

LUNEX Research Council Student Representatives Nomination Policy

Representation on LUNEX Councils

Sign-off Page

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Purpose

To provide guidelines for nominating the student representatives of the LUNEX Research Council (RC).

Scope

This policy covers the procedures for the nomination of the students representing the student body and be involved in the activities of the RC ensuring processes that uphold equity and fairness for all students.

Policy Statement

LUNEX is committed to fostering student representation and participation by encouraging student involvement in decisions concerning their interests, providing opportunities for students to contribute to the planning and execution of campus activities, establishing effective channels of communication between students and the research activities fostered and guided by the RC.

To ensure equity and fairness in accessing the roles of students' representatives for the RC this policy guides all the responsible people towards such main aim.

Roles & Responsibilities

All students and the staff members of the RC are responsible for implementing this policy.

The Chair of the RC monitors the compliance with this policy with the support from the LUNEX Student Union regarding the involved communications.

This policy will be available to all staff and students.

Definitions

RC: Research Council as LUNEX Institutional Body

Student body: all the students of LUNEX considered as a group

LSU: LUNEX Student Union ASBL

Related legislation & documents

The RC Constitution

Roles and Responsibilities of Student Representatives and LSU for Bi-Directional Communication and Reporting on Research Council Matters

RC Membership

The Research Council has two additional seats for student representatives:

One seat for a LUNEX Bachelor student representing all the Bachelor Programmes running at LUNEX

One seat for a LUNEX Master student representing all the Master Programmes running at LUNEX

Both student representatives have voting rights in the RC.

Student Representatives duties

It is the duty of the RC student representatives to be the communication channel between the student body, the LUNEX Student's Union and the RC on matters that fall under the remit of the RC.

It is the duty of the RC student representatives to participate in the RC meetings, actively engage in and prompt discussions and actions to constructively contribute to the Council's Mission, Operations and Directions stated in the RC Constitution.

The RC student representatives are expected to collect relevant student concerns and questions in good time before RC meetings and to communicate information regarding the debates or decisions taking place in the meetings regarding these matters back to the student body.

The LSU helps the student representatives in communication and reporting following the indications given in the LSU document "Roles and Responsibilities of Student Representatives and LSU for Bi-Directional Communication and Reporting on Research Council Matters".

The student representatives' communications meeting minutes are forwarded to the RC for reporting.

Student Representatives terms of office

The RC student representatives hold office for one year starting from the 1st of September of the nomination year till the 31st of August of the following year. The RC student representatives are eligible for reappointment, considering the nomination rules stated in this policy document.

To equally distribute time for representing the different LUNEX programmes, the student representative must belong to a different programme at every office, with candidacy allowed only to students belonging to a different programme than the programmes represented by the two previous outgoing student representatives (i.e. the allowed programmes must be different from the programmes of the student representatives of the two previous offices).

The candidacy from all programmes is reinstated every time there are no candidates from any of the allowed programmes.

Student Representatives nomination

All LUNEX students can candidate themselves to be elected as student representatives, following the candidacy rule stated in the previous section “terms of office”.

The candidacy procedure involves the submission to the RC of a max-two-pages letter of interest indicating:

- The candidate’s name, surname, LUNEX matriculation number and Programme

The letter of interest should contain the following sections:

- Mission and vision
- Objectives and actions
- Commitment to service, regarding e.g. communication, organisation, negotiation and advocacy

The letter of interest shall be coherent with the academic level of the student (Bachelor or Master).

The candidates shall email the letter of interest to the RC Chair by the 1st of June (hard deadline to be accepted as a candidate).

An RC working group, nominated and headed by the RC Chair shall review the submitted letters of interest by the 15th of June, selecting the eligible student candidates based on the following reviewing criteria:

- Clarity and structure – a well-organised logical flow of the idea
- Articulation of interest – clearly express motivation passion and reason for candidacy
- Understanding of issues – show awareness of current student issues and challenges according to the candidate's academic level
- Goals – demonstrate a proactive approach via a clear vision and specific goals to achieve

The RC forwards the eligible candidate lists to the LUNEX Administration to organise the voting process and post the list of eligible candidates and their letters of interest.

Ineligible candidates can email the RC chair to request a discussion of the decision. No appeal process is possible for ineligible candidates.

Student Representatives voting

The voting process, organised by LUNEX Administration and advertised to the student body with the support of the LSU, must follow the principles of fairness and independence:

- Transparency: the process should be open and clear, allowing students to understand how nominations are made and how votes are counted.
- Equal access: all eligible students should have equal opportunities to nominate themselves and vote, without barriers such as discrimination or intimidation.
- Confidentiality: Voting should be conducted in a way that protects voters' privacy and ensures their choices remain confidential.
- Integrity of the process: measures should be in place to prevent fraud and ensure that each vote is counted accurately, including safeguards against tampering.
- Timeliness: the process should be conducted within a reasonable timeframe, allowing participants to engage meaningfully without unnecessary delays.
- Feedback mechanism: there should be a way for participants to voice concerns or challenges regarding the process, promoting accountability and improvement.

The voting rules and procedures will be made available to the student body no later than the 15th of June.

The voting shall be organised at least 30 days and no later than 40 days after publishing the list of eligible candidates.

Student Representatives nomination and resignation

The RC chair nominates the student representatives after receiving the results of the voting. The nomination shall be forwarded to the elected candidate no later than the 15th of August.

The candidate receiving the majority of the votes is elected and nominated student representative for the RC. The nominated candidate name and the runner up name will be made public to the LUNEX staff and the student body.

In case of a tie the RC working group will nominate the student representative considering the best result from the assessment of the two candidates' letters of interest.

The RC student representative may resign at any time from membership of the RC. This must be communicated in writing/email and addressed to the RC Chair and shall be deemed to take effect from the date of receipt by the Chair of the letter/email of resignation.

After resignation the RC chair will nominate the runner up of the corresponding elections as student representative to cover for the resigned representative office.

LSU commitments

The LSU commitments are stated in the document "Roles and Responsibilities of Student Representatives and LSU for Bi-Directional Communication and Reporting on Research Council Matters"

Monitoring of the policy

Monitoring of this policy is conducted throughout the year as part of LUNEX Quality Assurance cycle.

Review of this policy

The policy is reviewed on an annual basis at Quality Assurance level to ensure it remains effective and fit for purpose.

Relevant policy dates

1st of June: deadline for candidacy submission to the RC

15th of June: deadline for publishing the list of eligible candidates

From 30 to 40 days after the 15th of June: voting of the eligible candidates

15th of August: deadline for nominating the student representative for the RC

1st of September: beginning of the office of the RC students representative