

«APPROVED by»  
Student Conference of  
Lviv Polytechnic National University  
Minutes № 1 of 16 May 2019  
Chairman of the Student Conference of  
Lviv Polytechnic National University  
\_\_\_\_\_ (Alexander Nikoliak)  
Secretary of the Student Conference of  
Lviv Polytechnic National University  
\_\_\_\_\_ (Toch Dzvenislava)

**Regulations on**

**“Student Self-government of Lviv Polytechnic National University”**

## 1. GENERAL PROVISIONS

1.1. Student self-government is the right and opportunity of students who study at Lviv Polytechnic National University (hereinafter - the University) to solve issues related to education and life, the protection of their rights and interests as well as enables them to participate in the University management.

Student self-government unites all the University students who have equal rights and can elect and be elected to working, advisory, electoral and other student self-government bodies.

Student self-government provides the protection of students' rights and interests and enables their participation in a higher educational establishment management. Student self-government is carried out by students directly and through the student self-government bodies.

University student self-government is an integral part of its public self-government.

1.2. In their work, student self-government bodies are guided by the legislation of Ukraine, the Charter of the University and the Provision "On Student Self-Government of Lviv Polytechnic National University (hereinafter - the Provision).

1.3. Student self-government bodies (hereinafter - SSBs):

1) participate in a higher educational institution management in the manner prescribed by the Law of Ukraine "On Higher Education" and the Charter of the University;

2) participate in the discussion and resolution of issues related to the improvement of the educational process, research work, awarding scholarships, leisure, recreation, living and nutrition;

3) conduct organisational, educational, scientific, sports, health and other events;

4) participate in the events (processes) to assure higher education quality;

5) protect the rights and interests of the University students;

6) delegate their representatives to working, advisory bodies;

7) adopt acts regulating their organisation and work;

8) participate in solving issues for ensuring proper living conditions in dormitories and the organisation of student meals;

9) manage funds and other property kept on the balance sheet and bank accounts of student self-government bodies;

10) make proposals on the content of curricula and syllabi;

11) make proposals for the logistics development of the University, including the issues related to student life and leisure;

12) have the right to announce protests;

13) are elected for a one year term;

14) perform other functions provided by the Law of Ukraine "On Higher Education", the Charter of the University and this Provision.

1.4. The SSBs enjoy organisational, methodological, financial and property support of the University.

1.5. The SSBs express the student interests through the chairperson of the SSBs and their representatives in Academic Boards and Public Self-Government Bodies of the respective levels.

1.6. The financial basis of the SSBs is the funds determined by the Academic Board of the University in the amount not lower than the amount provided by applicable law.

1.7. The SSBs in their work are independent from religious, political and public organisations as well as, within the current legislation, from the University administration.

## **2. THE STRUCTURE of THE SSBs**

2.1. The SSBs at the University level are:

- the University Student Conference is the highest student self-government body (hereinafter - the Conference);
- the Collegium of the University Students is a representative and executive body of student self-government (hereinafter - CUS);
- the University Student Election Commission (hereinafter - USEC);
- the Control and Audit Commission.

2.2. The SSBs at the level of educational and scientific institute (hereinafter - ESI) are:

- the ESI Student Conference is the highest student self-government body of a respective ESI (hereinafter - ESI Conference)
- the Collegium of the ESI students is a representative and executive body of student self-government of a respective ESI (hereinafter - CIS).

2.3. The SSBs at the University Campus level are:

- Student dormitory boards are the executive structural units of the CUS.

## **3. THE CONFERENCE OF THE UNIVERSITY AND ESI STUDENTS**

3.1. The University Student Conference is the highest body of the University student self-government, elected for a one year term.

3.2. The members of the University Student Conference include delegates elected at the Student Conference of a relevant ESI. The delegates are elected from among the ESI students. The representation quota from each ESI is determined by the CUS.

3.3. The University Student Conference:

- approves the Provision "On Student Self-Government of Lviv Polytechnic National University;
- determines the structure, powers and procedure for holding elections of the representative and executive bodies of student self-government at all levels;
- approves the composition of the University Student Election Commission;
- hears the reports of the executive and control and audit bodies of student self-government, gives them an appropriate assessment;
- elects the control and audit commission, the student election commission;
- establishes the procedure for attracting and using the SSBs' funds;
- approves the costs estimate of the SSBs, makes amendments and additions to it, hears a report on its implementation;
- elects the elected representatives to the Academic Board of the University and the University staff Conference;

- establishes the procedure for approval by the University SSBs of the decisions made only with their approval;
- makes decisions on other issues related to the activities of the University student self-government.

3.4. The members of the ESI Student Conference include delegates elected at a meeting of ESI academic group students. The representation quota from each academic group is determined by the CUS quota.

3.5. The ESI Student Conference:

- hears the report of the Chairperson of the ESI Student Board on the work of the ESI Collegium, gives its assessment;
- elects the elected representatives to the ESI Academic Board and the ESI staff Conference;
- elects delegates to the University Conference;
- delegates representatives of the ESI to the USEC;
- nominates representatives from among the ESI students to participate in the election of the Rector of Lviv Polytechnic National University.
- makes decisions on other issues related to the ESI student self-government activities.

3.6. The student conference is convened at least once an academic year. The student conference is convened: by the decision of the CUS (CIS); at the request of at least ten percent of the total number of the University students (ESI); at the request of the control and audit commission.

3.7. The procedure for holding the University Student Conference (CIS).

3.7.1. Prior to the start of the University Student Conference (CIS), delegates are registered and mandated. The conference is considered valid if at least 50% of the total number of the elected delegates are registered.

3.7.2. At the beginning of the Conference, the chairperson, secretary and counting commission are elected from among the delegates.

3.7.3. The discussion of the Conference issues is held in accordance with the approved agenda.

3.7.4. The conference is held publicly and openly. Every University student has the right to be present and participate in the discussion of issues.

3.7.5. The Conference decisions are taken by direct open voting of delegates. The Conference decision is considered adopted if at least 50% of the delegates present have voted for it.

3.7.6. The conference is recorded. The Secretary of the Conference is responsible for keeping the minutes. The minutes shall be drawn up within three days from the date of the Conference and signed by the Chairperson and the Secretary of the Conference.

#### **4. THE COLLEGIUM OF THE UNIVERSITY AND ESI STUDENTS**

4.1. The Collegium of the University Students comprises:

- the chairperson of the University Students Collegium;
- the chairmen of the ESI students;
- the heads of departments and commissions;
- the secretary of the Collegium of the University Students.

4.2. The Collegium of the University Students can create departments, commissions and other structural units to perform specific areas of work, the heads of which are the CUS members.

4.3. The Collegium of the University Students has a seal, stamp, and a form kept by the Collegium Chairperson.

4.4. The Collegium of the ESI Students comprises:

- the chairperson of the Collegium of the ESI Students, elected by direct secret ballot of the ESI students;

- the ESI students approved by the decision of the Collegium of the University Students (10 - 20 people) at the request of the chairperson of the University Students Collegium;

- the secretary of the Collegium of the ESI Students elected at a CIS meeting.

4.5. A CUS (CIS) meeting

4.5.1. A meeting is the main form of the CUS (CIS) activity convened by their chairperson or one third of the CUS (CIS) members.

4.5.2. A CUS (CIS) meeting is considered valid if at least 50% of the total membership participate in it.

4.5.3. CUS (CIS) meetings are open. If permitted by the chairperson, the people present are entitled to submit issues for the CUS (CIS) consideration.

4.5.4. The CUS (CIS) decisions are taken by direct open voting of their members. If necessary, voting can be secret.

4.5.5. A CUS (CIS) meeting is recorded. The CUS (CIS) secretary is responsible for keeping the minutes. The minutes of the meeting shall be drawn up within three days from the date of the meeting and signed by the chairperson and the secretary.

4.6. The A CUS (CIS) chairperson:

4.6.1. signs decisions, other documents of the CUS (CIS);

4.6.2. ensures compliance with the CUS (CIS) legislation requirements, decisions of the University (ESI) Student Conference;

4.6.3. acts on behalf of the CUS (CIS) without a separate request, reports on their activities;

4.6.4. provides CUS (CIS) members with organisational guidance;

4.6.5. presides at CUS (CIS) meetings;

4.6.6. nominates candidates for deputy chairperson, secretary, heads of departments and commissions for the CUS (CIS) consideration;

4.6.7. on behalf of the CUS (CIS), approves decisions subject to approval by such a body, if nothing else is provided by the University Student Conference decision;

4.6.8. is responsible for the CUS (CIS) financial activities;

4.7. The chairperson's powers, a CUS (CIS) member, are terminated earlier in the event of: the resignation of their own volition; termination of studies at University, except for continuing the studies at the next educational and qualification level.

In the event of an early termination of the CUS (CIS) chairperson's powers, the performance of their duties is entrusted to the Deputy Chairperson.

4.8. The work order of the CUS structural units is regulated by separate normative documents approved by the CUS.

## **5. ELECTION PROCESS**

5.1. The election process at the SSBs elections involves the following stages:

- announcement of the beginning of the election process;
- registration of candidates;
- elections;
- calculating and announcing election results.

5.2. The election of the Chairperson of the Collegium of the University (ESI) students

5.2.1. The USEC places announcements on the bulletin boards and other University media about the elections to the SSBs. The nominations are made at the University (ESI) Student Conference. The students nominated at the University (ESI) Student Conference must, within three days from the date of the conference, write and submit an application addressed to the USEC Chairperson.

5.2.2. On the day of the election within the established period of time, University students register entering the election hall of the ESI.

5.2.3. By presenting a document certifying their status as students, they receive ballots, exercise their will, and throw the ballot in the ballot box.

5.2.4. Students are limited in the choice of one candidate in each of the ballots and must put a "+" or another mark against the selected candidate, which indicates their will.

5.2.5. If a mark is placed against more than one candidate or, if it is impossible, for other reasons to establish the content of their will, the ballot paper will be considered invalid.

5.2.6. The candidate who received the largest number of votes is considered to be the Chairperson of the Collegium of the University (EIS) students.

5.2.7. If several candidates receive the same number of votes, the second round of elections, appointed and conducted by the USEC, is announced.

5.2.8. After the election results have been announced by the USEC Chairperson, they are posted on the information resources of the University the next day.

5.2.9. After the election results have been announced at a regular CUS meeting, the official transfer of powers takes place.

5.3. The election of the representatives from among the applicants for higher education and the Conference of the University (EIS) staff.

5.3.1. The representatives to the Academic Board of the University (ESI) from among the applicants for higher education and the Conference of the University (ESI) staff are elected at the Student University (EIS) Conference.

5.3.2. The candidacies of representatives to the Academic Board of the University (ESI) from among the applicants for higher education and the Conference of the University (ESI) staff are submitted for consideration of the University Student (ESI) Conference by the Collegium of the University (EIS) students.

5.4. The election of the Chairperson of the Student dormitory boards

5.4.1. The USEC places announcements on the bulletin boards and other information media of the University Campus about the election of the Student dormitory boards Chairpersons. The nominations are made by submitting an application addressed to the USEC chairperson within three days of the election announcement.

5.4.2. Voting takes place at polling stations established by the USEC.

5.4.3. During the period of time established by the USEC, resident students of the University Campus who enter the election hall are registered. Upon the presentation of a document certifying their status as residents of the respective dormitory, they receive a ballot paper containing the list the candidates, express their will and throw the ballot paper in the ballot box.

5.4.4. Students are limited in the choice of one candidate and must put a "+" or another mark against the selected candidate, which indicates their will.

5.4.5. If a mark is placed against more than one candidate or, if it is impossible, for other reasons to establish the content of the will, the ballot paper will be considered invalid.

5.4.6. The candidate who received the largest number of votes is considered to be the Chairperson of the Student dormitory board.

5.4.7. If several candidates receive the same number of votes, the second round of elections is announced.

5.4.8. After the election results have been announced by the USEC Chairperson, they are posted on the information resources of the University Campus the next day.

5.4.9. After the election results have been announced at a regular meeting of the Student dormitory board, the official transfer of powers takes place.

5.5. The election of student representatives to participate in the election of the Rector of Lviv Polytechnic National University

5.5.1. The USEC places announcements about the election of student representatives to participate in the election of the Rector of Lviv Polytechnic National University (hereinafter – the Representatives) on the bulletin boards and other information media of the University. The nominations are made at EIS student Conferences. The chairpersons of the EIS student Conferences must submit the relevant excerpts from the minutes to the USEC within three days from the date of the conference.

5.5.2. On the day of the election within the established period of time, University students, entering the election hall in their EIS, register.

5.5.3. By presenting a document certifying their status as students, they receive ballots, exercise their will, and throw the ballot in the ballot box.

5.5.4. In the ballot paper, students put a mark ("+") or another mark, indicating their will against the name of the candidate for the Representatives. The number of marks should not exceed the number of the Representatives determined by the quota. The quota of the Representatives in general around the university and from the EIS is determined by the organising committee for the election of the Rector of Lviv Polytechnic National University.

5.5.5. If the number of candidates for the Representatives on the ballot is equal to the quota, the USEC may decide to enter the column "I support all the candidates" in the ballot.

5.5.6. The elected Representatives are considered the candidates who received the largest number of votes.

5.5.7. If several candidates who are at the bottom of the ranking list within the quota, receive the same number of votes - the second round of elections is announced. The second round is appointed and conducted by the USEC.

5.5.8. After the election results have been announced by the Chairperson of the USEC, they are posted on the information resources of the University the next day.

#### 5.6. The University Student Election Commission

5.6.1. To ensure the conduct of the SSBs elections, the University Student Election Commission is elected, which is a permanent working body that prepares, organises and conducts elections. At the first organisational meeting, the USEC elects the chairperson, deputy chairperson, secretary and solves other organisational issues related to the conduct of the election.

5.6.2. The Student Election Commission of the University is elected by the University Student Conference for a one year term on the principle of proportional ESI representation.

5.6.3. The University Student Election Commission performs the following functions:

- announces the start of the election process in the SSBs elections;
- approves the forms of ballot papers and other election documents;
- ensures the production of voter lists, ballot papers;
- registers candidates for elected positions;
- determines the date and place of the Boards Chairpersons election;
- determines the date and place of the elections of the Student Dormitory boards Chairmen, publishes information about their conduct;
- determines the date and place of the student representatives election to participate in the election of the Rector of Lviv Polytechnic National University
- directly conducts elections;
- establishes and announces the election results;
- after the elections, keeps voter registration lists, ballots, and minutes of the USEC meetings until the next elections;
- submits to the Organising Committee for the Rector's Election an excerpt from the minutes of the USEC meeting on the results of the student representatives election to participate in the election of the Rector of Lviv Polytechnic National University;
- appoints and conducts the second round of elections, if necessary;
- decides on all the issues related to the election process not regulated by the relevant acts.

5.6.4. Candidates for the positions are entered in the ballot for secret vote in alphabetical order.

5.6.5. Ballots are sealed with the stamp of the Collegium of Lviv Polytechnic National University Students.

5.6.6. To conduct the voting, a polling station is organised in each ESI.

5.6.7. After the voting, the USEC members arrive (with the boxes and all the documentation) in a designated auditorium of the main building of Lviv Polytechnic where they count the votes.

5.6.8. While the votes are being counted, the USEC Secretary keeps the minutes.

## 6. FINANCIAL ACTIVITY

6.1. In their activities, the SSBs use and manage the funds allocated by the University, as well as received from other sources, not prohibited by law.



6.2. The funds allocated by the decision of the University Academic Board for the student self-government activities can be used in the following ways:

6.2.1. to buy goods and services in accordance with the budget approved by the University Student Conference.

6.2.2. to transfer it to the account of a public organisation established in accordance with the sixth paragraph of the fourth part of Article 40 of the Law of Ukraine "On Higher Education".

6.3. The decision on the order of the funds usage allocated for the student self-government activities by the decision of the University Academic Board is made by the of the University Student Conference.

6.4. In case of a decision presupposed in sub-paragraph 6.2.1 of the paragraph 6.2 of this Provision, funds allocated for student self-government activities are accumulated in a separate University sub-account and spent on the basis of the CUS chairperson's submission in accordance with the approved budget.

6.5. In case of a decision presupposed in sub-paragraph 6.2.2 of the paragraph 6.2 of this Provision, the University Student Conference determines the procedure for using the funds accumulated in the accounts of a public organisation established in accordance with the sixth paragraph of the fourth part of Article 40 of the Law of Ukraine "On Higher Education". The further usage of these funds is carried out in accordance with this procedure.

6.6. The procedure for the student government funds usage should include the involvement of the control and audit commission in the processes of planning and direct spending of the relevant funds.

6.7. The CUS reports on the funds usage before the University Student Conference.

## **7. THE PROCEDURE FOR THE SSBS DECISIONS APPROVAL**

7.1. In agreement with the SSBs the following decisions are made:

- expulsion of students from University and their renewal to studies (the decision of the CUS, signed by the chairperson);
- the transfer of University students who study by state order to studies at the expense of individuals (legal entities) (decisions of the CUS, signed by the chairperson);
- the transfer of students studying at the expense of individuals (legal entities) to study by state order (decision of the CUS, signed by the chairperson);
- the appointment of the Deputy Director of the ESI for Organizational and Educational Work (decision of the CUS, signed by the chairperson);
- the appointment of vice-rectors for scientific and pedagogical work (decision of the CUS, signed by the chairperson);
- the settlement of University students in dormitories and their eviction (decision of the CUS, signed by the chairperson);
- the approval of the rules of the University internal provisions in the part relating to those who study (decisions of the CUS, signed by the chairperson);
- the approval of tariffs for the provision of services for those who study (decision of the CUS, signed by the chairperson);
- other issues (decision of the CUS, signed by the chairperson).

## **8. FINAL AND TRANSITIONAL PROVISIONS**

### **8.1. Making changes and additions to the Provision**

8.1.1. The approval of changes and additions to the current Provision is the exceptional competence of the Conference.

8.1.2. The CUS has the right to make changes and additions to the Provision. One third of the total CUS membership initiates consideration of this issue at a CUS meeting and the initiative should be supported by two thirds of the total CUS membership.

8.1.3. The decision to amend the Provision is taken by two thirds of the total number of delegates present at the Conference.

### **8.2. The procedure for coming into force**

8.2.1. The Provision comes into force upon its approval by the Conference.

8.2.2. SSBs must bring their activities in line with this Provision within two months from the date of the approval of this re.