PARTICIPATION RULES
for the
VRIJE UNIVERSITEIT BRUSSEL

Article 1: Student participation in all matters that concern them

The university operates on the basis of a student co-management model.

Student representatives are involved in all matters of concern to the students and in particular in: the legal status of students, the Teaching and Examination Regulations (including the Doctorate Regulations), the fixing of tuition fees, the use of the funds derived by the university from the tuition fees, the study guidance policy, the policy on the international mobility of students, the organisation of the academic year, the internal quality assurance policy, the policy on evaluation of the teaching activities of academic staff, curriculum changes in the course of the academic year.

Article 2: The Student Council is elected directly

Student representatives on the Student Council are elected directly by the student community.

Article 3: Nomination period

The nomination period starts in the second school week of the second semester and ends in the second week of March.

Article 4: Voting period

The Student Council is elected every year during the second semester of the academic year preceding the academic year for which the Student Council is to be set up. The voting period starts two weeks after the end of the nomination period. The voting period lasts for at least one week after spring holiday, and ends at the latest 2 weeks prior to the start of the pre-exam study period preceding the second exam period.

The voting period lasts at minimum 3 weeks but may be extended by the electoral commission by one week at the time as long as the quorum was not achieved in all constituencies.

Article 5: Exercise and delegation of powers

§1. The Student Council may, on its own initiative, provide a written opinion on all matters of concern to the students, to the University's internal bodies. The body concerned must draw up a reasoned response in writing, in the form of a proposal, to any such opinion received.

§2. The Student Council may delegate its powers to participation committees, the student representatives structures, within the existing University bodies.

§3. The competent governing body of the university delegates taking all policy decisions concerning the operation and the organization of student services within the limits of the multi-year budget for Section III – student services- and the approval of regulations concerning the organization of the student services to the Student Council.

Article 6: Student representation in internal bodies

The students are represented within the following bodies:

- the University Council;
- the Board of Governors;
- the Academic Council;
- the Education Council;
- the International Policy Council;
- the Council for Student Services;
- the Faculty Councils;
- the Faculty Boards;
- the Study Programme committees.

All the rights and obligations of Council members shall apply in the same way to the student representatives.

This means that the student representatives on the above bodies not only have the right to be heard, but also to genuinely take part in the deliberations and in the decision taking.
Article 7: The appointment or nomination of student representatives
§1. Student representatives on internal and external bodies are appointed by the Students Council or as determined by the Student Council.
§2. Notwithstanding the above, half of the student representatives on the Council for Student Services are appointed by the Student Council and half are appointed by the Board of Governors, on proposal by the Student Council.
§3. With regard to the appointment of student representatives on the participation committees reporting to the study programme committees the procedure is as follows:

1. Any student may put himself forward as a student representative for the study programme committee for the programme for which he is enrolled.
2. Candidate student representatives must submit their application through the student portal on the Monday of the fourth week of the academic year, no later than 12 p.m. (on the night of Monday to Tuesday).
3. If the number of applicants is less than or equal to the places available, the Student Council shall appoint all the candidates.
   If, for a Study Programme Committee there are more candidates than places for student representatives, the Chairman of the Student Council shall ask the Chairman of the study programme committee concerned for a reasoned proposal on the appointment of student representatives; in that reasoning, account must be taken of objective information such as the candidate's study programme, number of study points obtained and study programme variant, in order to ensure that the student representatives appointed are as representative as possible. The Chairman of the Student Council can convene an ad hoc committee to advise the Student Council on appointing the student representatives, taking into account the motivated applications and the reasoned proposals expressed by the Chairmen of the Study Programme Committees. The Student Council must take into account the reasoned proposals and appoint the student representatives for the study programme committees.
4. Those candidates not appointed as student representatives will be appointed as successors.
5. If a student representative resigns from a study programme committee, the Chairman of that Committee shall immediately select one of the successors as a full voting student representative, setting out the grounds for that selection. The Chairman of the study programme committee shall immediately inform the Chairman of the Student Council of the appointment and the reasons therefor.
6. The Student Council may, well-motivated, organise a second round of this procedure to be able to appoint the vacant seats for student representatives.
7. After the student representatives in the Study Programme Committee have been appointed according to the procedure laid down in article 5, in 1st through 6th, the Chairman of that Committee can appoint additional candidate student representatives with an advisory vote.
§4. With regard to the designation of student representatives in the participation committees of the faculty councils the procedure is as follows:

1. Students belonging to the faculty constituency as defined in Article 59 of the General Regulations of the Student Council and the Council for Student Services, can apply as a student representative on the Faculty Council for the next academic year.
2. Candidate student representatives submit their candidacy via the student portal in the same time period as provided for candidacy in the electoral calendar for the electoral procedure of the Student Council, according to Article 3.
3. In case there are fewer or as many candidates as mandates, the Student Council appoints all the candidates.
   If, for a Faculty Council, there are more candidates than places for student representatives the Chairman of the Student Council shall ask the Dean for a proposal for the appointment of student representatives; in that proposal, account must be taken of objective information such as the candidate's study programme, number of study points obtained, and study programme variant, in order to ensure that the student representatives are as representative as possible. The Student Council must take into consideration the reasoned proposal in which these objective data should be included and appoint the student representatives in the Faculty Councils.
4. Those candidates not appointed as student representatives will be appointed as successors.
5. If a student representative resigns from a Faculty Council the dean shall immediately select one of the successors as a full voting student representative, motivating that selection. The Dean shall immediately inform the Chairman of the Student council of the appointment and the reasons therefor.
6. If, after the Faculty Council has been appointed, there are yet seats for student representatives vacant in a Faculty Council, the Chairman of that Faculty Council can appoint additional candidate student representatives with an advisory vote.
§5. With regard to the designation of student representatives of the participation committees in the Faculty Boards, the procedure is as follows:
The student representatives in the Faculty Boards are appointed by and from the student representatives in the Faculty Council.

Article 8: Special conditions under the Teaching and Examination Regulations

The competent governing body shall ensure that student representatives appointed by the Student Council or the competent governing body, as laid down in Article 5, enjoy the necessary special conditions established under the Teaching and Examination Regulations. In this regard, student representatives shall be granted the status of "Reflex" student, as defined in the Teaching and Examination Regulations.

Article 9: Support for the operation of the Student Council and Council for Student Services

The competent governing body shall make the necessary operating budget and an equipped room available to the students of the Students Council.

The Vice Rectorate for Educational and Student Affairs shall provide administrative support.

Article 10: Dispute settlement

§1. The Vice Rector for Educational and Student Affairs shall mediate any disputes that arise with regard to the implementation or interpretation of participation rights. Such disputes will, if necessary, be resolved by the Rector.

§2. Notwithstanding paragraph 1, disputes relating to implementation of the special conditions established under the Teaching and Examination Regulations, as laid down in Article 6, shall be mediated by the Ombudspersons, in accordance with the procedures laid down in the Teaching and Examination Regulations. If necessary, the dispute will be resolved by the Dean.