**University College Student Council est. 2021**

**Policy Manual**



**Revised by UC Student Council 2020-2021**

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**Index**

***Section 1: General***

Article 1: Status of the Policy Manual

Article 2: Language

***Section 2: UC Student Council***

Article 3: Members of the UC Student Council and Task Description

Article 4: Council Functions

Article 5: Course Reduction and Efforts

Article 6: UC Student Council Elections

Article 7: Voting at UC Student Council Elections

Article 8: Transition Period

Article 9: Vacancies

Article 10: Student Council Meetings

***Section 3: The College Council and Management Team***

Article 11: Distribution of positions

Article 12: Obligations

***Section 4: The Advisory Council***

Article 13: Advisory Council

***Section 5: Communication***

Article 14: Communication with the UCSA

Article 15: Communication with CAR

Article 16: Communication with the Management of UCU

Article 17: Communication with the Student Representatives and Student Assistants

Article 18: Communication with the UCU Student Body

Article 19: Communication with the URaad

Article 20: Communication with other University Colleges

***Section 6: Organization of events***

Article 21: Events

***Section 7: Financial Procedures***

Article 22: UC Student Council Budget

Article 23: Annual Audit

**Section 1**

**Article 1:** Status of the policy manual

1. All regulations and aims set forth in the Student Council Statutes will be upheld.
2. The Policy Manual functions as the by-laws of the Statutes.
3. Should the Policy Manual conflict with the Statutes, then the latter will be upheld.
4. All Student Council members should be familiar with the contents of the Policy Manual and the Statutes.
5. The Student Council will inform UCU Management and the student body on changes in the Policy Manual.
6. The student body will be given the opportunity to comment on the changes in the Policy Manual. In the case that 5% of the student population express their objections, an official voting among the student population will be organized on the proposed changes in the policy manual.

**Article 2:** Language

1. As the official language at UCU is English, English is the official language of Student Council.
	1. English is the language that will be used for:
		1. Internal communication, both spoken and written;
		2. All documentation wherever possible;
		3. Communication towards UCU students;
		4. Communication with external parties whenever the Student Council deems this necessary.

**Section 2**

**Article 3:** Members of the Student Council and Task Description

1. Chairperson

The chairperson carries the overall responsibility for the Student Council’s functioning and is expected to:

1. Function as the motivating factor for the Student Council members, and ensure that each member functions to the best of their abilities.
2. Represent the position of the Student Council to relevant parties in and out of UCU.
3. Be the (Vice‐) Chairperson of the UCU Council.
4. Sit on the Faculty Council side of the UCU Council.
5. Be aware of all on-going matters within the Student Council as well as all relevant academic matters at UCU and keep an overview of these matters at all times. In order to do so, the Chairperson will:
	1. Make sure the other council-members are aware of all academic rules and regulations and the functioning of the tutor group, UCU Council, the Management Team and the Board of Studies;
	2. Act as a contact person for all parties in UCU such as the UCU Management, the UCSA and CAR, unless decided otherwise by the Student Council members;
	3. Serve as a contact person for parties external to UCU, such as the URaad, ISO and VIDIUS, unless decided otherwise by the Student Council members.
6. Student Assessor

The Student Assessor is expected to:

1. Be the official student representative in the Management of UCU.
2. Attend the Board of Studies meetings as an observer.
3. Attend the UCU Council meetings as an observer.
4. Maintain contact with Student Assessors from other UU faculties, among others, by means of attending College van Utrechtse Assessoren meetings.
5. Treat all information received through UCU Management Team meetings with the utmost confidentiality.
6. Secretary

The Secretary is expected to:

1. Take minutes during Student Council meetings where the secretary must be present.

Allocating everyone’s to do’s as appointed in the meetings and follows other board members up on their to do’s.

* 1. Manages the email account
	2. Aids the chairperson in the management of the Student Council’s schedule by jointly taking care of the calendar and meeting planning
	3. Keep track of the goals and progress of the board alongside the Chairperson
	4. Keeping track of the Student Council’s internal dynamics
1. Do ICT tasks
	1. Managing of the Student ICT infrastructure
2. Be a member of the UCU Council and sit as a member of the Faculty Council
3. Be the Treasurer of the Student Council
	1. Responsible for creation and upholding of the Student Council yearly budget
	2. Responsible for all money coming in and going out of the Student Council
4. Be in charge of the Student Council’s Promotion
	1. Oversees the PR of Student Council
5. Be the Student Council’s representative at the UCSRN
	1. Represents UCU in the UCSRN and its associated responsibilities.
6. Communicate to external parties relevant to the Student Council mission statement, including VIDIUS, LSVb, Uraad, and others, in collaboration with the Chairperson
7. Academic Affairs Officers (AAO)

The Academic Affairs Officers are the executive members of the Student Council and their overall responsibility is to:

* 1. For two of the AAOs to take seats on the Degree Program Committee side of the UCU Council, which involves:
		1. Being informed of and representing students’ views on relevant academic issues;
		2. Being informed of the UCU rules and regulations;
		3. Preparing and advising UCU policy and policy documents.
	2. For one of the AAOs to take a seat in the Board of Studies.
	3. Be the main contact person for the student representatives and student assistants, this includes:
		1. Attending and participating in all track representatives’ meetings whenever possible.
	4. Communicate with faculty, tutors and staff in order to:
		1. Organize discussions with faculty when deemed necessary, always in cooperation with the faculty representatives in the UCU Council;
		2. Handle course complaints;
		3. Sit in on tutor meetings when deemed beneficial;
		4. Maintain contact with the Fellows of the AAO’s relevant field in order to be informed on changes in tracks;
		5. Handle any other situation which requires communication between students and faculty, in which students’ interest are at stake;
		6. Sit in cluster meetings.
	5. Take up academic initiatives of any sort, including but not limited to the organization of the following annual events if and when it is seen that there is sufficient interest from the student body:
		1. The Track Market
		2. The UCU teacher of the year awards
	6. Function as the antennas of Student Council and, therefore, serve as the main communication channel with the student body, this involves:
		1. Being proactive in finding issues that students cope with;
		2. Employing focus groups, questionnaires or any other research method to detect students’ academic issues.

**Article 4:** Council Functions

1. All members of the Student Council have a shared duty to perform the following tasks:
	1. Tasks regarding UCU as an academic institution, including but not limited to:
		1. Taking seat in the UCU Council, UCU Management Team (MT) and the Board of Studies (BoS), and notifying both parties in case of absence;
		2. Attending all Management Team-Student Council meetings and notifying both parties in case of absence.
	2. Tasks regarding students’ academic well-being, including but not limited to:
		1. Having office hours;
		2. Being able to assist students with any questions concerning the academic rules and regulations of UCU, or redirecting students to the appropriate person;
		3. Being able to assist students with problems related to courses, such as complaints concerning course content or teachers.
	3. Organizational tasks, including but not limited to:
		1. Recognizing that cooperation with affiliate bodies is important and making a continuous effort to sustain this cooperation;
		2. Maintaining a clear image and communication of the Student Council towards the UCU Student Body, Management, Faculty, Staff and any other affiliated body;
		3. Striving towards clarifying the areas of overlap in the work with the UCSA and CAR.

d. Being familiar with other policy documents, including but not limited to:

 i. The Student Council Statutes;

 ii. The UCU Academic Rules and Regulations;

 iii. The College Council Regulations (Reglement);

 iv. The Quality Management Plan;

 v. The Exam Board protocol;

 vi. The Wet op hoger onderwijs en wetenschappelijk onderzoek(WHW);

 vii. The “Faculteitsreglement”;

 viii. The procedures on personnel and staff employment;

 ix. The Quality Agreement Plan.

**Article 5:** Course reduction

1. All members have the right to a maximum of 2 course reductions per semester.
2. Each member is expected to dedicate the time offered to them in the form of course reductions to Student Council related functions.

**Article 6:** Student Council Elections

1. Elections shall be held at the end of the spring semester of each academic year of University College Utrecht.
2. All students enrolled at UCU at the time of elections, including students that are on exchange at UCU and students that are on exchange somewhere else are eligible to vote in the elections for the UC Student Council.
3. All students enrolled for at least one more academic year at UCU after the elections including the extra semester gained due to the course load reduction, and that are not on exchange the following year are eligible to run in the elections for the UC Student Council.
4. Elections shall be announced at least 30 days before they are to take place, not including the day of the announcement, nor the day of the elections. Candidates must make their desire to participate in the elections known at least 48 hours before the elections are to take place.
5. Candidates may write an election statement, which will be made public to all UCU students if possible, at least 48 hours prior to the elections.
6. Candidates have to introduce themselves briefly at the Elections Event by means of a short speech prior to the elections, after which they should be available for questions:
	1. Those candidates that are unable to present themselves at the Elections Event may prepare a video message or write an official letter, to be presented or read out during the Elections Event;
	2. Candidates not present at the Elections Event must be available for answering questions through any means of communication, unless deemed practically impossible by the Student Council.

**Article 7:** Voting at the Student Council Elections

1. All UCU students have the right to cast one anonymous vote.
2. The candidates with the most votes get elected for their respective position in the UC Student Council.
3. In the case of more than 50% abstentions for the position of chairperson and/or student assessor, a re-run shall be organized between the original candidates and potential new candidates, within five days of the original elections, not including the day of the original nor of the day of the new elections:
	1. New candidates must submit their candidacy at least 48 hours prior to the re-run of the elections.
4. In the case that two candidates for the same position get the same number of votes, a re‐run shall be organized between these two candidates only, within five days of the original elections, not including the day of the original nor the day of the new elections.
5. The elections event will consist of speeches and questions (see article 6).
6. Voting will be made possible via:
	1. An online voting system.
		1. Online voting will be made available for 48 hours after the end of the elections event.
		2. Anonymity and safety will be guaranteed.
		3. If possible, the speeches of the elections will be made available in the online system of the Student Council.
		4. If an online system is deemed impossible by the current UC Student Council, a paper ballot voting system shall be put in place with proper authorization procedures for those students that cannot attend the elections event for any reason.
7. Any matters relevant to the Student Council Elections which are not addressed in this Policy Manual or the UC Student Council Statutes will be decided upon by the current Student Council.

**Article 8:** Transition Period

1. The duties of the outgoing and incoming members of the Student Council during the transition period, i.e. the period between the Elections Event and beginning of the new Academic Year, are as follows:
	1. The outgoing members shall make themselves available for questions at all times during the transition period;
	2. The outgoing members shall edit the Council Book. The Chairperson is in charge of the finalization and transfer of this Council Book, if not decided otherwise by the board;
	3. The outgoing members are required to meet with the newly elected UC Student Council with all new members present at least one time a week until the end of the Spring semester;
	4. Each incoming Council member should meet his/her predecessor on an individual basis as often as the outgoing council-member deems necessary;
	5. Each arriving Council member should be present at meetings of the outgoing Student Council, if at all possible; this includes but is not limited Student Council meetings as well as meetings with the UCU management, the College Council and the Board of Studies;
	6. Should an arriving member feel that he or she is not being or has not been trained properly, he or she can contact the UC Student Council Advisory Council.
	7. The Council book is the document in which the current Student Council members describe their functioning, main tasks, and results of their year in the Student Council. It serves as a cumulative transition document, passed on from year to year.

**Article 9:** Vacancies

1. Should any member of the Student Council resign or be incapacitated during the year, one of the following steps must be taken:
	1. By redistributing the tasks among the remaining council-members, only if holding elections is deemed impractical due to time constraints;
	2. By appointing one of the remaining council-members to the vacant position and electing a new member;
	3. By electing a new member to the vacant position.

**Article 10:** Student Council Meetings

1. The Student Council shall meet at least twice a week during the semesters of University College Utrecht, excluding the Fall, Winter, Spring and Summer Break.
2. The Secretary will take minutes during the Student Council meetings.
3. Minutes made by the Student Council during meetings are confidential. Only in the case of investigations by the law will these be made available to the appropriate organs.
4. Abstracts of minutes of Student Council meetings shall be available upon request to any UCU student, so long as the contents are not deemed confidential on professional grounds.

**Section 3**

**Article 11:** Obligations

1. All members should attend all meetings that their function requires.
2. All members must uphold high professional standards of work, ethics, confidentiality and discretion, as would reasonably be expected by the student body they represent.

**Section 4**

**Article 12:** The Advisory Council

1. The Advisory Council consists of up to 15 former ASC and Student Council members:
	1. Members of the Advisory Council hold their position for the minimum duration of one year with a maximum duration of 5 years;
	2. The Advisory Council shall elect a chairperson and secretary from its midst;
	3. The chairperson of the Advisory Council is in charge of approaching outgoing Student Council members to join the Advisory Council while maintaining the maximum number of members as mentioned in article 12(1).
	4. The Student Council must meet the Advisory Council at least twice a year, with an agenda set in mutual agreement:
		1. The Advisory Council will present recommendations on the workings of the Student Council.
		2. No advice of the Advisory Council shall be binding upon the Student Council;
		3. The Student Council is entitled to request advice from the Advisory Council whenever it deems this necessary.
	5. The Advisory Council may pass advice to the Student Council, either after having discussed the matter at hand in a meeting, or after a written discussion.
	6. The Advisory Council may advise only the current Student Council, unless the Student Council decides otherwise.

**Section 5**

**Article 13:** Communication with the UCSA

1. The UC Student Council must inform the UCSA of its work, therefore:
	1. The Student Council and UCSA Board will have two informative meetings per year, or more often when deemed necessary, to be arranged by the chairs, with an agenda set in mutual agreement;
	2. An abstract of the minutes of the Student Council meetings may be distributed to the UCSA Board upon request;
	3. The UCSA chairperson and the Student Council chairperson will meet every 2 weeks with an agenda set in mutual agreement;
	4. The Student Assessor will meet regularly with the Chairperson of the UCSA with an agenda set in mutual agreement, at least twice a semester.
2. Commitments set in the UCSA Policy Manual article 42 will be upheld by the Student Council.

**Article 14:** Communication with CAR

1. The Student Council must inform CAR of its work, therefore: the Student Council and CAR will have two informative meetings per year, or more often when deemed necessary, to be arranged by the chairs, with an agenda set in mutual agreement;
	1. An abstract of the minutes of meetings may be distributed to CAR upon request;
	2. The CAR chairperson and the Student Council chairperson will meet every 2 weeks with an agenda set in mutual agreement;
	3. The Student Assessor will meet regularly with the Chairperson of CAR with an agenda set in mutual agreement, at least twice a semester.

**Article 15:** Communication with the management of UCU

1. The Management Team and the Student Council meet at least once a semester.
2. All Student Council members are obliged to be present at these meetings.
3. All Student Council members may schedule additional meetings with any members of the UCU management as they see fit.

**Article 16:** Communication with the Track Representatives and Student Assistants

1. The Student Council should be aware of the track representatives’ and assistants’ projects in order to prevent any miscommunication and overlap. For this purpose, it is important that:
	1. The Student Council receives the minutes of the track representatives’ and assistants’ meetings;
	2. The Student Council informs the track representatives and assistants on the projects they work on and the course complaints they receive;
	3. At least one Student Council member sits in on the meetings of the track representatives and students’ assistants when possible.

**Article 17:** Communication with the UCU student body

1. The UCU student body is kept aware of the Student Council’s functioning by means of:
	1. The Student Council newsletter, or Student Council Update, to be sent out at least once a month or more often if deemed necessary;
	2. Updating the Student Council section on ucu.community regularly;
	3. Any other informative meeting the Student Council deems necessary.
2. At any time when the Student Council is engaged in or strives towards considerable reforms or changes in academic affairs, it must solicit the expression of a democratic opinion from the UCU student body as a whole:
	1. Such an opinion, although it cannot be binding, must be considered with the utmost seriousness, and given attributed a very high significance for the Student Council’s actions;
	2. This opinion may be solicited through extensive questionnaires, advisory votes at UCSA General Assemblies, or a vote at a Student Council information event.

**Article 18:** Communication with the URaad

1. Communication with the URaad takes place between the relevant member of the URaad and one or more Student Council members.
2. The Student Council member(s) and the URaad contact person meet at least once per semester to present mutual updates.
3. All Student Council members can contact URaad members additionally as they see fit.

**Article 19:** Communication with other University Colleges

1. The Student Council should strive for cooperation with other University Colleges wherever possible, therefore the Student Council shall:
	1. Take an active and leading stance in cooperating with other UCs within the framework of the UCSRN in cooperation with the UCSA Board;
	2. Attend inter-UC summits and other inter-UC meetings where councils are present.

**Section 6**

**Article 20:** Events

1. All annual academic events mentioned under Article 20(2) shall be organized by the Student Council if it is seen that there is sufficient interest in them from the student body.
2. The annual academic events the Student Council shall organize are at least, but not limited to:
	1. UCU Next;
	2. Track event;
	3. The UCU teacher of the year award;
		1. Optional: UU teacher of the year award.
3. Non-academic events such as introweek events or the College Hall pub crawl may be organized if the Student Council members see them as promoting the Student Council’s goals.

**Article 22:** The UC Student Council budget

1. The Student Council receives its budget from:
	1. College Hall for the basic functioning of the Student Council as specified in the UCU Regelement:
		1. At the end of each academic year, the Student Council will compose a detailed budget for the coming year, which will be sent to the UCU Management for approval;
		2. The set funds provided by the UCU administration will be transferred to the Student Council account no later than September of each academic year;
		3. The Student Council, together with the UCSA Auditing Team, shall compile and provide the UCU Management Team and Comptroller with an audit report evaluating the Student Council’s financial administration on a yearly basis.
	2. The UCSA:
		1. A fixed amount of €400 per year set in mutual agreement and conditioned by the Student Council’s functioning according to its policy manual, as specified in article 42 of the UCSA Policy Manual.

**Article 23:** Annual Audit

1. The UC Student Council will be audited twice a year along with the UCSA audits by the UCSA Auditing Team.
2. The Audit will be performed according to UCSA Statutes articles 19 and 21, and articles 38 and 39 of the UCSA Policy Manual.
3. An auditing guideline shall be formulated containing the required contents of the annual report. This guideline shall be established in cooperation between the Student Council and the Auditing Team. Changes to this guideline may be made only with mutual consent.
4. Following each audit, the Student Council and the UCSA Auditing Team are to compile a detailed Audit Report evaluating the Student Council’s financial administration.
5. Each Audit Report shall be submitted to the UCU Management and Comptroller.
6. Each Audit report shall be mentioned at each UCSA Budget General Assembly, together with the general Auditing Team report.