

Opportunities for Student Representation at LUNEX

Representation on LUNEX Councils / Committees and the Senate

Sign-off Page

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Purpose

To provide guidelines for student representation in the different institutional bodies.

Scope

This policy covers the various forms of student participation at institutional level, including representation and involvement in councils and committees.

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 academic, research, and administrative departments, and implementing processes that uphold equity and fairness for all students.

Roles & Responsibilities

All students and staff expected to be responsible for implementing this policy.

The Chairs of the different bodies shall monitor the compliance with this policy.

This policy will be available to all staff and students.

Student Representatives Election:

The process for electing student representatives is outlined in the LUNEX Student Union Status document and under the full responsibility of the LSU.

Definitions

Institutional Bodies: any body, council or committee of LUNEX

LSU: LUNEX Student Union ASBL

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

Student representative: any student democratically elected or appointed to lead or represent or act on behalf of his/her fellow students

Related legislation & documents

Senate Constitution

Teaching and Learning Constitution

Research Council Constitution

LUNEX Student Union Statutes

LUNEX Bodies that require students' representation.

1. The Senate

The LUNEX Senate is the highest academic authority, and one of the core bodies of LUNEX. It is the deliberative body of the institution for academic policies, structure, and procedures and is responsible for regulating and directing the academic work of LUNEX in teaching, research, and the academic aspects. Its mandate is to act upon educational matters and regulations of the academic community. The Senate is also responsible for creating academic policy. The policies created by the Senate are restricted by and must be congruent with policies issued by European Union, any accreditation bodies, Luxembourg state laws and regulations, and changes derived from judicial decisions at state levels of the Luxembourg court. The Senate meets once per quarter.

The Senate is concerned with the academic program and structure, personnel and budgetary policies, development of departments, professional, and educational relations of the institution. Motions, recommendations, or actions that are generated by the Senate through discussion and which are passed by the body will normally be referred to the Board of Directors of LUNEX for final approval. Therefore, the Board of Directors is required to authorise Senate recommendations.

The Senate defines the educational terms used in handbooks, bulletins, and announcements, upon which it may also make advisory recommendations. It is responsible for fixing the academic calendar and determining the length of terms and vacations.

Student Representation on the Senate:

Three elected students, undergraduate and postgraduate, may sit on the Senate. Students on the Senate have one collective vote between them. The elected student representatives may hold

office for a period of 3 years and are eligible for reappointment in accordance with the Senate Constitution.

Resignation of members must be in writing to the Chair of the Senate.

Responsibilities of the Student Representatives:

It is the responsibility of the Student Senators to be the communication channel between the student body and LUNEX Student's Union on matters that fall under the remit of the Senate. It is therefore their responsibility to attend Senate meetings, to collect relevant student concerns and questions in good time before Senate meetings, and to communicate information regarding the debates or decisions taking place in the meetings regarding these matters back to the student body.

2. The Teaching and Learning Council (TLC):

The Board of Directors of LUNEX has devolved responsibility for academic matters to the Teaching and Learning Council (TLC). The Board of Directors receives reports from the TLC, respecting the authority and academic freedom of members of the Council.

The TLC serves to protect, maintain, and develop the academic standards of the programmes and the academic activities of the institution. It is the authority responsible for protecting the academic reputation of LUNEX, the programmes it offers and the awards to which they lead.

Student Representation on the Teaching and Learning Council:

Two student representatives are elected to the Teaching and Learning Council (gender should be equally represented). All degree programme students are eligible for nomination by the student body. The elected student representation has one collective vote between them. Resignation is via written notification the Chair. More information can be found in the Constitution of the Teaching and Learning Council.

Responsibilities of Student Members of the Teaching and Learning Council:

It is the responsibility of the Student Representatives to be the communication channel between the student body and LUNEX Student's Union on matters that fall under the remit of the TLC. It is

therefore their responsibility to attend TLC meetings, to collect relevant student concerns and questions in good time before TLC meetings, and to communicate information regarding the debates or decisions taking place in the meetings regarding these matters back to the student body.

3. The Research Council (RC):

As part of its Research Development Strategy, LUNEX has established a Research Council (RC) to encourage and support original research, creative work, and reflective inquiries by LUNEX Academic staff.

The primary mission of the Research Council is to advise and guide LUNEX bodies on decisions relating to research while stimulating and maintaining scientific excellence.

Student Representation on the Research Council

One student representative is elected to the Research Council. All degree programme students are eligible for nomination by the student body. The elected student representation has one vote. Resignation is via written notification to the Chair. More information can be found in the Constitution of the Research Council.

Student representative can also be part of the short-term working groups of the RC. More information can be found in the Constitution of the Research Council.

Responsibilities of Student Member of the Research Council:

It is the responsibility of the student representative 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 therefore their responsibility to attend RC meetings, 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.

4. Programme Committee (PC):

The PC purpose is to offer the possibility for students to exchange on their study programmes, allowing them to express any challenges or concerns regarding the learning process or students' experiences within it, to explore opportunities for improvement, and to recognize good practice that could be shared with other programs.

Furthermore, students can be consulted on matters such as new program proposals and discuss aspects of the design or delivery of the programme.

Student Representation on the Programme Committees

PCs are formally meetings with dates agreed in advance. The Programme Leader is responsible to organize the PC once per semester. Two student delegates are elected by each cohort to represent them in the PC. The PC also includes the Modules Coordinators, but meetings can be held separately with students alone.

Responsibilities of Students in Programme Committees

It is the responsibility of the Student Representatives to represent the cohorts and provide feedback on the previous semester's modules. It is therefore their responsibility to attend PC meetings, to collect relevant student concerns and questions in good time before PC meetings, and to communicate information regarding the debates or decisions taking place in the meetings regarding these matters back to the student body.

5. Students-Staff Liaison Committee (SSLC):

The SSLC's purpose is to offer the possibility for students to exchange on their study and campus life. This enables the rapid resolution of some issues, while others can be addressed during other councils. Students may be represented in these meetings by their student union (LUNEX Student Union).

Student Representation on the SSLC

SSLCs are formal meetings with dates agreed in advance. Student Support is responsible to organise the SSLC once per trimester and must inform the students via LSU in advance of the

dates in order to give them the opportunity to feed the agenda in advance and prepare for the meeting.

Based on the topics in the agenda, different staff members and student representatives are invited to join.

Responsibilities of Students in SSLC

It is the responsibility of the students participating in SSLC to:

- establish effective communication with the students they represent, consulting them before and between meetings regarding matters of interest or concern;
- keep students informed about the discussions and decisions made at each meeting through their established communication channels;
- engage in constructive dialogue demonstrating respect for diverse viewpoints;

The SSLC meetings shall not focus on personal complaints or grievances. In cases where a student representative raises a complaint, they should be redirected towards the dedicated policy.

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.