EPICUR Student Board
- Charter -

1 Purpose of the Student Board

(1) The purpose of the EPICUR Student Board ('Student Board') is to ensure and foster the involvement of students in the creation of the European Partnership for an Innovative Campus Unifying Regions (EPICUR). It aims to represent the students that are enrolled at the nine partner universities towards the alliance and beyond.

(2) The Student Board is open to the concerns of all students across the alliance, seeking to take into account their wants, needs, ideas and opinions. In doing so, it follows the vision of an inclusive and diverse European University. The Student Board aims to create equal opportunities within EPICUR and uses this aim as aspiration for its own work.

(3) In order to represent students, the Student Board serves as an independent advisory body, giving the student perspective on the policy and governance of the alliance.

(4) Appreciating EPICUR's student-centred approach, the Student Board is the main facilitator for the various forms of alliance-wide student involvement. The involvement means, among others, the co-development of EPICUR offers and the co-governance of the alliance.

2 Members

2.1 Members

(1) The Student Board consists of two student representatives from each partner university. These are selected following the principles and procedures outlined in article 5. The Student Board is committed to all aspects of equality, diversity and inclusivity as well as strives to reflect this in its composition.

(2) All Student Board members enjoy equal rights.

2.2 Election of members

(1) The election of the student board members should be in line with the principle of gender equality, diversity and inclusion, democratic elections or representation is preferred. Each university is responsible for their own election procedures and updating the appendix A to accurately reflect the procedures.

(2) New Student Board members should be elected in time to ensure an orderly transition from members leaving the Student Board. If possible, they should have a transition period of at least one month with their predecessors.

(3) The procedures for how Student Board members are elected at the different partner universities are included as an appendix to this Charter (see Appendix A).
   (a) Updating Appendix A does not require amending the Charter.

(4) Newly elected student board member will be introduced to the student board, EPICUR Staff and local EPICUR university team by their predecessors, the outgoing student board members.

3 Executive Committee

3.1 Executive Committee

The Student Board is led by an Executive Committee consisting of the offices outlined in this section. The Executive Committee should consist of students from at least three different partner institutions, and at least two different gender identities. Since a diverse executive committee is desirable, all further aspects of diversity should be kept in mind. This can include but is not limited to ethnic and socioeconomic backgrounds, different degree levels or linguistic backgrounds.

3.2 Chair

(1) One Student Board takes on the position as Chair of the Student Board. The chair represents the Student Board toward organisations and outside EPICUR. In doing so, the Chair must respect and accurately reflect the decisions taken by the Student Board.

(2) By virtue of their office, the Chair becomes an advisor to the Executive Board and shall attend all EPICUR Executive Board, along with one local EPICUR Student Board representative.

3.3 Vice Chair

(1) One student board member takes on the position of Vice Chair. Vice Chair supports and, whenever necessary, deputises the Chair. The Vice Chair must not be from the same university or gender as the Chair.

(2) By virtue of their office, the Vice Chair becomes a member of the Management Board.

3.4 Secretary

(1) The Student Board elects one of its members as its secretary. The Secretary takes minutes of the Student Board meetings and collaborates with the Chair and Vice Chair in the organisation and day-to-day business of the Student Board.

(2) The Secretary takes the minutes of the Student Board meeting.

(3) The Secretary assures that the contact list of the Student Board is always up to date.

3.5 Communications Officer

The Student Board elects one of its members as its Communications Officer. The Communications Officer will attend the PCT meetings and cooperates with the PCT leader regarding the official EPICUR Alliance social media platforms, especially for distributing information relevant to EPICUR students.

3.6 Other Offices

By means of an absolute majority, the Student Board may introduce further offices. It is up to the Student Board to decide whether these positions will become part of the Executive Committee.

3.7 Election of executive committee positions

(1) The Executive Committee is elected by means of a secret-ballot election, during the first physical meeting of the academic year. If a physical meeting is not possible, the Student Board may decide to elect the Executive Committee during an online meeting. For the purpose of this paragraph, the academic year is defined to start on 1 October.

(2) The elections are led by a member of the executive committee, who is not running for re-election or any other position in the executive committee.

(3) If no member of the executive committee is able to lead the elections, the student board can choose a student board member to lead the elections.

(4) All elections for Executive Committee positions must be announced at least two weeks in advance.

(5) The deadline for candidacy and the way of announcing candidacy is decided by the student board.

(6) The person responsible for leading the elections ensures proper communication of the decisions taken regarding the election procedure.

(7) The Student Board elects its Chair and Vice Chair with an absolute majority of members. Secretary and communications officer positions are elected by ways of simple majority.

(8) Additional elections may take place throughout the year, at the will of the Student Board.

(9) The term of any executive committee position ends after twelve months, or upon handing over the position to their successor.

(10) The quorum for elections is two/thirds of the members. This can be achieved by physical presence or the use of a mandate.

(11) Re-election for the same executive committee position is possible once, and will follow the same procedure as the initial election.

3.8 Vote of no confidence

(1) At any point throughout the term, the student board may decide to give a vote of no confidence to any member in the executive committee.

(2) The student board will confidentially discuss the matter, before initiating a voting procedure via a secret-ballot to decide on whether to keep the person in their position.

(3) The vote of no confidence will pass if there is an absolute qualified majority, with a quorum of two/thirds of the members. The quorum can be achieved by physical presence or the use of a mandate.

3.9 Jour-Fixes

The Executive Committee should meet at least once a week during term time. These meetings are open to all Student Board members. In these meetings, the agenda for upcoming Student Board meetings should be set. The Governance policy officer should be invited to provide updates on recent developments in the alliance.

4 Student Board meetings

4.1 Frequency

(1) The Student Board shall meet regularly. Meetings are scheduled at the start of the semester, in accordance with the student board members advance and announced by the Executive Committee.

(2) The student board meetings take place once a month.

(3) The student board may decide on a different frequency of the meeting or request an extra meeting when necessary.

4.2 Location

(1) The student board meetings are held online.

(2) Three of the student board meetings will be physical per academic year. The exact location is to be decided upon by the student board, in cooperation with the local university.

(3) The host university provides spaces and sustenance for the physical meeting. This is paid for by the hosting university following the relevant procedures.

(4) Transportation, accommodation, and any other necessary expenses that are not covered by the host university, are paid for by the home university, in accordance with the guidelines of the local university.

(5) While organizing or taking part in the physical meetings, sustainability will be a priority.

4.3 Attendance

(1) Members of the Student Board shall attend all student board meetings. In any case, at least one member from each partner university should be present at every meeting.

(2) To ensure continuity and awareness, if a member is unable to attend several meetings, they will inform a member of the executive committee.

4.4 Language

While appreciating the multilingual background of its members, meetings are generally held in English and translations ought to be provided if other languages are used.

4.5 Voting

(1) Every partner university shall be represented by two students, who each have one vote.

(2) If a partner university is represented by only one attending student board member, they can cast two votes.
    (a) The absent member may instead opt to mandate a different student board member.

(3) Any votes taking place during the student board meeting should be announced before the start of the meeting, so members can properly prepare themselves.

(4) The options for voting are in favor, against, blanco, abstain.

(5) A voting proposal can pass via:
    (a) Simple majority. This is to be understood as the majority of the votes cast. A vote is passed when at least 50%+1 vote is in favor.
    (b) Absolute majority. This is to be understood as the majority of the total eligible votes. A vote is passed when more than half of the members votes in favor.
    (c) Qualified majority. This is to be understood as two-thirds of the votes cast. A vote is passed when at least two-thirds of the votes cast are in favor.
    (d) Absolute qualified majority. This is to be understood as a two-third majority of the total eligible votes. A vote is passed when at least two-thirds of the members votes in favor.
    (e) Decisions can be taken per acclamation, by asking if there is any active opposition to the proposal. If no opposition is voiced, the voting proposal is considered accepted. If there is opposition, the technical chair moves to the voting procedure.

(6) Unless otherwise stated in this charter, decisions are taken per acclamation or by voting, with a simple majority in favor.

(7) A voting proposal does not pass if the required majority is not reached.

(8) By request of a student board member, an anonymous vote can be held. This will be done via a secret-ballot.

(9) The outcome of an anonymous voting proposal will be given by amount of votes per option, not further defined with names.

4.6 Mandate

(1) A student board member who is not present during the meeting may decide to give a mandate to any other student board member.
(2) The mandate gives the member the possibility to cast an extra vote. The mandated student is to refrain from voting if they cannot reasonably foresee what the mandater would have voted.
(3) A student board member can have one mandate.
(4) A digital notice to all student board members of the mandate is sent by the mandater.

4.7 Confidentiality

(1) The Student Board may decide to meet in private for entire meetings or parts thereof. The wish for confidentiality can be pronounced by any student board member at any point.
(2) Confidentiality of a topic or meeting means any recording of the meeting stops for the duration of the confidential point and will not be written down in any public minutes.
(3) It can also be decided that the confidentiality of the meeting is to be understood as excluding the Governance Policy officer, any staff members of attending the confidential point.

4.8 Guests

(1) Online student board meetings are generally open to everyone. Non-member students are always welcome to sit in on student board meetings, and can take part in discussions when asked, but cannot vote during the decision-making process.
(2) The possibility of guests as attendees during a physical student board meeting is to be decided upon by the host university.
(3) The Executive Committee may invite further EPICUR staff and external guests and will announce this when publishing the agenda.

4.9 Minutes

(1) Minutes of the meetings should be produced and made available to all members.
(2) The minutes include at least the following:
    (a) Attendees
    (b) mandates
    (c) Agenda points
    (d) General overview of the discussed agenda points, in line with the possibility of confidentiality.
    (e) Voting results, in line with the regulation on voting
(3) Minutes should be ratified during the next student board meeting, after the student board has had the opportunity to give feedback on the minutes.
(4) After ratification, the minutes will become permanently digitally accessible for members.

4.10 Rules of Procedure

(1) The technical chairing of the student board meetings is done by the Chair. The Student Board may decide to adopt a rotating technical chairing system instead.
    (a) The technical chair is responsible for structuring the meeting. This can be done, but is not limited to, leading discussions and voting procedures.
(2) Minutes of the Student Board meetings are taken by the Secretary.
(3) The meeting should follow the agenda that was announced with the meeting invitation. Changes can be made at the start of the meeting by means of a simple majority. All members may add points to the agenda either by writing to the Executive Committee or by announcing it at the

beginning of the meeting. The Executive Committee reserves discussion time for these requests. New members should be introduced at the beginning of the meeting.

(4) The technical chair can move to adjourn the meeting.

(5) The Student Board may introduce further (written) rules of procedure.

5 Additional associated roles

5.1 The Governance Policy officer

(1) The Governance Policy officer is part of the EPICUR coordination team.

(2) As part of the Student Board, the Governance Policy Officer functions as:

    (a) Liaison between the Student Board and the coordination team. Hereby aiming to give relevant information to both parties.

    (b) Advisory body for the Student Board, to give updates on current affairs and keep the Student Board informed.

(3) In order to achieve this, the Governance Policy officer attends all Student Board meetings as a permanent guest.

(4) They have no voting rights but can take part in discussions.

(5) They can be joined by a project assistant, who supports the Governance Policy Officer in their functioning.

5.2 Working groups

(1) The Student Board may form working groups. Working groups may be thematic and should include student representatives from at least two different partner universities.

(2) The aim of a working group is to ensure the efficient achievement of students' interests in subgroups of interested or affected student representatives.

(3) The working groups shall be open to any member of the Student Board. Working groups may decide to invite external students, staff members or other relevant stakeholders to their meetings.

(4) All working groups will report at the Student Board meetings.

(5) Inactive working groups can be terminated by the Student Board, but minutes and documents should be kept.

5.3 Communication

(1) The Student Board uses EPICUR's central filesharing and collaboration system Microsoft Teams. All Student Board members receive access to Teams.

(2) Meeting invitations, including the agenda, will be sent out both on Teams and via email, at least one week before the meeting.

6 Delegates to EPICUR Bodies

The Student Board elects delegates to represent the student perspective at the different EPICUR bodies. All delegates are responsible for distributing relevant information to the Student Board and giving short (written) updates at the Student Board meetings.

6.1 Steering Committee

(1) The Chair shall attend all Steering Committee (SC) meetings throughout their chairing period. If the Chair cannot attend, the Vice Chair will replace them. If both are not available, they may be deputised by other Student Board members.

(2) For each Steering Committee meeting, the Student Board should nominate one additional Student Board member. For physical meetings, this should be a student representative of the host university.

6.2 Project Management Team (PMT) and Work Package Activity Reflection Group (WPARG)

The Vice Chair shall attend all PMT and WPARG meetings throughout their period in office. If the Vice Chair cannot attend, the Chair will replace them. If both are not available, they may be deputised by other Student Board members.

6.3 Work Packages (WPs) and Strategic Integration Groups (SIGs)

(1) In the Work Packages, the Student Board should be represented by the members from the institution of the work package or task leader. The exact nature of the involvement should be discussed between the respective student representatives and the work package or task leader.
(2) For Strategic Integration Groups (SIGs), the Student Board nominates a delegate (and a deputy delegate) to participate in the work.

6.4 Project Communications Team (PCT)

The Student Board Communications Officer represents the Student Board in the Project Communications Team.

6.5 Other Delegates

The Student Board may introduce additional delegates.

7   Safety, equality, diversity, and inclusion

7.1 Commitment

(1) We strive to create a safe space, where equality, diversity and inclusion are a priority in all aspects of our functioning. This is kept in mind during elections, meetings, and while creating policy.
(2) The student board should be an environment where everyone feels safe to, at all times, give their opinion and input, in a respectful manner.
(3) Diversity is encouraged in all forms.
    a. For the composition of the student board, diversity can be explained to include specifically ethnicity, socioeconomic background, nationality, language, educational background and degree level.
(4) Special focus to achieve this, may be done in collaboration with the EDI working group or ombudsperson.

7.2 Safety person

(1) A student board member is appointed as safety person for a period of 12 months
(2) They are in charge of ensuring the fulfilment of the commitment as stated in article 7.1
(3) In case of absence of the safety person during a physical meeting, these responsibilities can be delegated to a different student board member. This should be done in accordance with the Student Board and announced during the meeting before the physical event takes place.

(4) A second safety person may be appointed, for a full period or temporarily.

(5) They will focus on educating themselves specifically with matters to do with social safety and EDI.

(6) In case of EPICUR committees related to social safety and/or EDI, the safety person will attend these as student board delegate, in accordance with chapter 6.

8 Final Provisions

(1) This Charter is adopted and may be amended by a qualified absolute majority. Proposed amendments need to be announced two weeks before voting.

(2) The Charter is interpreted by the Executive Committee in case of ambiguity.

(3) The charter comes into effect after it has been approved by the Management Board and the Executive Board will be informed accordingly.

(4) Any amendments adopted by the Student Board are passed to the Executive Board for approval. The Executive Board may delegate the task of approving amendments to the Project Management Team.

(5) The student board reserves the right to set aside any of the articles in this charter, if the student board decides on this via qualified majority.

Adopted and approved by the Student Board on [pending]
Approved by the EPICUR PMT on [pending]
Approved by the EPICUR Steering Committee on [pending]

Appendix A: Procedures for selecting Student Board members at the different partner universities

(1) **University of Strasbourg.** Student Board representatives are chosen through a call for application and respecting criteria of gender equality, representativeness of faculties & under/postgraduate students & the quality of motivation. Links to student organizations are desirable.

(2) **Adam Mickiewicz University (AMU), Poznań.** The Student Board members are selected by the AMU Student Council with the AMU Vice-Rector for International Cooperation.

(3) **Aristotle University Thessaloniki (AUTH).** The criteria for selection of AUTh to become a SB member is CV and gender balance. The local EPICUR Ambassadors team selects the most competent persons via interviews with the university supervisors. Two SB members of two different genders are then selected.

(4) **BOKU - University of Natural Resources and Life Sciences, Vienna.** The Student Board members are delegated by the university representation of the student body of the University of Natural Resources and Life Sciences Vienna (BOKU) according to the Student Union Act 2014 §32 (1) [HSG 2014].

(5) **Karlsruhe Institute of Technology (KIT).** The Student Board members are delegated members of the General Committee (AStA) of the constituted student body's (Verfasste Studierendenschaft).

(6) **University of Haute-Alsace (UHA).** *To be added.*

(7) **Albert-Ludwigs-Universität Freiburg (ALU-FR).** The Student Board members are selected by a group consisting of the following members: the outgoing Student Board member(s), two representatives of the Student Council (StuRa) and one representative from the local EPICUR team. Student Board members become part of the local EPICUR team.

(8) **University of Amsterdam (UvA).** The Student Board members are selected in cooperation with the *medezeggenschap* (CSR, studentassessor) and the UvA Project Officer, and will regularly update the students participating in EPICUR UvA.

(9) **Denmark**