

Chancellor's Directive No. 4/2022: Student Council at NEWTON University

Article I. Purpose of the directive

The purpose of this guideline is to define the nature, status and functioning of the NEWTON University Student Council ("Student Council") as advisory body to the Chancellor of NEWTON University (hereinafter referred to as the "Chancellor"), comprising representatives from the student body of NEWTON University (hereinafter referred to as the collectively referred to as "students" and individually referred to as "student") who have been duly elected to the Student Council in accordance with the wording of this policy.

Article II. Mission and activities of the Student Council

1. The Student Council mediates communication between students and the Chancellor, as well as the management and other academic staff of the University.
2. The Student Council shall seek the views of the student body concerning the functioning of the University, particularly in relation to the teaching and learning process and other activities forming part of the student's studies at the University, formulate its findings and submit its own proposals for changes and improvements to the Chancellor or persons designated by them.
3. The Student Council shall also identify and monitor any problems in the operation of the University from the student's perspective, and suggest possible ways to the Chancellor or their designees for their elimination and correction.
4. The Student Council shall inform the students of the University of important changes in the functioning of the University, in particular those related to the fulfilment of the student's obligations to the University, its administration and individual academic staff members in teaching positions.
5. The Student Council shall participate in the continuous improvement of the functioning of the University, the improvement of the conditions for study at the University, the management of educational quality, creative and related activities, as well as in the overall development of the University.
6. The Student Council shall have the right to submit proposals for new projects, activities, etc. to the Chancellor and their designees, and subsequently participate in their implementation.

Article III. Organisation of the Student Council

1. The NEWTON University Student Council is divided into basic organizational units, called local student sub-councils, each of which represents the interests of students in one particular programme of study, enrolled in one particular place of study.
2. Places of study are defined as the places of study: Prague, Brno and Bratislava.
3. Study programmes shall mean, on the one hand, the Bachelor's degree programme "Economics and Management" and on the other hand the Master's degree programme "Economics and Management".
4. With effect from academic year 2022/2023 until further notice, the Student Council at NEWTON University shall be divided into its six constituent organizational units in the form of local student sub-councils, which are referred to as "SC Bc. Prague", "SC Bc. Brno", "SC Bc. Bratislava", "SC Ing. Prague", "SC Ing. Brno" and "SC Ing. Bratislava".

Article IV. Term of office of members of the Student Council

1. Student Council members are elected for a maximum of three consecutive terms consecutive academic years. A member of the Student Council may be re-elected.
2. Unless otherwise stated below, each local student sub-council shall serve on a continuous basis, so that in each academic year in accordance with the Article VI hereof, only by-elections for new members of the local student sub-council shall be held in accordance with representing newly enrolled first-year students in that local student sub-council in that academic year.
3. A member of the Student Council shall have the right to resign from the Student Council at any time. Their membership of the Student Council shall cease on the date on which they deliver to the Chancellor in written or e-mail notice of resignation from the Student Council, or on a later date, as specified in the notification as the date of resignation of membership.
4. If, on the last day of the academic year, all the members of a local student sub-council (as it met in its inaugural meeting in that academic year at that study location) cease to be members of the Student Council body for whatever reason, that local student sub-council (i.e. the Student Council of a specific programme of study as defined in Article III(3) of this Directive in a specific place of study as defined in Article III(2) of this Directive), shall cease to exist.
5. If a specific local student sub-council ceases to exist, the following shall take place in the forthcoming academic year at the relevant place of study for the relevant programme of study: a full election for the local student council in accordance with the provisions of Article VI of this Directive, with the participation of students from all years of the relevant degree programme at that place of study.
6. If a member of a local student sub-council changes their place of study, or changes their programme of study at the University, their membership of the Student Council shall cease.

7. If a student successfully completes their studies, discontinues their studies, is expelled from their studies or drops out of their studies, their membership of the Student Council shall cease.
8. If a member of the Student Council is disciplined in accordance with the relevant provisions of the University's Disciplinary Regulations, their membership of the Student Council shall cease.
9. If a student fails to meet the requirements for enrolment in the next year of study and is not granted conditional enrolment in the next year of study by the Chancellor, their membership in the Student Council shall cease.

Article V. Election Committee

1. The Chancellor appoints an Election Committee for each academic year, no later than the first week of classes, for the election of NEWTON University Student Council (hereinafter referred to as the "Election Committee").
2. The Election Committee shall consist of three members, one member appointed from among the staff and two members from among the students of the University. The Chancellor shall announce the composition of the Electoral Committee in a manner customary within the University.
3. The first meeting of the Election Committee shall be held as soon as possible after its appointment. The first meeting of the Election Committee shall be called by the Chancellor.
4. At its first meeting, the Election Committee shall review the composition of the Student Council in of the individual local student sub-councils from the previous academic year and decide whether, in accordance with the provisions of Article IV of this Directive, in the current academic year, each specific local student sub-council shall hold a full election or only a by-election.
5. The Election Committee shall make a record of the conduct of the election, of which an integral part shall be either a statement of the election of new local student council members, as well as a statement of the total number of members of the local student sub-council eligible to participate at its initial inaugural meeting, or a determination that the local student sub-council will not be established for the relevant academic year, including a statement of the relevant reasons for that decision.
6. The Election Committee shall cease its work on the day of the inaugural meeting of the last of all local student sub-councils' or thereafter on the day on which it notifies the Chancellor that the remaining local student sub-councils where the inaugural meeting has not been held will not be established for that academic year.

Article VI. Election of members

1. Students in each year of study of the relevant study programme at the place of study, regardless of the form of their study (full-time, combined or distance learning), send representatives to the local student sub-council.
2. The maximum number of representatives of each individual year in the local student sub-council shall be four.
3. Only a student of the University who is enrolled in the relevant degree programme at the relevant place of study (hereinafter also referred to as "candidate" or "candidates") may stand for membership of the local student sub-council at any one time.
4. In the event of a by-election only, a candidate for membership of the local student council must be a first-year student of the relevant study programme enrolled for study at the relevant place of study.
5. Candidates for membership of local student councils shall, at the time before the election, be nominated anonymously. A student may nominate themselves. The Chancellor may also add their suggestions for candidates.
6. The collection of nominations for candidates for membership of the local study councils shall take place in electronic form via the Chancellor's chosen and pre-announced software platform that is commonly available to students, for a minimum of 7 calendar days.
7. Within two working days after the end of the proposal collection, all proposed candidates shall be contacted by email sent to their school email address by the Election Committee, inviting them to submit their candidacy for membership in the local student sub-council. If a candidate does not submit their candidacy by the 3rd calendar day following the date of the email or in person to the person named in the invitation as a representative of the Election Committee, they shall no longer be considered a candidate.
8. The Election Committee will then draw up the resulting lists of candidates for all each local sub-council of Student Council, indicating for which year of study each individual candidate is running for and in what form of study. The list of candidates may also be blank.
9. Candidates on the candidate list have the right to exercise a personal election campaign in support of their candidacy for membership of the Student Council on the premises of the university, but they must only use such means that do not interfere in any way with the normal operation of the University. The campaign may begin no earlier than the 7th calendar day preceding the day of the Student Council election, it must end no later than 24 hours before the start of the election.
10. An eligible voter in a local student sub-council election is any student enrolled in the relevant programme of study in the relevant place of study. In the case of a by-election only, the eligible voter shall be any first-year student enrolled in the relevant programme of study in the relevant place of study.
11. For the purposes of Student Council elections, an eligible voter is any student of the university who has an active study record in the information system IS of the University.

12. Elections to the Student Council shall be held exclusively by electronic means, on a single predetermined day between 9.00 a.m. and 6.00 p.m.
13. An information email about the Student Council elections will be sent to all eligible voters no later than the 7th calendar day preceding the day of the election.
14. On the day of the elections, before the elections begin, eligible voters will receive by email their personal access details to enable subsequent completion of the electronic ballot form (hereinafter referred to as 'ballot form') in the application electionrunner.com.
15. The eligible voter shall modify the ballot paper by ticking the name of up to one candidate listed on the ballot for the applicable local student sub-council. Instead of voting for the candidate listed on the ballot, they may alternatively nominate and thereby elect another candidate who was not nominated before the election and was therefore not included on the list of candidates.
16. The eligible voter sends in the amended ballot paper as they wish via electionrunner.com, but must do so on the day of the election at the time the election is held.
17. Before and after the close of the polling period on the day of election day, access to the application will be denied to eligible voters.
18. The Election Committee shall take cognisance of the results of the poll as soon as possible.
19. In the case of candidates who have only just been newly nominated by ballot papers, the Election Committee shall verify whether they are students who are eligible to stand for membership of the relevant local sub-council in accordance with paragraphs 3 and 4, Article VI of this Directive.
20. Candidates nominated only at the time of the election who may run for membership of the relevant local student sub-council shall be sent an email by the Election Committee to their school email address to invite them to confirm their candidacy for membership of the local student sub-council. A candidate who has not declared their candidacy by the 3rd calendar day following the date on which the invitation is sent by email or in person to the representative of the Election Committee named in the invitation, shall no longer be considered a candidate.
21. If a candidate has been indicated on the ballot paper by an eligible voter who is not eligible to stand for membership of the relevant local student sub-council, that ballot paper shall be deemed invalid.
22. The Election Committee will evaluate, through the electionrunner.com application, the ballots cast in relation to each local student sub-council, tallying the votes of eligible voters for each candidate who is eligible to run for membership of that local student sub-council.
23. No more than four candidates from each year of study who receive the highest number of votes from eligible voters in the election shall become members of the local student council.
24. Only a candidate who has received at least one vote from eligible voters in the election may become a member of the local student council.

25. In the event that no candidate becomes a member of a local student sub-council at a full election in accordance with the procedure and rules described above, the Election Committee shall decide that the local student sub-council shall not be established for that academic year.
26. The results of the NEWTON University Student Council election in the form of the result of the election for each individual local student sub-council, or, as the case may be, a statement that some of the local student sub-councils will not be constituted, shall be made known by the Election Committee normally no later than 7 calendar days after the date of the election.
27. The local student sub-council shall officially commence in the academic year its activities at its initial inaugural meeting, which shall be attended by all its members, regardless of whether they were elected in that academic year or previous academic years, and the Chancellor or their designee.

Article VII. Session

1. A meeting of the local student sub-council shall be held on the basis of a motion/suggestion by a member of the Student Council or the Chancellor or their designee.
2. A meeting of the local student council shall be held at least once each semester (at least once in the winter semester and once in the summer semester). The specific dates of the meetings are usually set by the Chancellor or their designee.
3. At least once each academic year, the Chancellor shall then meet in a joint meeting of the entire NEWTON University Student Council. The location and date of this meeting shall be set by the Chancellor or their designee.
4. At the invitation of any member of the Student Council, anyone shall attend a meeting of the Student Council as a guest of a student, academic or other staff member of the University, as well as another person; however, the relevant member of the Student Council shall be obliged to notify the Chancellor or a person designated by them in advance, in a manner customary at the University.

Article VIII. Outputs

1. From every local student council meeting and joint meeting of the NEWTON University Student Council, minutes shall be taken and signed by at least one representative of the Student Council members and, where appropriate, by other persons who attended the meeting.
2. The minutes of the Student Council meeting shall always be created by one of the Student Council members who is authorized to do so by the Student Council.
3. The activities of the Student Council shall be subject to evaluation, particularly by the students of the University, which the Student Council, within the meaning of Articles I and II of this Directive, represents. In doing so, the Student Council shall be required to

conduct at least once per academic year, usually during the months of April to May, in an appropriate form (e.g. questionnaire, survey, interview, etc.), an evaluation of its activities by the students of the study programme at the place of study.

4. The Chancellor shall also have the right to evaluate the activities of the Student Council from the perspective of its usefulness for the students and the development of the university. Depending on the results of their evaluation of the Student Council's activity and output, the Chancellor has the option of granting all or individual members of the Student Council a one-off extraordinary scholarship.

Article IX. Final provisions

1. This Directive shall take effect on the date of its signing by the Chancellor.
2. On the date of entry into force of this Directive, the Directive of the Chancellor of NEWTON University No. 3/2018, dated 25 September 2018, is repealed.

In Prague, October 3, 2022

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MUDr. Jan Mojžíš, MBA
Chancellor of NEWTON University