corresponding frequency of meetings and workload;
- the way in which nominations are submitted.



## **§2 Nomination**

Candidates must submit their application, accompanied by a supporting statement and a CV, within 7 calendar days of the call. The list of candidates is sent together with the invitation and the agenda of the GA.

Candidates for a function on the EB should send their application to the participation coaches ([participatiecoaches@hogent.be](mailto:participatiecoaches@hogent.be)). Candidates for another mandate or another function should send their application to the EB.

## **§3 Conduct of the election**

Excluding the candidates, the participation coaches (for board members) or the EB (for other mandates or functions) appoint a number of student representatives who coordinate the internal election.

The candidates will have the opportunity during the meeting to explain their candidacy and there will be time and space for questions.

After all candidates have explained their candidacy, they leave the meeting and the GA debates. The debate is followed by a vote as provided for in Article 11 §1, §2, §3 and §4.

The voting form described in Article 11 §3 will be adapted by the EB for an internal election on the basis of the current situation.

After the vote, the candidates rejoin the meeting and the election results are announced.

## **§4 Tied vote**

In the event of a tie (ex aequo), the younger candidate will take precedence over the older one.

## **§5 Successors and alternates**

Successors for the ASR/a DSR are appointed on the basis of the order of precedence in the election results, in accordance with the Student Participation Regulations.

Successors to the mandate holders of the Board of Directors and Executive Board or to a board member or WG chairman are elected by the same procedure as for the appointment of mandate holders/board members.

An alternate is appointed by the mandate holder concerned.

## **§6 Election reports**

A report will be drawn up for each internal election. This must at least include the date and the outcome of the election.

The report is drawn up by the secretary or a member designated by the chair, signed by the chairman and communicated to the members of the GA within two calendar days of the internal election.

The sample template of the internal election report is included as Annex 7 to the Operating Regulations.

Internal election reports are kept on the Revolte intranet for five academic years.

### **§7 Appeal**

Members who believe that the procedure was not properly followed during an election may appeal to the Appeals Committee referred to in [Article 35](#).

The appeal must be sent within 2 calendar days of the GA via email to the participation coaches, who will immediately inform the chairman of the Appeals Committee.

The notice of appeal must at least include:

- the name of the student representative lodging the appeal;
- the name of the student council concerned;
- a description of the decision against which the appeal is being lodged;
- a statement of reasons why the decision is being challenged.

The Appeals Committee will consider the admissibility of the appeal. It will review the correct conduct of the election procedure and, within 14 calendar days, make a decision on whether the candidate's mandate has been legitimately filled.

Until the appeal is decided, the student representative will remain elected.

### **§8 Extraordinary provisions**

If there are fewer than or the same number of candidates as there are mandates or functions to be filled, an election will still be organised.

Where there are no candidates for a particular mandate or function, the election is adjourned to a subsequent GA and a new call for nominations is issued.

If there are still vacant mandates after the elections, a new call for nominations will be sent out and the elections will take place at the following GA.

### **Article 32. Timing of internal elections**

During the installation meeting, the board members and, if applicable, the student representatives delegated to the ASR are elected.

The other mandates and functions are elected before the start of the academic year.

## **Title 8. Discipline and disputes**

### **Article 33. Discipline**

#### **§1 Disciplinary measure**

If a student representative does not carry out his/her/their mandate or duties properly, such as abusing his/her/their mandate, frequently being absent from the councils for which he/she/they has committed himself/herself/themselves or not completing administrative tasks, the GA may impose a disciplinary measure on him/her/them. The disciplinary measure must be proportionate to the seriousness of the facts.

The following disciplinary measures may be imposed in stages:

1. Blame.
2. Denial of access rights to a student council room and individual material support.
3. A one-month suspension.
4. Revocation of the mandate/function or dismissal.

In the event of a suspension, the alternate takes up the mandate with the corresponding set of tasks for the duration of the suspension.

## **§2 Procedure**

In order to impose a disciplinary measure, a motion of no confidence in a student representative must be tabled by at least one third of the voting members of the GA. The motion must be submitted to the EB of the student council at least 14 calendar days before the next GA. The EB will include this in the agenda of the GA and inform the student representative in question within three calendar days of receipt of the motion and its supporting statement.

The motion of no confidence must at least include:

- the date of the motion;
- the names and signatures of the student representatives tabling the motion;
- the name of the student representative against whom the motion is being tabled;
- the name of the student council concerned;
- a detailed explanation of why the motion is being tabled.

During the GA, the chairman explains the motion, the student representatives who tabled the motion justify their decision, and the student representative against whom the motion was tabled is given the opportunity to defend himself/herself/themselves.

The GA will decide by a two-thirds majority whether to declare the no-confidence motion null and void or to impose a disciplinary measure.

## **§3 Appeal**

The student representative concerned may lodge an appeal against the disciplinary measure imposed by the AV with the Appeals Committee referred to in [Article 35](#) within a period of seven calendar days. Within a period of 14 calendar days, the Appeals Committee shall appoint an ombudsperson who is not attached to the department in question to mediate.

If mediation fails, the Appeals Committee referred to in Article 35 will consider the matter and make a decision within 14 calendar days. The decision will be justified and forwarded to the GA and student representative concerned.

The notice of appeal must at least include:

- the name of the student representative lodging the appeal;
- the name of the student council concerned;
- a description of the decision against which the appeal is being lodged;
- a statement of reasons why the decision is being challenged.

Until mediation has taken place or, if necessary, until the Appeals Committee has decided on the merits of the case, the disciplinary measure will be suspended.

## **Article 34. Disputes**

If a student representative suspects that his/her/their rights are not being respected, he/she/they can appeal to an ombudsperson who is not affiliated with his/her/their department. The ombudsperson will mediate to find a solution.

In the event of a dispute between the management and the ASR, an ombudsperson shall mediate to find a solution. In the event of a dispute between the DSR and the Faculty Council (DR), the ASR shall mediate to find a solution.

If the ASR believes that HOGENT is not fulfilling its obligations set by decree on student participation, this shall be raised internally with the president of HOGENT. If the ASR deems it necessary, it may inform the Government Commissariat.

### **Article 35. Appeals Committee**

If a student representative believes that during an internal election the procedure set out has not been followed correctly or if mediation by an ombudsperson between a student representative and a GA does not lead to a solution, the Appeals Committee will look into the matter.

The Appeals Committee consists of:

- A representative of the Legal Affairs Office (chairman).
- A student representative who is not connected to the DSR in question/does not have a seat on the ASR, appointed by the chairman.
- A participation coach, appointed by the chairman.

In its investigation, the Appeals Committee will hear at least both parties and may hear other involved parties.

## **Title 9. Facilities**

### **Article 36. Student representative status**

The status of student representative, as described in [Article 2](#) of the Student Participation Regulations, is automatically granted to students who have a seat on one of these student participation bodies: the programme committee, the Departmental Student Council (voting members), the General Student Council, the Student Services and Student Life Council and the Student Associations' Presidents' Meeting.

Student representatives may not be disadvantaged for the actions they take in the exercise of their mandate. They shall inform both the participation coaches, the study pathway supervisor and the teaching staff involved of their status and the associated facilities.

Student representatives can make use of the following individual education and examination measures:

- The student may have limited legitimate absences for educational activities with compulsory attendance.
- The student has permission to leave the classroom (earlier) or to arrive late because of activities within the context of the status.
- The student is given the opportunity, after consultation with the teaching staff involved, to postpone the deadline for tasks.
- The student is given the opportunity to reschedule exams within the examination period. The student is responsible for requesting the rescheduling in good time according to the guidelines and deadline communicated to the students before each examination period.

Student representatives must seek a healthy balance between study progress and the commitment they have taken on.

### **Article 37. Participation coaches**

The participation coaches are staff members of HOGENT embedded in the Student Activities and Participation Division of the Office for Student Services and Student Life. They are neutral and unbiased.

The participation coaches are responsible for supporting, training and coaching the student representatives and student councils. They reach out to all student representatives and offer their services proactively.

From their position, they can participate in a GA or in the meetings of an EB. They coordinate and chair the installation meeting of the GAs. The participation coaches are involved in

drawing up all minutes, opinions, reports or agendas for a GA.

Furthermore, together with the student representatives, they draft the ASR's student participation policy plan and annual action plan and oversee their implementation. The participation coaches also manage the cash flows of the ASR.

Student representatives who wish to make use of the services of the participation coaches can contact them via [participatiecoaches@hogent.be](mailto:participatiecoaches@hogent.be). The participation coaches are also available, at times communicated in advance or by appointment, in the Revolte office on the Schoonmeersen campus.

### **Article 38. Certificate**

Student representatives who can prove their involvement sufficiently can request a certificate of their involvement from the participation coaches at the end of their HOGENT career. The participation coaches assess the applications and award the certificate. The conditions for obtaining the certificate may be one or more of these:

- Attend at least four GAs per academic year.
- Attend at least four working group meetings per academic year.
- Voluntarily support at least two college-wide (e.g. an SF) activities per academic year.
- Not have been subject to a disciplinary measure.

In addition to the student representative's personal details, the following must be stated on the certificate:

- The active student representative years.
- The mandates and functions assumed.

### **Article 39. Resources**

#### **§1 General Student Council**

HOGENT provides the necessary personnel and operating resources for the ASR. They are allocated on the basis of a budget proposal drawn up by the EB together with the participation coaches. The proposal is then presented to the budget holder (Director of the Office for Student Services and Student Life) who, after mutual consultation with the EB, presents it to the Director of the Finance, Infrastructure and IT Office for discussion. The budget is included in the general budget of HOGENT, which is submitted to the Executive Board for approval.

The costs related to the promotion of the student councils, the recruitment of students and the announcement of the elections at DSR level are included in the budget of the ASR.

The approved budgets and cash flows are monitored by the participation coaches and managed by the secretary together with the participation coaches.

#### **§2 Departmental Student Council**

The departments allocate the necessary operating resources to the DSRs. The EB of the DSR prepares an annual proposal and discusses it with the head of department or with the department's contact person for student participation.

The approved budgets and cash flows are managed by the department.

#### **Article 40. Additional support**

##### **§1 Material support**

Student representatives benefit from additional support (such as a computer or tablet) that is provided by the participation coaches according to their needs.

##### **§2 Reimbursement of expenses**

Student representatives may be reimbursed for certain expenses (e.g. transport or meal costs) incurred during the fulfilment of their mandate. The approval and application for reimbursement goes through the participation coaches.

##### **§3 Student council room**

All student representatives have access to the Revolte room on the Schoonmeersen campus. Access rights are managed by the participation coaches. Users must show respect for each other and for the room. The participation coaches may deny a student representative the right of access, in close consultation with the EB of the ASR.

## **Title 10. Code of Ethics**

#### **Article 41. Duty to inform and feedback**

The student councils and student representatives ensure the necessary flow of information via the Revolte intranet, both top-down (from the administration and services of HOGENT to the student sections) and bottom-up (from the students to the student councils and to the administration and services of HOGENT).

The student councils also ensure the necessary mutual feedback from and to representatives in external advisory and decision-making bodies, as well as between working groups, the student forum and the participation coaches.

#### **Article 42. Positions**

Each student representative delegated from the student council to other entities within or outside HOGENT must loyally adopt the common position of the student council. If new matters are dealt with in those entities, the delegate student representative may adopt his/her/their own position. He/she/they will then feed this back to the student council.

#### **Article 43. Confidential information**

Members of the student council must not share confidential or personal information with persons who are not members of the student council concerned. This obligation continues even if their mandate has ended.

#### **Article 44. Expiry of mandate**

Any member may resign from the student council at any time. The resignation must be submitted to the EB in question, which will inform the members of the GA of the resignation at the next GA. The resignation is always accepted and takes effect as soon as the EB has been informed of it. After the resignation, new elections will be organised as described in Article 30.

If a student representative's mandate ends, either through resignation or disciplinary action, the student representative must provide for a transfer of information. The information is sent to the EB and to the participation coaches and must at least include the (preparation of) current and completed files.

# ANNEXES

- Annex 1**      **Sample agenda template.**
- Annex 2**      **Sample proxy form template.**
- Annex 3**      **Sample voting form template.**
- Annex 4**      **Sample GA decision report template.**
- Annex 5**      **Sample GA minutes template.**
- Annex 6**      **Sample GA opinion template.**
- Annex 7**      **Sample internal elections report template.**