

# *International council*

The network for student participation by international students

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►► Studentenraad  
Universiteit Hasselt

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## **Title 1**    *General rules*

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### **Article 1**    **Definitions**

- §1. INTERNATIONAL STUDENT: each student that is enrolled as a degree/exchange student for at least 20 credits at Hasselt University/tUL and who cannot speak or write the Dutch language on a sufficient level to take part in meetings and discussions in this language.
- §2. GENERAL MEETING: central organ of the student council of Hasselt University/tUL, as described in art. 1, §2 of the operational rules document of the student council of Hasselt University.
- §3. STUDENT: A student, enrolled in the courses of Hasselt University or tUL, as described in art. 24, §1, 4° UHASSELT-BESTUURSDECREET.

### **Article 2**    **Objectives and background**

- §1. The international council represents and defends the interests of each INTERNATIONAL STUDENT.
- §2. This council is installed to provide an alternative to the student council, of which meetings take place in the Dutch language, for international students who cannot speak or write the Dutch language on a sufficient level to take part in meetings and discussions. The existence of this council does not prohibit them from taking part in the elections of the student council.
- §3. The functioning of the international council takes place in a rising standard in accordance with the Codex Higher Education and the Participation Code.
- §4. This code of the international council is part of the operational rules of the student council of Hasselt University.
- §5. Decisions taken in accordance with this code can be overruled by decisions of the GENERAL MEETING.
- §6. The international council has, in the whole operational structure of the student council of Hasselt University, the level of a stuveroverleg, as described in the operational rules of the student council.
- §7. All decisions voted by the international council are not valid until the GENERAL MEETING has approved them, except otherwise stated in this code. Decisions of the international council must therefore be seen as an advice towards the GENERAL MEETING.

## **Title 2**    *Composition of the international council*

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### **Article 3**    **Composition**

- §1. Each INTERNATIONAL STUDENT can be part, at his or her own will, of the international council without being subjected to elections as described in the election document of the GENERAL MEETING.
- §2. Each INTERNATIONAL STUDENT present has, in case of voting, one vote and no person can have, under any circumstance, a veto-vote.
- §3. The international office of Hasselt University delegates at least one of its staff members as a representative to the international council. This representative has no vote.

## **Head 1    Functions**

### **Article 4    General rules conform functions in the international council**

- § 1. The functions in the international council are chairman, vice-chairman and secretary.
- § 2. The functions are valid until the next 30<sup>th</sup> of June.
- § 3. Each INTERNATIONAL STUDENT can be candidate for the functions of chairman or secretary of the international council.
- § 4. Functions of chairman or secretary of the international council are elected and assigned during the meeting of functions of the international council.
- § 5. A person can be removed out of his/her function in the case that 4 INTERNATIONAL STUDENTS propose a vote of no confidence. A simple majority of the council has to agree on this during a meeting. Afterwards, the GENERAL MEETING must approve this motion. If the motion is approved, the international council chooses another person to take on the function.

### **Article 5    Chairman of the international council**

- §1. The chairman of the international council organizes and presides the meetings of the international council.
- §2. The chairman of the international council can be present at the GENERAL MEETING. He or she has no voting rights in this GENERAL MEETING.
- §3. When the chairman of the international council is removed out of his function conforming art. 4, §5, the vice-chairman takes over his tasks until the international council has voted a new chairman of the international council.

### **Article 6    Vice-chairman of the international council**

- §1. The vice-chairman of the international council is the international coordinator, as described in the operational rules of the student council.
- §2. When the international coordinator is removed out of his function conform the operational rules of the student council, the chairman of the student council takes over this role until a new international coordinator has been chosen.

### **Article 7    Secretary**

- § 1. The secretary takes notes during meetings of the international council.
- § 2. When the secretary of the international council is removed out of his function conform art. 4, §5, the international council votes during its next meeting to select a new secretary of the international council.
- § 3. The chairman appoints a reporter for the meetings until the new secretary is appointed

## ***Title 3***    ***Assignment of the functions***

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### **Article 8**    **Assigning functions at the beginning of the academic year**

- § 1. At the beginning of the academic year, in any case before the 30th of October, the vice-chairman of the international council organizes a meeting to assign the functions of the international council.
- § 2. The vice-chairman of the international council presides the meeting of functions.
- § 3. The order in which the functions are assigned is: chairman of the international council, followed by the secretary of the international council.
- § 4. At the first meeting, the people with a vote are the INTERNATIONAL STUDENTS present at the meeting and the vice-chairman of the international council.
- § 5. Functions start to apply the first day after the meeting of functions.
- § 6. The GENERAL MEETING, in its first meeting following the assignation of the functions, takes note of the composition of the international council.

### **Article 9**    **Assigning functions throughout the academic year**

- § 1. When a person does not execute a function anymore, the first following meeting a new person is elected for this function. This voting must be announced on the agenda of this meeting.
- § 2. INTERNATIONAL STUDENTS are assigned a function by vote.
- § 3. Functions start to apply the first day after voting.

## ***Title 4***    ***Functioning of the international council***

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### **Article 10**    **Period of operation**

- § 1. The period of operation starts from the first day after the meeting of functions, as described in art. 8, §1 and ends at 30<sup>th</sup> of June of the same academic year.

## **Head 1**    **Meeting of the international council**

### **Article 11**    **Composition of the meeting of the international council**

- § 1. Every INTERNATIONAL STUDENT present is part of the meeting of the international council.
- § 2. At the beginning of the year, the chairman and vice-chairman of the international council and secretary of the international council design, in cooperation with the secretary of the student council, a calendar of meetings. This calendar is sent to the international office and the GENERAL MEETING and is made public for all who might be interested.
- § 3. All meetings are public.

§ 4. An extra meeting needs to be organized when at least 4 INTERNATIONAL STUDENTS ask for it and present a motivated agenda for this meeting.

## **Article 12     Agenda and invitation**

§ 1. For each meeting of the international council, an invitation and the agenda for the meeting are sent to all people that were present at the previous meeting and every international student who asks for it. This sending of the invitation and agenda must be done at least 3 days before the meeting. An invitation is also sent to the international office and the secretary of the student council.

§ 2. At least once per semester a meeting must be organized.

§ 3. All invitations and agendas must be in English.

§ 4. Every INTERNATIONAL STUDENT has the right to place a topic on the agenda.

## **Article 13     Progress of and voting during the meeting**

§ 1. The meeting of the international council is presided by the chairman of the international council, or, when this person cannot attend the meeting, by the vice-chairman of the international council.

§ 2. Voting takes place on request of a present INTERNATIONAL STUDENT. When no voting is requested, decisions are assumed to be approved unanimously.

§ 3. When the discussion concerns a person, voting is obligatory and in secret on paper.

§ 4. All INTERNATIONAL STUDENTS present at the meeting of the international council have one vote per voting round and no one has a veto-vote.

§ 5. On request of at least 2 present INTERNATIONAL STUDENTS, the voting can be done in secret on paper.

§ 6. Voting is always according to the principle of absolute majority.

## **Article 14     Condition of presence**

§ 1. To have a valid meeting and voting at least the vice-chairman of the international council and a representative of the international office must be present.

## **Article 15     Report**

§ 1. Of each meeting, a report is made in English by the secretary of the international council.

§ 2. Every person who was present at the meeting must receive the report by mail before 4 weeks since the meeting have passed. A copy is also sent to the secretary of the student council.

§ 3. All the reports are public and can be requested by each student of Hasselt University or tUL.

## ***Title 5 Rights and obligations***

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### **Article 16 Information**

- § 1. The international council has a duty of information towards the INTERNATIONAL STUDENTS. This by means of public meetings and by passing on relevant information to the GENERAL MEETING.

## ***Title 6 Final clauses***

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### **Article 17 Changes to this code**

- §1. Proposals for the change of this code for international student participation must be done towards the GENERAL MEETING. Only the GENERAL MEETING can vote on these changes, in accordance with its own rules.
- §2. Changes towards this code for international student participation are valid the moment the report of the meeting of the GENERAL MEETING, where the changes have been discussed, is approved.
- §3. This version of the code takes effect with the academic year 2016-2017.