

"APPROVED"  
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of the IAPM  
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**REGULATIONS**  
**on the Student Self-Government**  
**of the Interregional Academy of Personnel**  
**Management**

Kyiv-2024

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## **Section I. General provisions**

### **1. General provisions**

1.1. This Regulation on Student Self-Government (hereinafter referred to as the Regulation) regulates the basic legal, organisational, financial principles of the functioning and activities of the student self-government of the Private Joint Stock Company Higher Educational Institution Interregional Academy of Personnel Management (hereinafter referred to as the Academy).

1.2. Student self-government is carried out directly by students through student self-government bodies elected by direct secret ballot of students.

1.3. The purpose of the student self-government is to unite the students of the Academy for:

1.3.1. protecting the rights, freedoms and interests of students;

1.3.2. organisation of social and cultural activities in the student environment and development of social activity of students;

1.3.3. promoting the quality of education, training and scientific and practical training of students;

1.3.4. improvement of the educational process, ensuring the participation of students in the internal system of quality assurance of higher education;

1.3.5. promoting the harmonious development of students' personalities;

1.3.6. formation of managerial and organisational skills in students;

1.3.7. prevention of negative social phenomena in the student environment;

1.3.8. expanding the general and professional outlook;

1.3.9. satisfaction of other needs and interests of students.

1.4. The student self-government bodies of the Academy have the right to:

1.4.1. to participate in the discussion and resolution of issues related to the improvement of the educational process, research work, and organisation of students' leisure activities

1.4.2. to participate in the management of the Academy in accordance with the procedure established by the current legislation and these Regulations;

1.4.3. participate in activities (processes) to ensure the quality of higher education;

1.4.4. delegate their representatives to the working and advisory bodies of the Academy and its structural subdivisions;

1.4.5. to independently determine the procedure for organising its activities, to adopt relevant acts on this issue;

1.4.6. to make proposals on the content of educational programmes and curricula, organisation of the educational process;

1.4.7. to make proposals for the development of the material base of the Academy, including issues related to the life and recreation of students;

1.4.8. to promote the formation of conditions for the implementation of innovative ideas of students, to organise events to support the innovative activities of students of the Academy;

1.4.9. to receive premises and equipment from the administration to exercise their powers;

1.4.10. freely form and express their opinion on all issues of the Academy's activities;

1.4.11. dispose of property and funds allocated in accordance with the established

procedure for the activities of student self-government bodies;

1.4.12 to independently decide on the approval of decisions determined by the current legislation;

1.4.13 have their own symbols;

1.4.14 other rights provided by the current legislation, the Statute of the Academy, these Regulations and other acts adopted in accordance with it.

1.5 To achieve its goal, the student self-government cooperates with the administration of the Academy, its structural units, scientific societies of students, postgraduates, doctoral students and young scientists, student self-government bodies of higher education institutions of Ukraine and other countries, as well as with other enterprises, institutions and organisations of all forms of ownership.

1.6 In their activities, student self-government bodies are guided by the principles of respect for the rights and freedoms of every person, regardless of their gender, gender identity, age, nationality, ethnic origin, religion, sexual orientation, health status or other characteristics.

1.6.1 Recognise the importance of ensuring equal opportunities for women and men, combating gender discrimination, and supporting initiatives aimed at overcoming gender stereotypes.

1.6.2 Any form of discrimination, hate speech or humiliation is unacceptable. Student self-government bodies make efforts to prevent them and respond promptly in case of incidents.

1.6.3 Implement measures to promote knowledge of human rights, principles of equality, inclusion and tolerance among students.

## **2. Structure of student self-government bodies**

2.1. The Academy has the following student self-government bodies (hereinafter referred to as the SGB):

2.1.1. Academic level:

Representative body - the Conference of Students of the Academy (hereinafter referred to as the Conference of Students);

Executive body - the Student Parliament of the Academy (hereinafter referred to as the Student Parliament);

Working bodies - structural subdivisions of the Student Parliament (departments), the Central Election Commission (hereinafter referred to as the CEC) and student curators (buddies);

2.1.2. Level of structural units:

Representative body - the Conference of Students of the structural unit;

Executive body - the Student Self-Government Council of the structural unit (hereinafter referred to as the SSC);

Working bodies - structural subdivisions of the SSS (departments), the CEC of the structural subdivision, the headmaster, and the starostas;

2.2. The SGB of dormitories is an integral part of the student self-government of the Academy and operates in accordance with the current legislation.

- 2.3. Each SGB may have a stamp with its name and other information.
- 2.4. In order to perform certain tasks, representative and executive SGAs may create temporary working bodies, which automatically cease to exist upon achievement of the purpose for which they were created.
- 2.5. Members of student self-government exercise their powers on a voluntary basis.
- 2.6. Between the work of the Conference of Students of the Academy, the Conference of Students of the structural subdivision, the supreme body of student self-government is the relevant executive committee (Student Parliament, Student Self-Government Council), which makes decisions on all issues except those that fall within the exclusive competence of the Conference of Students;
- 2.7. The resolution of issues within the exclusive competence of the Student Conference may not be delegated to any other body;
- 2.8. The Student Parliament is headed by the President;
- 2.9. The SSC is headed by the chairman;
- 2.10. Self-government at the level of the course, speciality, academic group is headed by the head of the starosta.

## **Section II. Representative and executive SGAs of the Academy**

### **3. Conference of students**

- 3.1. The supreme body of the student self-government is the Conference of Students of the Academy. The most important issues of student life, defined by the main activities of the student self-government, are submitted to the Student Conference for consideration.
- 3.2. Delegates to the Students' Conference are elected at the conferences of students of structural subdivisions in accordance with the number of students enrolled there, but not less than 2 per cent of their total number.
- 3.3. The exclusive powers of the Student Conference include:
  - 3.3.1. Hearing the report and evaluating the work of the President of the Student Parliament.
  - 3.3.2. Hearing election programmes and approving candidates for the position of the President of the Student Parliament.
  - 3.3.3. Approval of the Regulations on Student Self-Government at the Academy, amendments and additions to it.
  - 3.3.4. Determination of the next tasks, strategy and activities of the student self-government.
  - 3.3.5. Approval of the annual cost estimate (budget).
- 3.4. The Conference of the Academy students shall be held at least once per academic year.
- 3.5. The Student Conference shall be convened by the Student Parliament on its own decision or at the request of at least 10% of the Academy's students.
- 3.6. The time, place, format and agenda of the Conference shall be announced no

later than 7 working days prior to the Student Conference. The quota of representation from structural subdivisions shall be approved by the Student Parliament.

3.7. The meeting of the Student Conference is valid if it is attended by at least 2/3 of the registered delegates from the total number.

3.8. Decisions of the Student Conference shall be made by open voting by a simple majority of votes of the students present at the meeting of the Student Conference, except in cases established by these Regulations.

By decision of a simple majority of the delegates present at the meeting of the Student Conference, decisions may be made by secret ballot. To organise a secret ballot, a counting commission shall be elected from among the delegates, which shall be responsible for conducting the ballot and counting the votes. The results of the secret ballot shall be recorded in the minutes of the counting commission signed by all its members. In the case of a meeting held via video conference (Google-meet, Zoom), voting may be carried out online using a Google form.

3.9. The chairman of the meeting of the Student Conference is the President of the Student Parliament, in his absence the chairmanship is transferred to the First Vice-President. The functions of the Secretary of the Student Conference are performed by the Secretary of the Student Parliament, and in his/her absence - by one of the delegates elected by the conference at the beginning of the conference. The chairman and secretary of the Conference must be different persons.

3.10. The Registration Commission of the Student Parliament shall register the delegates of the Student Conference.

3.11. The procedure for the formation of the Registration Commission, its personal and quantitative composition is determined by the Student Parliament.

3.12. The Counting Committee of the Student Conference determines the number of delegates who voted during the voting.

3.13. The results of the work of the Registration and Counting Commissions shall be recorded in the minutes of the commission, which shall be signed by the chairman and secretary of the relevant commission and immediately submitted to the chairman of the Student Conference to record the results in the minutes of the Student Conference.

3.14. The Students' Conference may be attended by the Academy's students, representatives of the administration, representatives of non-governmental organisations, state and local authorities, media representatives, and invited guests. All participants are registered.

3.15. Delegates elected in accordance with the procedure established by this Regulation and members of the Student Parliament of the Academy registered by the Registration Commission in accordance with the established procedure have the right to vote.

3.16. If necessary, due to the physical impossibility of holding a regular meeting in the usual manner, voting and meetings may be held using communication means (Internet, etc.).

- 3.17. Regular meetings of the Academy Students' Conference are held, as a rule
- 3.17.1. in early autumn, where they hear the report of the President of the Student Parliament and the election programmes of candidates for the post of President of the Student Parliament.
- 3.17.2. at the end of the calendar year, where they approve the annual cost estimate (budget) of the OSS for the next calendar year.

#### **4. Student Parliament**

- 4.1. The Student Parliament is the executive body of the Academic level.
- 4.2. The Student Parliament:
- 4.2.1. organises and coordinates the implementation of the main activities of student self-government;
- 4.2.2. facilitates the organisation of student events;
- 4.2.3. develops internal documents of student self-government within its competence;
- 4.2.4. delegate its representatives to working, advisory and other governing bodies of the Academy;
- 4.2.5. make decisions on the approval of the internal regulations of the Academy in the part concerning students;
- 4.2.6. convene the Student Conference, ensure its organisation and holding;
- 4.2.7. performs other tasks arising from the current activities of the student self-government.
- 4.3. Composition of the Student Parliament:
- 4.3.1. The Student Parliament with the right to vote includes:  
President of the Student Parliament (ex officio);  
First Vice-President of the Student Parliament (ex officio);  
Heads of the SGA of structural subdivisions (ex officio);  
Chairmen of the Student Council of dormitories (ex officio);  
Members of the Student Parliament (one representative from each specialisation elected democratically).
- 4.3.2. The Student Parliament also includes the following members with the right to make recommendations:  
Vice-Presidents of the Student Parliament (ex officio);  
Secretary of the Student Parliament (ex officio).
- 4.4. The activities of the Student Parliament take place in the form of meetings and individual work of each of its members, which may not contradict this Regulation.
- 4.5. The Student Parliament organises its meetings in accordance with clause 3.5 of these Regulations.

#### **5. President of the Student Parliament, Vice-President of the Student**

## **Parliament, Secretary of the Student Parliament**

5.1. The President of the Student Parliament is an elected official of the student self-government, who is a member of the Student Parliament, has the right to act on behalf of the student self-government without a separate power of attorney and to represent it in relations with third parties. The President of the Student Parliament shall report on the results of his/her work at a meeting of the Student Conference. The President of the Student Parliament may not hold office for more than two terms.

5.2. Within his/her competence, the President of the Student Parliament

5.2.1. Provides general management of the activities of the Student Parliament;

5.2.2. ensures coordination of the activities of the structural units of student self-government;

5.2.3. presides at regular and extraordinary meetings of the Student Parliament;

5.2.4 represents the position of students in the development of draft decisions of the Academy concerning the organisation of the educational process at the Academy, internal regulations, the code of academic integrity, and other documents affecting the rights and obligations of students;

5.2.5. on the basis of the relevant decision of the Student Parliament, endorse on behalf of the Student Parliament all administrative acts subject to approval by the GSS, except when such approval is carried out with the GSS of structural subdivisions or a dormitory;

5.2.6. approves the expulsion (renewal) of students of structural subdivisions;

5.2.7. performs other functions arising from this Regulation and the current legislation of Ukraine.

5.3. The Vice-President of the Student Parliament is an official of the student self-government and assists the President of the Student Parliament in exercising the powers to implement the goals and objectives of the student self-government. The Vice-President of the Student Parliament carries out activities in all general areas of work of the student self-government.

5.4. The Vice-President of the Student Parliament is appointed to the position from among the members of the Student Parliament on the proposal of the President of the Student Parliament by the Student Parliament. The Vice-President of the Student Parliament may not hold office for more than two terms.

5.5. In case of appointment of more than one Vice-President of the Student Parliament, their status is determined: first Vice-President, Vice-President, etc.

5.6. Within the limits of his/her powers, the Vice-President of the Student Parliament:

5.6.1. assists the President of the Student Parliament in the general management of the activities of the student self-government, the Student Parliament, coordination of the activities of the structural units of the student self-government;

5.6.2. presides at the meetings of the Student Parliament in the absence of the President;

5.6.3. performs other duties of the President of the Student Parliament in his/her

absence;

5.6.4. performs current work on behalf of the President of the Student Parliament;

5.6.5. provides timely, complete and accurate information to the President of the Student Parliament about the activities of the OSS within its competence;

5.6.6. performs other functions arising from these Regulations and the current legislation of Ukraine.

5.7. The Secretary of the Student Parliament is an official of the student self-government who is appointed to ensure the maintenance of the records of the Student Parliament.

5.8. The Secretary of the Student Parliament is appointed to the position from among the members of the Student Parliament on the proposal of the President of the Student Parliament by the Student Parliament.

5.9. Within the limits of his powers, the Secretary of the Student Parliament:

5.9.1. records the meetings of the Conference of Students and the Student Parliament by keeping minutes;

5.9.2. ensure the safety of minutes and other documents of the Student Parliament;

5.9.3. keep records of members of the Student Parliament;

5.9.4. assists the President of the Student Parliament and the Vice-Presidents in providing general management and coordination of the activities of the Student Parliament;

5.9.5. performs current work on behalf of the President of the Student Parliament and the Vice-Presidents;

5.9.6. in the absence of the President of the Student Parliament and all Vice-Presidents, performs the duties of the President of the Student Parliament;

5.9.7. performs other functions arising from these Regulations and the current legislation of Ukraine.

## **6. Structural subdivisions of the Student Parliament**

6.1.1. Heads of structural subdivisions of the Student Parliament are elected for a term of one year.

6.1.2. The quantitative and personal composition of the structural subdivisions is determined by the Student Parliament, taking into account the areas of work and priorities of the student self-government bodies.

6.1.3. Structural subdivisions of the Student Parliament work in the areas determined by the Student Conference. Their list and names are approved by the Student Parliament annually, after the election of a new Student Parliament.

6.1.4. The heads of the structural subdivisions of the Student Parliament report to the Student Parliament once every six months on the implementation of the work plan.

## **Section III. Representative and executive SGAs of the structural subdivision**

## **7. Student self-government of structural subdivisions of the Academy**

### **7.1. Conference of students of the SSS:**

7.1.1. The supreme body of student self-government of structural subdivisions is the Conference of Students of Structural Subdivisions (hereinafter referred to as the Conference of Students of the SS). The most important issues of student life, defined by the main activities of student self-government in the structural subdivisions, are submitted to the Conference of Students of the SP for consideration. A meeting of the JV Students' Conference is valid if at least 2/3 of the total number of delegates is present.

### **7.1.2. Conference of students of a structural subdivision:**

7.1.2.1. Hear reports and evaluate the work of the chairman of the relevant SSU.

7.1.2.2. Hears election programmes and approves candidates for the position of the chairman of the relevant SSU.

7.1.2.3. Determines the next tasks, strategy and directions of action of the student self-government of the structural unit.

7.1.3. The delegates to the Student Conference of the structural unit are ex officio members of the relevant SSU.

7.1.4. The Conference of Students of a structural subdivision is convened by the RSU on its own decision or at the request of at least 10% of students of this structural subdivision.

7.1.5. The Conference of Students of a structural subdivision shall be held at least once per academic year, not later than 10 days before the Conference of Students of the Academy.

7.1.6. The time, place and agenda of its holding shall be announced no later than 7 working days before the Conference of Students of the SP.

7.1.7. The meeting of the JV Students' Conference shall be valid if it is attended by at least 2/3 of the registered delegates from the total number.

7.1.8. Voting and meetings may be held using communication means (Internet, etc.).

7.1.9. Decisions of the JV Students' Conference shall be made by open voting by a simple majority of votes of those present at the meeting of the JV Students' Conference, except as provided for in these Regulations. By decision of a simple majority of the delegates present at the meeting of the EaP Students' Conference, resolutions of the EaP Students' Conference may be adopted by secret ballot. To organise a secret ballot, a counting commission shall be elected from among the delegates, which shall be responsible for conducting the ballot and counting the votes. The results of the secret ballot shall be recorded in the minutes of the counting commission signed by all its members.

7.1.10. The EaP Students' Conference shall elect the President, the Secretariat and the Counting Board of the EaP Students' Conference.

7.1.11. The Registration Commission of the RCC shall register the delegates of the EaP Students' Conference.

7.1.12. The procedure for the formation of the Registration Commission, its personal and quantitative composition shall be determined by the RCC.

7.1.13. The Counting Committee of the EWC Students' Conference shall determine the number of delegates who have voted during the voting.

7.1.14. The results of the work of the Registration and Counting Commissions shall be recorded in the minutes of the commission, which shall be signed by the chairman and secretary of the relevant commission and immediately submitted to the chairman of the EaP Students' Conference to record the results in the minutes of the EaP Students' Conference.

7.1.15. The Conference of JV Students may be attended by students of the Academy, representatives of the administration, representatives of public organisations, state and local authorities, representatives of the media, invited guests. All participants shall be registered.

7.1.16. Delegates elected in accordance with the procedure established by this resolution and members of the relevant SSC registered by the Registration Commission in accordance with the established procedure shall have the right to vote.

7.1.17. The decision of the Conference of Students of a structural subdivision on issues within its competence shall be binding on all participants in the educational process of the relevant structural subdivision of the Academy.

7.1.18. If necessary, due to the physical impossibility of conducting voting and meetings in the usual manner, voting and meetings may be held using communication means (Internet, etc.).

## **8. Councils of student governments of structural subdivisions**

8.1. The SSS of a structural subdivision is an executive SSS of the level of the structural subdivision.

8.2. The SSS of a structural subdivision:

8.2.1. organises and coordinates the implementation of the main activities of the student self-government of the structural unit;

8.2.3. promotes the organisation of student events of the structural unit;

8.2.4. develops internal documents of the student self-government within its competence;

8.2.5. convenes the Conference of Students of the structural subdivision;

8.2.6. by order of the President of the Student Parliament, approves the expulsion (renewal) of students of the relevant structural subdivision;

8.2.7. performs other tasks arising from the current activities of the student self-government.

8.3. The structure of the SSC of a structural subdivision with the right to vote includes:

The chairman of the SSC of the structural subdivision;

Members of the SSC of the structural subdivision elected at the elections of the structural subdivision.

8.4. The Chairperson of the structural unit's Board of Directors shall be the Head of the structural unit's Board of Directors. The activities of the structural unit's SLC shall take place in the form of meetings and individual work of each of its members, which may not contradict this Regulation.

8.5. Meetings of the Student Self-Government Council are held at least once a month. Extraordinary meetings are convened by the chairman at his own discretion, or at the request of at least 1/3 of the members of the Student Self-Government Council, or at the initiative of the Student Parliament of the Academy.

8.5.1. The meeting of the SSC is valid in the presence of at least 1/2 of its members.

8.5.2. The decisions of the SSC are made by direct voting by a simple majority of votes of the present members of the SSC.

8.5.3. The Chairperson and the Secretary shall sign the decisions of the RCC.

### **9. Head of the SLC of the structural subdivision, deputy heads of the SLC of the structural subdivision, secretary of the SLC of the structural subdivision**

9.1. The chairman of the SSC of a structural subdivision is an elected official of the student self-government of the structural subdivision, which is a member of the SSC of the structural subdivision. The chairman of the structural unit's SSC reports on the results of his work at a meeting of the structural unit's Student Conference.

9.2. Within the limits of his/her competence, the chairman of the SSC of the structural subdivision:

9.2.1. provides general management of the activities of the SSU of the structural subdivision;

9.2.2. ensures coordination of activities of structural subdivisions of student self-government of the structural subdivision;

9.2.3. presides at regular and extraordinary meetings of the SSC of the structural subdivision;

9.2.4. represents the position of students in the development of draft decisions regarding the organisation of the educational process of the structural unit, other documents of the structural unit that affect the rights and obligations of students;

9.2.5. on the basis of the relevant decision of the SSC of the structural subdivision, endorse on behalf of the SSC of the structural subdivision the decisions provided for in paragraphs 1-3 of part six of Article 40 of the Law of Ukraine "On Higher Education".

9.2.6. performs other functions arising from these Regulations and the current legislation of Ukraine.

9.3. The deputy chairman of the SSC of the structural subdivision is an official of the student self-government of the structural subdivision and assists the chairman of the SSC of the structural subdivision in exercising the powers to implement the goals and objectives of the student self-government. The deputy chairman of the SSC of a structural subdivision carries out activities in all general areas of student self-government.

9.4. The deputy chairman of the SSC of the structural subdivision is appointed to the position from among the members of the SSC of the structural subdivision on the proposal of the chairman of the SSC of the structural subdivision by the decision of the SSC of the structural subdivision.

9.5. In case of appointment of more than one deputy chairman of the structural unit's SSC, their status is determined: first deputy, deputy, etc.

9.6. Within the limits of his/her powers, the Deputy Chairman of the structural unit's SSC

9.6.1. assists the chairman of the SSC in the general management of the activities of the student self-government, the SSC of the structural subdivision, coordination of the activities of the structural subdivisions of the student self-government;

9.6.2. presides at the meetings of the SSC of the structural subdivision in the absence of the chairman;

9.6.3. performs other duties of the chairman of the SSC of the structural subdivision in his/her absence;

9.6.4. performs current work on behalf of the Head of the structural unit's SSC;

9.6.5. ensure timely, complete and accurate informing of the Head of the structural unit's SLC about the activities of the SLC within his/her area of competence;

9.6.6. performs other functions arising from this Regulation and the current legislation of Ukraine.

9.7. The secretary of the SSS of a structural subdivision is an official of the student self-government appointed to ensure the maintenance of the records of the SSS of the structural subdivision.

9.8. The secretary of the SSC of the structural subdivision is appointed to the position from among the members of the SSC of the structural subdivision on the proposal of the chairman of the SSC of the structural subdivision by the decision of the SSC of the structural subdivision.

9.9. Within the limits of his/her powers, the secretary of the structural unit's SSC:

9.9.1. fixes meetings of the Conference of Students of the structural subdivision and the SSC of the structural subdivision by keeping minutes;

9.9.2. ensures the safety of minutes and other documents of the SSC at the level of the structural unit;

9.9.3. keeps records of members of the SGA at the level of the structural unit;

9.9.4. assists the head of the structural unit's GC and his/her deputies in providing general management and coordination of activities of the structural unit's GC;

9.9.5. performs current work on behalf of the Head of the SLC of the structural unit and his/her deputies;

9.9.6. in the absence of the chairman and all deputy chairmen of the structural unit's SLC, performs the duties of the chairman of the structural unit's SLC;

9.9.7. performs other functions arising from this Regulation and the current legislation of Ukraine.

## **10. Heads of structural subdivisions of the RCC and their functional duties**

10.1. Heads of structural subdivisions of the RCC are elected for a term of one year.

10.2. Heads of structural subdivisions of the RCC:

10.2.1. facilitate the work of the structural subdivisions of the RCC;

10.2.2. exercise other powers on behalf of the President of the Student Parliament;

10.2.3. form the quantitative and personal composition of the relevant RSB;

10.2.4. perform tasks in accordance with the direction of their activity.

## **Section V. Other bodies of student self-government**

### **11. Head of the group**

11.1. The group head (hereinafter referred to as the head) is elected by the students of the respective group from among them.

11.2. The head of the group organises student self-government at the level of the group and represents its interests in the dean's office of the structural subdivision, at the departments, and at the starosta.

11.3. The starosta is obliged to:

11.3.1. timely inform students about the orders of the dean/director of the structural subdivision, employees of the dean's office/directorate, pedagogical, scientific and pedagogical staff regarding the organisation of the educational process, other educational activities and OSS;

11.3.2. participate in meetings of the starosta, timely inform students of its decisions;

11.3.3. notify students of changes made by the administration of the Academy or structural unit to the academic schedule and class schedule;

11.3.4. to inform the structural subdivision's RCC about any controversial issues or emergencies that occurred during the educational process, possible violations of students' rights;

11.3.5. to inform students of the group about the events held at the Academy, to promote the participation of students of the group in them;

11.3.6. jointly with the RCC of the structural subdivision to participate in activities aimed at improving the quality of the educational process.

11.4. The head of the group has the right to:

11.4.1. recommend the best students for material and moral encouragement for excellent studies, participation in public activities;

11.4.2. to make proposals to the administration units on all issues of student life;

11.4.3. to promote the organisation of the educational process within the group.

### **12. Head of the structural subdivision**

12.1. The starostat is a working body of student self-government, which is created

from the group starostas in order to coordinate and organise various types of student activities.

12.2. The Starostat meets at least once a month and:

12.2.1. organises the execution of orders of the head of the SSC of the structural subdivision;

12.2.2. systematises and analyses suggestions, comments and comments of students on the organisation of the educational process and other issues of the structural subdivision and the Academy;

12.2.3. assists the structural subdivision's SSC in organising educational activities and leisure of students of the structural subdivision.

12.3. The procedure for the activities of the starosta is determined by the RCC of the structural subdivision.

### **13. Departments**

13.1. For the effective functioning of the student self-government of the Academy, the implementation of the decisions of the Conference of Students of the Academy / structural subdivision, decisions taken at the meetings of the Student Parliament / RCC of the structural subdivision, departments of student self-government are created.

13.2. The head of the department is elected at a meeting of the Student Parliament / SSC of the structural unit.

13.2. Those wishing to become members of the department shall apply to the head of the relevant department and may be included in its composition at the general meeting of the department. In the event of unsatisfactory performance, a member of the department may be excluded from the department by voting at the general meeting of the department. The decision shall be deemed adopted if a majority of those present at the meeting voted for it. A complaint against this decision may be filed with the President of the Student Parliament / Head of the SCC of the structural unit.

13.3 The head of the department:

13.3.1. hold meetings of the department, where issues related to its work are resolved;

13.3.2. organise the work of the department;

13.3.3. may elect his/her deputy;

13.3.4. is responsible for the execution of orders of the President of the Student Parliament / Head of the SSC of the structural subdivision;

13.3.5. to fulfil the tasks of the department, issues orders that are binding on all members of the department;

13.3.6. reports to the President of the Student Parliament / Head of the SSC of the structural subdivision on the work.

13.4. The powers of the head of the department are terminated early in case of:

13.4.1. resignation at his/her personal request;

13.4.2. loss of the student status of the Academy;

13.4.3. by the decision of the Student Parliament / SSC at the request of the majority of members of the commission, in connection with the recognition of his work as unsatisfactory or due to other circumstances that make it impossible for the head of the department to perform his duties.

13.5. Departments of the Academy's CCO:

13.5.1 Media Department:

13.5.1.1. is engaged in the creation of various content and maintenance of social networks of the CCA. It is a space for the implementation of ideas and development at various stages of content production;

13.5.1.2. has two directions:

- SMM direction;
- content production.

13.5.2. Cultural and Mass Department:

13.5.2.1. organise various types of entertainment events: from parties to apartment parties, from balls to cinema shows.

13.5.2.2. provide assistance in the activities of hobby clubs, circles, musical ensembles, artistic groups;

13.5.2.3. participate in the organisation and conduct of various general academic creative projects and holidays at the Academy;

13.5.2.4. participate in the organisation and holding of events related to national traditions, celebration of national and international holidays.

13.5.3. Educational Department:

13.5.3.1. organises various types of educational events: from lectures to trainings, from forums to workshops;

13.5.3.2. assists students with their research activities.

13.5.4. Social Department:

13.5.4.1. engages in volunteer and social activities, including projects such as: various charity events and collections, performances, concerts, environmental events (waste sorting, waste paper collection, etc.);

13.5.4.2. assist the Academy administration in controlling the academic activities of students;

13.5.4.3. organise surveys of students (including anonymous surveys) on various issues.

13.5.5. Sports Department:

13.5.5.1. works to promote a proactive, healthy lifestyle and sports among students;

13.5.5.2. organises sports competitions and tournaments at various levels.

13.5.6. Department of External Relations:

13.5.6.1. communicates with the RCC of structural subdivisions, other domestic and

foreign higher education institutions, public organisations, etc. in order to acquire best practices and implement effective means for planning their work and improving the organisation of the educational process in general;

13.6. All departments are interconnected and cooperate with each other.

#### **14. Student supervisors (Buddies)**

14.1 For the purpose of quick and comfortable adaptation of the Academy's applicants, the Student Parliament appoints student tutors (hereinafter referred to as Buddies), as well as organises and directs their activities.

14.2. Buddies are not ex officio representatives of the executive bodies of student self-government, neither the Student Parliament nor the SSC of structural subdivisions.

14.3. Taking into account clause 14.2. buddies may combine positions with activities in election commissions, except in cases where such a curator holds a position in the executive bodies of student self-government.

14.4. Clauses 14.2. and 14.3. do not apply to Buddy Coordinators as direct members of the Student Parliament / Student Council of student units.

14.5. The process of electing a buddy lasts 14 calendar days from the date of announcement of such a competition on the information resource of the Student Parliament or publication of the order of the President of the Student Parliament on the beginning of such a selection. Shouldn't the process of electing these buddies be specified here?

14.6. Buddies are guided by this Regulation, the Regulation on Student Curators of PJSC "IAPM" and the current legislation of Ukraine.

### **Section VI. Other issues of OSS activity**

#### **15. Termination of participation in the OSS**

15.1. Participation in the GMS in the respective position shall be terminated in case of:

15.1.1. election of a new person to the respective position at the regular election.

Participation of deputies in the OSS shall be terminated together with termination of powers of the executive officer in connection with election of another representative to this position.

Participation of secretaries in the GMS shall be terminated upon re-election of the respective GMS;

15.1.2. a personal written application to the CEC of the Academy for resignation of his/her own free will;

15.1.3. expression of no confidence in the relevant member of the GSB or the GSB as a whole by secret ballot of students initiated by at least 10 percent of students who are members of the relevant electoral district. The procedure for conducting such voting shall be established by the CEC of the Academy;

15.1.4. serious illness incompatible with the possibility of performing his/her duties or death;

15.1.5. termination of studies at the Academy.

15.2. Participation in the OSS of the hostel in the relevant position is also terminated in case of eviction of the student from the hostel 15.3. In case of early termination of powers:

15.3.1. persons who held elected positions in the GSO - hold interim elections in cases established by the Regulations on elections to the GSO;

15.3.2. persons who were appointed to the positions of deputy chairpersons and secretaries - new deputy chairpersons and secretaries shall be appointed in accordance with this Regulation;

15.4. The decision to terminate the powers shall be made by the CEC of the Academy with the indication of the specific grounds established by these Regulations;

15.5. In case of early termination of powers of a certain person before the election for this position.

## **16. Interaction between the administration and the GSB**

16.1. Ensuring the representation of students in the Academic Council of the Academy and the Academic Councils of structural subdivisions.

16.1.1. The Academic Council of the Academy includes the President of the Student Parliament and the chairmen of other SSCs of structural subdivisions ex officio.

In case of early termination of powers of a member of the Academic Council of the Academy, the Student Parliament has the right to temporarily (for the period until direct secret elections are held) delegate a representative from among the members of the Student Parliament to the Academic Council of the Academy.

16.1.2. The Academic Council of the structural subdivision includes the chairman of the SSC of the structural subdivision ex officio, and the rest of the student representatives are elected by the students of the structural subdivision by direct secret ballot in accordance with the procedure established by clause 19 of this Regulation.

In case of early termination of the powers of an elected member of the Academic Council of a structural subdivision, the relevant GSS has the right to temporarily (for the period until direct secret ballot) delegate a representative from among the members of the SSC of the relevant structural subdivision to the Academic Council of the structural subdivision.

16.2. Interaction of the Academy's GSC with the administration is based on mutual respect, assistance and cooperation.

16.3. The administration of the Academy has the right to receive information about the activities of the OSS (plans, reports, copies of meeting minutes, information about current activities, etc.); to convene an extraordinary conference of students in cases of non-compliance by the OSS with the Statute of the Academy or the Regulations on the student self-government body.

16.4. The Academy management shall provide appropriate conditions for the activities of the GSB (provide premises, furniture, office equipment, telephone

communication, permanent access to the Internet, allocate places for placing information stands, etc.)

16.5. The Academy administration has no right to interfere with the activities of the GSO.

## **17. Financing of the activities of the GSO**

17.1. The financial basis of the student self-government is:

17.1.1. funds determined by the Academic Council of the Academy in the amount of not less than 0.5 per cent of its own revenues received by the Academy from its main activities;

17.1.2. membership fees of students, the amount of which is set by the supreme body of student self-government of the Academy. The amount of the monthly membership fee of one person may not exceed 1 per cent of the subsistence minimum established by law.

17.1.3. funds received from other sources not prohibited by applicable law.

17.2. All necessary material expenses of the GSS are planned and spent in accordance with the annual budget approved by the Conference of Students of the Academy.

17.3. The annual budget shall be developed by the Student Parliament and submitted by the President of the Student Parliament for approval by the Conference of Students of the Academy.

17.5. The Student Parliament reports on the expenditure of the allocated funds at least once a year.

17.6. The procedure for using the funds of the student self-government is determined by the Conference of Students of the Academy.

17.7. The SGA is assigned premises. At the suggestion of the GSO, it may be assigned other property necessary to improve the organisation of its activities.

17.8. In order to obtain additional funding, the GSO may cooperate with youth and public organisations, scientific institutions, foundations, state and local authorities, enterprises, their officials, other individuals and legal entities.

17.9. Funds of student self-government bodies are directed to fulfil their tasks and exercise their powers in accordance with the estimates approved by them.

## **18. External relations of the GSS**

18.1. The OSS may cooperate with student self-government of higher education institutions of Ukraine and other countries, international and national student organisations and their associations, conclude agreements, memoranda, etc. with them for the better performance of its tasks.

18.2. The OSS may participate in public actions, public initiatives or movements, events organised by public organisations or initiative groups in Ukraine, except for political parties or religious organisations, if the purpose of this action (movement, initiative, event) coincides with the purpose of the student self-government of the

Academy. Participation in a public action can be initiated by any member of the OSS, which he or she must notify the Student Parliament. The decision to participate in a public event is made by the Student Parliament. If such a decision is not made, the members of the GSB have no right to participate in this public action on behalf of the GSB or with reference to the GSB.

## **19. Organisation and conduct of elections**

19.1. The Central Election Commission shall organise and conduct elections for all positions in the GSC and elections of representatives from among students to all advisory bodies of the Academy.

19.2. The Central Election Commission (hereinafter referred to as the CEC) is a permanent body formed by the Student Parliament of the Academy, acts on the basis of this Regulation and makes decisions on all issues related to the organisation and conduct of elections to the GSB and student representatives to all advisory bodies of the Academy.

19.3. The decisions of the CEC on issues within its competence, including the determination of the winners of the elections held by it, shall be final unless an appeal is filed with the CEC. If an appeal is filed against the CEC's decision, its decision is final after consideration of the appeal at a regular CEC meeting. After consideration of the appeal, the CEC's decision is not subject to appeal.

19.4. The quantitative and personal composition of the CEC is determined by the Student Parliament at a meeting, which is recorded in the minutes.

19.5. The counting of votes at the elections, the organisation and conduct of which is entrusted to the CEC, shall be carried out by the Counting Commissions established by the CEC.

19.7. The Counting Commissions may not include persons running for the positions specified in clause 19 of this Regulation.

19.8. Persons from among students shall be elected to positions in the student self-government bodies in the following way (format of the position name - by whom elected and in what way):

The President of the Student Parliament of the Academy - by all students of the Academy by direct secret ballot by students of the Academy (not less than 2 per cent of the total number of students of structural subdivisions);

Members of the Student Parliament of the Academy - Heads of the RCC of the structural subdivision - ex officio. One representative from each specialisation elected democratically;

Heads of the SSC of structural subdivisions - by all students of the relevant structural subdivision by direct secret ballot from among the students of the relevant subdivision;

Members of the SSC of structural subdivisions - by all students of the relevant structural subdivision by direct secret ballot from among the students of the relevant subdivision;

Members of the Academic Council of the Academy from among the students - ex officio the President of the Student Parliament, and the heads of other SSCs of structural subdivisions;

Delegates to the Conference of Students of Structural Subdivisions - by all students of the relevant structural subdivision by direct secret ballot from among the students of the relevant subdivision;

Delegates to the Conference of Students of the Academy from among students - by all students of structural subdivisions by direct secret ballot from among students of the relevant subdivision;

19.9. The procedure for electing representatives from among students to positions not specified in clause 19.8. of this provision shall be determined by the CEC at its meeting, and the relevant decision shall be signed.

## **20. Final provisions**

20.1 These Regulations shall come into force from the moment of their approval by the Conference of Students of the Academy.

20.2. In the course of its work, in order to promptly improve the process of organising self-government at the Academy, the Student Parliament may adopt separate provisions that do not contradict these Regulations, and inform the interested persons by letter.

20.3. Amendments and additions to these Regulations (including its annexes) shall be made by the decision of the Conference of Students of the Academy.

20.4. Proposals for amendments and additions to these Regulations shall be submitted in writing to the President of the Student Parliament not later than 5 working days before the Conference. All duly submitted proposals for amendments and additions to these Regulations shall be considered and recommended by the meeting of the Student Parliament.