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Alfred Nobel University

Quality Management System

APPROVED BY:

BORYS KHOLOD _____ PRESIDENT

«__» _____ 2018

REGULATION

on the Student Parliament

II-751-017

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Issuing subdivision: Student Parliament

	<i>Title</i>	<i>Full name</i>	<i>Signature</i>	<i>Date</i>
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*This document replaces:
the Regulation on the Student Self-Governance II-751-017
of 1 March 2012 (version No. 1)*

The document is to be revised _____

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Signature				
Full name				

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1. Purpose and scope

1.1. The Regulation on the Student Parliament (hereinafter referred to as the Regulation) is a regulatory document which governs the procedure for creation and operation of the student self-governance at the higher educational institution “Alfred Nobel University”.

1.2. This Regulation serves as guidance for the activities of the bodies of the University’s student self-governance, academic groups, student residence, academic staff and all structural subdivisions, the activities of which are related to resolving the issues of the development of the student self-governance.

1.3. The Regulation is not a confidential document within the University.

2. Regulatory references

CODE OF THE DOCUMENT

ДСТУ ISO 9001:2009

ДСТУ ISO 9000:2007

No. 1556-VII of 1 July 2014

No. 161 of 2 June 1993

П-751-10

NAME OF THE DOCUMENT

Quality Management Systems.
Requirements.

Quality Management Systems.

General provisions and dictionary.

Higher Education Act of Ukraine

Order of the Ministry of Education of
Ukraine “On the Regulation on the
Organization of the Educational Process at
Higher Educational Institutions

Regulation on the organization of
educational process. Concept of the
development of student self-governance

3. Terms and definitions

QMS - Quality Management System.

The University - Alfred Nobel University.

4. Responsibilities and powers

4.1. The Vice Rector for Quality Assurance in Higher Education is responsible for organizing the development, making amendments and updating of this Regulation.

4.2. The Department of Personnel Development and Electronic Document Management is responsible for organizing the agreement and approval of this Regulation.

4.3. The Center for Management of Education Quality is responsible for the registration in the quality management system.

4.4. The Department of Personnel Development and Electronic Document Management is responsible for the storage of the original, replication and issuance of the registered copies of the Regulation.

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5. General provisions for the organization of student self-governance

5.1. The student self-governance at the University is a right of the students guaranteed by the state to solve the issues within their competence independently or through representative bodies.

5.2. Student self-government is a process of real participation of students in the management of their team's activity in cooperation with all governing bodies of higher educational institution, a leading factor in enhancing educational activities, mastery of leadership and organizational skills, social activity, social responsibility and consciousness, harmonious development of the future expert, the basis for expanding democracy and increasing the role of higher education as a social system. Student government not only represents the student community of its higher educational institution, but is also designed to act effectively in a multi-vector format: from the protection of students' rights to the rational organization of their leisure.

5.3. The development of the student self-governance at the University is aimed at:

- strengthening the role of the student self-governance in the management of the higher educational institutions;
- increasing the influence of student government on the protection of the rights and interests of students, their humanistic education, development of leadership, business and organizational skills, social activity, civic consciousness and patriotism;
- improving the quality of education, formation of professional competence by enhancing the independent creative cognitive activity of students;
- fostering responsibility of the student body for strengthening the moral position of the students as individuals;
- developing of abilities and talents of every individual, all-round assistance to self-fulfillment of future professionals.

5.4. Student self-governance is a system-based formation, as it encompasses most activity areas of a higher educational institution (educational, research, sports and recreation, cultural and entertainment, social, etc.) and should operate at the levels of academic group, cohort, department, student residence and the whole higher educational institution.

5.5. The system of student self-governance provides for compliance with certain requirements:

- appointment by election at all levels;
- periodic reporting of leaders;
- implementation of the decisions of higher bodies by members of the organization or its separate groups;
- ensuring the right of minorities to hold their ground;
- openness of decisions made, real publicity;
- provision of the student body with real rights and responsibilities, etc.

5.6. The students, who study at the University in all study modes, may take part in the student self-governance. The student self-governance assures the protection of their rights and interests as well as participation in the management of the higher education institution.

5.7. The student self-governance operates directly through its own organs, which the students elect by direct secret ballot. Every student has the right to elect and stand for election to the organs of student self-governance.

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5.8. The organs of the student self-governance are established on a voluntary elective basis at the initiative of students and are a component of the University's autonomous public bodies.

5.9. The organs of the student self-governance may cooperate with the organs of student self-governance of other educational institutions and youth organizations which do not perform political or religious activities.

5.10. The organs of the student self-governance are free from interference of political parties and movements, as well as civic and religious organizations.

5.11. The University's administration is to create conditions for assurance of the operation and development of the student self-governance.

5.12. According to the Higher Education Act of Ukraine and the University's statute, the representatives of the student self-governance have the right to take part in the activities of the Academic Council, Rectorate and other collegial bodies of the University and its structural subdivisions.

5.13. The body of student self-governance may be registered as a non-governmental organization according to with the legislation, taking into account the special aspects established by the Higher Education Act.

5.14. When performing their activities, the bodies of student self-governance are guided by the legislation, the University's statute, internal regulations, Code of Conduct at the University, these Regulation and other regulatory acts.

6. Purpose and tasks of student self-governance and its bodies

6.1. The purpose of the student self-governance is to create conditions for personal fulfillment of students and forming their organizational skills, leadership skills, responsibility for the outcome of their work, the formation of the students' pride in their educational institution, national consciousness and so on.

6.2. The activities of the bodies of the student self-governance are aimed at improving the quality of the educational process, making students spiritually and culturally developed, as well as at increasing social activity of young students.

6.3. The main tasks of the bodies of student self-governance are:

- to protect the student's rights and interests;
- to ensure that the students fulfill their obligations;
- to promote the involvement of students in creative and research activities, as well as involvement in the study process;
- to facilitate improvement of the conditions of housing and leisure of students;
- to facilitate creation of various student project teams, fellowships, associations and membership clubs, as well as coordination of their activities;
- to cooperate with the organs of student self-governance of other higher educational institutions;
- to popularize a healthy lifestyle and to prevent breaches of law by students;
- to take part in resolving issues of international student exchange.

7. Principles and functions of student self-governance

7.1. The organizational structure, content and forms of student self-governance should be based on the following principles:

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- voluntariness, collegiality and openness добровільності, колегіальності та відкритості;
- equal and decisive participation of students in the student self-governance;
- proactive attitude, individual and creative initiative;
- appointment by election and periodic turnover of bodies and positions, variability and dynamism of the structure of the bodies of student self-governance;
- systematic reporting of self-governance bodies to the team;
- independence from the influence of political parties and religious organizations;
- openness and publicity;
- democratism;
- humanization and establishment of subject-subject partnership relations between the administration and student self-governance, between academic staff and student groups;
- focus of the student self-governance on the protection of the students' rights and interests, on high-quality education, fostering leadership and organizational skills, social activity, civic and patriotic consciousness of future professionals;
- student self-governance should be considered as one of the components of educational activities and youth policy;
- diversity of forms of student self-governance at all levels;
- interaction of all bodies of student self-governance together with clear segregation of their functions;
- socially significant dominant in the activities of student self-governance;
- taking into account the individual interests and characteristics of students;
- interaction of the bodies of student self-governance with the University's administration.

7.2. The main functions of student self-governance are:

- protection and representation of the rights and interests of students;
- promoting public, social and professional personal fulfilment of students;
- adoption of acts regulating the organization and activities of student self-governance at higher educational institution;
- making proposals for improvement of the quality of education, taking into account the academic and professional interests of students;
- conducting organizational, academic, mass-cultural, sports, health-improvement and other programs;
- activities aimed at raising the awareness of students, their demands on the level of their knowledge, fostering patriotism to their educational institution;
- promotion of the involvement of students in creative and research activities;
- making all the aspects of the life of the student community public through the mass media;
- facilitating the employment of persons who study at the higher educational institution;
- strengthening ties between higher educational institutions (HEIs), interregional, nation-wide and international contacts;
- informing students about the administration's decisions on the students;
- promotion of cooperation and exchange of work experience with students of HEIs and youth organizations, including foreign and international HEIs and organizations;

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- informational, legal and psychological assistance for students (in cooperation with the relevant services);
- participation in discussion and resolution of the issues related to improvement of the educational process, research work, granting of scholarships, organization of leisure, health improvement programs, matters concerning everyday life and catering;
- participation in solving the issues of providing proper living conditions of students in dormitories as well as organization of catering facilities for students;
- making proposals on the content of curricula and programs;
- making proposals on the development of the University’s facilities, including on issues related to the everyday life and leisure of students;
- the right to take protest actions according to the laws of Ukraine;
- other functions provided by the Statute of the HEI and the Regulation on the Student Self-Governance in the relevant HEI.

8. Structure and organization of operation of the organs of student self-governance

8.1. The student self-governance at the University operates at the level of:

- the University;
- academic group;
- student residence.

8.2. The organs of student self-governance are elected at all levels. The formation (by secret or open ballot) and the duration of powers of these organs are determined by this Regulation. The primary structural unit of student self-governance is created at the level of the academic group.

8.3. The supreme organ of the student self-governance at the University is constituted by the conferences of students, which:

- approve the Regulations on the Student Self-Governance of the HEI, determine the structure, powers and the procedure for direct secret ballot of the representative and executive bodies of student self-governance;
- form and approve the composition of the executive body of student self-governance and elect its head (deputy heads), determine the duration of their powers; the executive body of student self-governance is collegial on the basis of equal representation from all bodies of student self-governance of lower levels;
- determine the procedure for the election of the representatives from the student membership to the Academic Council, Rectorate, their structural subdivisions;
- at least once a year, hear the reports of the bodies of student self-governance and make a decision on their activities;
- consider the most important issues affecting the students’ everyday lives outlined as the main tasks of the organs of student self-governance.
- approve the procedure for the use of property and assets of the organs of student self-governance, as well as the procedure for support of the students’ initiatives on a competitive basis;
- approve, make amendments and supplements to and hear a report on the implementation of the annual cost estimate of the bodies of student self-government.
- elect a control review committee for conducting current control over the usage status of the property and implementation of the budget of the bodies of student self-governance.

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8.4. A conference is legitimate if at least 2/3 of the elected delegates are present. An unscheduled conference is convened at the request of 10 percent of University's students or in other cases, if provided for by the Regulation on the Student Self-Governance at the University.

8.5. Representative, executive and control review bodies of the student self-governance are elected for a one-year period. Students, who are elected to the bodies of the student self-governance, may be removed from their posts by a general secret ballot of students. To initiate such a ballot, one should collect signatures of at least 10 percent of the University's students.

8.6. The executive bodies of student self-governance are:

- Student Parliament of the University (SPU).
- Student Parliament of the Student Residence.

8.7. The Student Parliament of the University should include at least one representative of each specialty. Such representatives are selected from specialties at the Conference of the University's Students on the basis of previous elections of representatives from the specialty, which are held in all academic groups in this area on the proposals of the initiative group.

The representatives of all specialties create separately their own Student Parliament of the Student Residence in the student residence. The general meeting of students, who live in the student residence, make decision on the composition of the Student Parliament of the Student Residence, the procedure for the election of the Head of the Student Parliament of the Student Residence, his/her deputy and secretary.

9. The structure of the Student Parliament

9.1. The Student Parliament consists of seven committees and one department, namely:

1.1. **Organization Committee**, the main responsibilities of which are:

- to engage students in amateur art, to hold leisure gatherings, competitions, student initiation ceremonies, graduation parties, school open days;
- to create various student project teams, associations and membership clubs.

9.1.2. **Mass Media Committee**, the main responsibilities of which are:

- to inform students about the events to be held at the University;
- to conduct surveys;
- to prepare photo reports on events.

9.1.3. **Committee for Science and Education**, the main responsibilities of which are:

- to facilitate the participation of students in international, Ukrainian nationwide, interregional, regional and other student competitions and conferences;
- to take part in the discussion and resolution of issues of improving educational and research activities.

9.1.4. **Fundraising Committee**, the main responsibilities of which are:

- to involve sponsors;
- to implement projects at the expense of external funds raised.

9.1.5. **Charity Committee**, the main responsibilities of which are:

- to cooperate with charitable organizations;
- to hold charity concerts and fairs;
- to visit orphanages and children's hospitals.

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9.1.6. *Sports Committee*, the main responsibilities of which are:

- to promote a healthy lifestyle;
- to provide leisure for students;
- to promote the physical development of students.

9.1.7. Committee for Creative Solutions, the main responsibilities of which are:

- to promote creative activity of students;
- to create posters, photo areas and decorations.

9.1.8. The Department of International Relations, the main responsibilities of which are:

- to represent the University in regional and international associations, unions and rankings.

9.2. Each committee should have its own head, who controls the committee's activities and participates in the committee's development and operation.

Each head of the committee is elected by the SPU by open ballot after each new election of the SPU's head at the general meeting.

The Head of the Committee has the following duties:

- to organize the activity of his/her committee;
- to develop action plan of his/her committee;
- to hand over information on the activity of his/her committee to the first or second deputy head of the SPU;
- to attend various types of meetings;
- to fulfill assignments of the first or second deputy head of the SPU.

However, any head of the committee may reasonably appeal against the assignments of the deputy heads of the SPU. If at least another 50% of the heads of the committees, who are subordinate to the deputies who entrusted these assignments, agree with this appeal, the given assignments will be declared invalid.

In case of early dismissal of the head of the committee, his/her position is held by an acting head of the committee, who is elected from among the committee by the committee's meeting, or by a joint decision of the head and the first and second deputy heads of the SPU.

9.3. One of the main functions in the composition and structure of the SPU is fulfilled by two deputy heads.

They, as well as the heads of the committees, are elected from the SPU at the first regular general meeting of the SPU.

The first and second deputy heads have the following duties:

- They divide up the committees and control over these committees' activities.

The first deputy head manage the following committees:

- Organization Committee;
- Mass Media Committee;
- Committee for Creative Solutions;
- Fundraising Committee.

9.3.1. The second deputy head manage the following committees:

- Committee for Science and Education;
- Charity Committee;
- Sports Committee.

The first and second deputy heads have the following duties:

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- to control and verify the activities of the ministries which are subordinated to the Prime Minister;
- to attend various types of meetings;
- to ensure the presence of ministers or their representatives at various types of meetings;

- to inform ministries about any changes in the SPU's activity;
- to implement and control the implementation of duty plans;
- to assist their ministries in the ministries' activities, if necessary.

9.4. The Head of the Student Parliament of the appropriate level, who is elected at the conference of students from among the registered candidates for a 1-year period, performs the following:

- organizes the activity and bears responsibility for the efficiency of the Student Parliament's activity;
- represents the interests of the student community;
- may take part in the activity of collegial, working bodies and boards of the University;
- delegates his/her powers to the first and second deputy heads of the SPU;
- ensures the organization of a student conference;
- initiates the holding of an unscheduled general meeting or conference;
- has the right to receive the required information from the administration and bodies of student self-governance to perform his/her activities.

The powers of the Head of the Student Council are terminated early in the following cases:

- he/she submits his/her personal statement of resignation;
- he/she cannot exercise his/her powers due to health reasons;
- removal from his/her post if more than half of the delegates voted for it at the University's Student Conference.

The Head of the Student Parliament may hold his/her position for no more than two periods. When this person terminates his/her studies at the higher educational institution, his/her participation in the body of student self-governance is terminated in the manner prescribed in the Regulation on the Student Self-Governance of the Higher Educational Institution.

9.5. The Secretary of the Student Parliament keeps minutes of meetings and gatherings, keeps records of the implementation of decisions, is responsible for document flow, compiles and checks the decisions and documents issued by the SPU.

9.6. The head and secretary of the Student Council are responsible for storing the documentation of the body of student self-governance.

9.7. The ombudsman should also be a member of the SPU. His/her duties are to protect and represent the rights and interests of students, control the SPU's activity in accordance with the regulations, as well as attend gatherings and meetings of the SPU.

9.8. General meetings of the Student Parliament are held at least once a month and are considered valid if attended by at least two-thirds of the elected members. The Student Council makes decisions by a simple majority of votes.

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The meeting of the Student Parliament is held by the head or, on behalf of the head, by the deputy head. The course of the meeting is recorded in the minutes which are signed by the head (deputy head), secretary and ombudsman.

The SPU also holds other types of meetings, such as a committee's meeting and meetings of heads of committees.

The meetings of committees should be attended by the head of the committee, or, if the head of the committee cannot attend the meeting, this meeting is attended by his/her deputy, as well as two-thirds of the committee's members. Meetings of this kind may be convened at the initiative of the head of the committee, or one-third of the committee's members.

The meeting of the heads of the committees is the primary body for making any decisions of the SPU. The most important issues will be brought to the general meetings of the SPU.

9.9. Student Parliaments of all levels are controlled by and accountable to general meetings or conferences of the relevant levels.

9.10. Decisions of the Student Parliaments within the limits of their powers are communicated to the officials of the administration of the relevant level, and also is obligatory for implementation by the University's students.

9.11. A cooperation agreement may be concluded between the bodies of student self-governance and the University's administration.

9.12. Students, who are elected to the bodies of the student self-governance, may be removed from their posts by a secret ballot of students. To initiate such a ballot, one should collect signatures of at least 10 percent of the University's students.

10. Rights and obligations of the organs of student self-governance

10.1 The student councils of all levels have the following rights:

– to receive from the University's administration advisory support and information required for performing their activities;

– to submit proposals, applications and petitions to the administration of the relevant level and the bodies of the student self-governance of all levels regarding the issues, which are within the powers of this body, and receive responses to the issues raised;

– to conduct a productive dialog with the University's administration about the actions of officials, the heads of the structural subdivisions, the organs of the student self-governance if they violate the students' rights, to file complaints against their actions according to the Act of Ukraine on Appeals of Citizens, to demand response to the complaints according to the existing legislation;

– to delegate representatives to the All-Ukrainian Student Council at the Ministry of Education and Science of Ukraine; to agree upon decisions on expulsion of persons studying at the University and resuming of their studies; appointment of the deputy head of the department, deputy head of the University; appointment of persons responsible for work with students; putting the University's students in student residence and departure from the student residence; approval of the University's internal regulations in the part concerning students; approval of decisions on student residences for the University's students.

10.2. The organs of student self-governance are to perform the following:

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- to ensure the adherence to the students' rights and interests, to make the students fulfill their obligations;
- to take the students' problems to the University's administration;
- to report to the student community of the relevant level on their activities;
- to facilitate the development and improvement of student self-governance;
- to coordinate their activities at the University with other student associations, clubs etc.;
- to agree upon in the prescribed manner changes and supplements to the Regulation on Student Self-Governance and other issues to be considered at meetings of collegial and working bodies of the University.

11. Rights and obligations of Student Parliament's activists

11.1. Activists are basis of the SPU. They make up the majority of the SPU. Each activist should be recorded in the SPU's list and be a member of one of the committees.

11.2. Rights of the SPU's activists:

- to make proposals on the SPU's activities;
- to express their disagreement and appeal against the decisions of the SPU's members who hold senior positions (heads of committees, etc.);
- to receive any information about the SPU's activities;
- to use the SPU's property.

11.3. Obligations of the SPU's activists:

- to take direct part in the SPU's life;
- to attend the SPU's general meetings;
- to implement various SPU's plans.

11.4. Rights and obligations of the University's administration regarding the interaction with the bodies of student self-governance.

11.4.1. The University's administration has the following rights:

- to receive information on the activities of the bodies of student self-governance (plans, reports, copies of minutes of meetings, information on current activities, etc.);
- to convene an unscheduled general meeting or student conference if the bodies of the student self-governance do not adhere to the University's Statute and the Regulation on the Bodies of Student Self-Governance;
- to participate through its representatives in events held by the bodies of student self-governance (general meetings, conferences, meetings of executive bodies, etc.).

11.4.2. The University's administration has the following obligations:

- to create the conditions required for the efficient operation of the bodies of student self-governance: to provide premises equipped with appropriate furniture, office equipment, telephone communication, Internet, etc.;
- to inform the bodies of student self-governance about important decisions concerning the life of the University's students;
- to include into the University's Academic Council not less than 10 percent of elective representatives from among the University's students, as well as representatives to other collegial bodies;
- to provide, if possible, informational, legal, psychological, financial, material and other types of support for the development of student self-governance in higher educational institution.

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12. International activities of the organs of student self-governance

12.1. The organs of the student self-governance may cooperate with the organs of student self-governance at foreign HEIs, as well as with international student associations and their unions for better performance of their activities within the determined powers.

12.2. The conclusion of agreements and holding of joint international activities are to be agreed with the University's administration.

12.3. The international activities of the organs of student self-governance are to promote a positive image of the University and Ukraine.

13. Expected outcomes of the development of student self-government

As a result of the development of student self-governance, the University expects to achieve the following outcomes:

- establishment of the bodies of student self-governance as full partners in the management of the University;
- creation of an efficient system of student self-governance represented by academic groups and student residences of the University;
- to instill leadership, moral and volitional, intellectual and creative, organizational and business, emotional and communicative skills, social activity, as well as a sense of civic responsibility in young students;
- improvement of the quality of education, the formation of a high level of professional competence of future professionals.

