

Approved  
Scientific Council  
Petro Mohyla Black  
Sea National University

Approved  
Rector  
Petro Mohyla Black  
Sea National University



Protocol № 2

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## REGULATIONS ON STUDENT'S SELF-GOVERNMENT

### Section I. Terms

1.1. Regulations on student self-government regulate the order of creation and functioning of student's self-government of Petro Mohyla Black Sea National University (hereinafter - PMBSNU).

1.2. Student's self-government at PMBSNU is a state-guaranteed right of students to independently, or through representative bodies to decide issues related to their powers.

1.3. In their activities, student's self-government bodies are guided by the Law of Ukraine "On Higher Education" and current legislation of Ukraine, regulations of the Ministry of Education and Science of Ukraine, the Charter of PMBSNU.

Regulations on student's self-government are approved by the student conference of PMBSNU and approved by the rector.

1.4. The list of powers of student's self-government bodies is determined by the Regulations on student's self-government of PMBSNU (hereinafter - Regulations).

1.5. Student self-government is created and operates on a voluntary basis.

1.6. Student's self-government bodies do not duplicate the activities of the trade union committee of students, use the help and support of the university administration and the trade union committee of students and graduate students.

1.7. student's self-government represents the interests of all students of PMBSNU.

1.8. Student's self-government bodies are free from interference by the administration of the university, political parties and movements, public and religious organizations.

1.9. The management of the higher educational institution creates conditions for ensuring the activity and development of student self-government.

1.10. According to the Law of Ukraine "On Higher Education", representatives of student government have the right to participate in the work of collegial bodies of higher education and its structural units (such as the Academic Council, Scholarship Commission, Admissions Committee, etc.).

### Section II. Purpose and tasks of student's self-government

2.1. Student's self-government operates to involve its bodies in all areas of the institution, protect the rights of students and promotes the harmonious development of the student's personality, forms his skills as a future organizer and leader, promotes youth involvement in the management of the institution.

2.2. The activity of student self-government bodies is aimed at protecting the rights of students, improving the educational process, quality education, growth of social activity and responsibility in student youth.

2.3. The main tasks of student self-government are:

- ensuring and protecting the rights and interests of students in relation to the organization of the educational process;
- ensuring that students fulfill their responsibilities;
- promotion of educational, scientific, labor and creative activities of students and graduate students;
- assistance in creating the necessary conditions for living comfort and rest of students;
- promoting the development of various student societies, associations, interest clubs, creative studios, clubs; organization of sports and cultural events;
- organization of cooperation with students of other higher educational institutions and youth organizations of local, regional, all-Ukrainian and international level;
- promoting the employment of graduates and students in their free time;
- participation in solving issues of international student exchange;
- providing informational, legal, psychological, financial assistance to students (together with relevant services);
- coordination and control of the activities of the heads of academic groups;
- participation in the work of the Academic Council, the Rector's Office, the conference of the labor collective, the Scholarship Commission, the Admissions Committee;
- participation in the settlement of students in the hostel and their eviction;
- organization of cooperation with teachers, curators of academic groups and departments, deans, rector of the university;
- promotion of a healthy lifestyle, organization of leisure and rest.

### **Section III. Structure and organization of the work of student`s self-government bodies**

#### **3.1. Student conference of PMPSNU**

3.1.1. Student`s self-government is carried out at the level of the higher educational institution and its structural subdivisions: academic group, faculty/institute, hostel.

3.1.2. The highest body of student self-government at the university is the Conference of students of PMPSNU (hereinafter - the Conference), which considers the most important issues of student life, outlines the main tasks of student self-government.

3.1.3. The Counting Commission of Student`s Self-Government consists of the chairmen of the Student Dean's Offices of all faculties/institutes, who elect the chairman of the Counting Commission from among themselves. The first meeting of the Counting Commission is held 2 weeks before the Conference, which approves the composition of the commission. The next meeting is held 2 days before the Conference, it considers the submitted applications and complaints, the decision of the Counting Commission.

3.1.4. Candidates for the delegates of the Conference are submitted by the student dean of the faculty (institute) according to the number of students studying at the faculty (the number of delegates is determined by the proportion equal to number of students of the faculty/number of students); the candidacy of delegates is approved by the head of the relevant faculty. The identity document of a member of the academic community is a student card, which is used for registration.

3.1.5. The delegates of the Conference are: Chairman of the Student Board, First Deputy Chairman of the Student Council, Sector of the Student Council, Secretary of the Student Board, Chairman of the Student Dean's Offices and their deputies, Chairman of the Student Councils of hostels due to the number of delegates from the faculty.

3.1.6. The conference is convened by the Student Council at least once a school year. The extraordinary conference is held on the initiative of 10 percent of full-time students or 30 percent of the Student Board of the University, as well as the University Rector's Office in case of non-compliance by members of the student government of the Statute of PMBSNU and regulations.

3.1.7. A general conference is considered valid if more than 50% of the delegates are present.

3.1.8. Decisions shall be taken by a simple majority of the number of delegates present by direct open ballot or by direct secret ballot.

3.1.9. The convening of the Conference and the agenda must be announced to the students of the University not later than 10 days before the day of its beginning.

3.1.10. To organize the work and conduct of the Conference, the delegates elect from among themselves the Presidium of the Conference consisting of 5 persons, who independently distribute the powers of the Chairman and the Secretary of the Conference.

3.1.11. To organize the voting of the Conference and determine their results, the Counting Commission is elected (one representative from each faculty, who independently distributes the powers of the Chairman, members and secretary of the commission).

3.1.12. The powers of the Student Conference of the University include the solution of the following issues:

- hearing reports of the heads of sectors, the chairman of the Student Board and other self-governing structures operating at the university for the relevant period;
- determination of the structure, powers and procedure for holding elections of representative and executive bodies of student`s self-government at all levels;
- assessment of the activities of societies, clubs, and other self-governing structures operating at the university for the relevant period;
- appeal to the university administration with a request for awards, bonuses, gratitude to university students who take an active part in the work of student government.
- cancellation of decisions of student self-government;
- the decisions of the Conference are binding on all bodies of student`s self-government of the university.

### **3.2. Student board of PMBSNU**

3.2.1. The highest executive body of student self-government is the Student Board (hereinafter - SB).

3.2.2. The Student Board of the University includes: Chairman of the Student Board, elected members, First Deputy Chairman of the Student Board, Executive Committee of the Student Board, Secretary of the Student Board, Chairmen of Student Dean's Offices, Chairmen of Student Councils, hostels, associate members. the right to vote at the meetings of the Student Board have only:

- Chairman of the SB;
- First Deputy Chairman of the SB;
- Secretary of the SB;
- Elected members of faculties (1 representative per faculty);
- Student deans.

Members of the executive committee and associate members must be present at the meetings of the SB, but do not have the right to vote. In addition, one person is entitled to only 1 vote (in case of combination of positions). Third parties (including representatives of the administration) may be present at the meeting of the student board only with the permission of the chairman of the SB.

3.2.3. The term of office of the Student Council is 1 year.

3.2.4. The competence of the Student Board includes the solution of all issues necessary for the functioning of student`s self-government, except for issues related to the competence of the Conference.

3.2.5. Meetings of the Student Board are held on the initiative of the chairman of the SB or 2/3 of the SB.

3.2.6. Decisions are made by a simple majority of votes of the members of the SB by direct open voting. If there is an equal number of votes, the vote of the chairman of the Student Board is decisive.

3.2.7. In agreement with the student council at the university, a decision is made on:

- transfer of students studying at PMBSNU under a contract at the expense of individuals and legal entities to study by state order;
- appointment of a deputy dean, vice-rector, who are responsible for working with students;
- settlement of persons studying in a higher educational institution in a dormitory and eviction from a dormitory;
- approval of decisions on campuses and dormitories for accommodation of persons studying at a higher educational institution.

3.2.8. The decision of the Student Board is binding on all members of the Student Board and applies to all students of PMBSNU.

### **3.3. The chairman of the student board of PMBSNU**

3.3.1. The chairman of the student board of PMBSNU (hereinafter - the chairman) is elected by direct secret ballot among all students of the university or at the Conference.

3.3.2. Requirements for candidates for the position of chairman: to be a student of PMBSNU; to study at PMBSNU not less than 2 semesters; to nominate the candidacy no later than 2 weeks before the election of the chairman of the SB, to have organizational and leadership qualities, the desire to work.

3.3.3. The chairman of the Student Board carries out: management of all bodies of student self-government, participates in the decision of questions of activity of bodies of student self-government, problematic and all other questions of student life.

3.3.4. Term of office of the chairman of the Student Board - no more than 2 years (1 year with the right of re-election).

3.3.5. Rights and responsibilities of the chairman of the Student Board:

- convenes a meeting of the Student Board and chairs it;
- provides preparation of issues submitted for consideration by the SB;
- organizes control over the implementation of the decisions of the SB;
- represents the student self-government of the university in relations with the rector's office, public authorities and local self-government; in All-Ukrainian, regional and city student councils;
- has the unique right to make proposals for the position of Secretary of the SB, First Deputy, Executive Committee, Standing and Temporary Commissions of the SB;
- coordinates the activities of student self-government bodies;
- signs the decisions of the SB, minutes of meetings;
- informs the members of the SB about the decisions of the Academic Council concerning the student's self-government of the university;
- makes proposals to the SB, the rector's office on the distribution of material and financial resources of the student self-government of PMBSNU and the Conference, reports on their use;
- in case of temporary absence, the chairman of the Student Board delegates his powers to the first deputy or secretary of the SB;
- has the right to check the work of student deans, elected members, members of the executive committee, associate members and provide appropriate recommendations, comments;
- has the right to check the work of all structures of student self-government of the university, including the faculties (meetings of elders);
- checks the observance of students' rights at all faculties, according to which it can receive any information about the activities of any faculty or institute of PMBSNU;
- has the right to check the documentation of student self-government bodies of all levels;
- has the right to appoint advisers to the chairman of the SB (not more than 3) if necessary; the advisor is present at the meetings of the SB with advisory voting rights or at certain events on behalf of the chairman of the SB;

- advises the activities of the Rector's Office, Deans of Faculties and the Academic Council of PMBSNU on issues related to the activities of student government;

3.3.6. Early termination of powers of the Chairman of the Student Board is carried out:

- according his own will;
- in connection with expulsion from the university;
- in connection with improper performance of their duties.

3.3.7. In case of unsatisfactory performance of his duties, the chairman of the Student Council may be dismissed by a decision of 2/3 of the total number of students of PMBSNU. Repeat elections shall be held within thirty calendar days.

### **3.4. First Deputy Chairman of the Student Council of PMBSNU**

3.4.1. The first deputy chairman of the Student Board is approved by the SC by open voting on the proposal of the Chairman of the Student Board of PMBSNU.

3.4.2. First Deputy Chairman of the Student Committee of the University:

- exercises the powers of the chairman of the SB in the absence of the chairman of the SB of the university;
- exercises other powers on behalf of the Chairman of the Student Board of the University;
- assists the chairman of the Student Board in the current work;
- reports to the chairman of the Student Board of the University;
- may be dismissed by the decision of the Chairman of the Student Board or at the request of 60% of the SB.

### **3.5. Executive Committee of the Student Board**

3.5.1. Members of the Executive Committee of the Student Board are determined by the Chairman of the SB at the meetings of the SB of the University from among the elected and associate members of the SC and approved by direct open voting (by a majority), directly report to the Chairman of the SB and organize activities.

3.5.2. Areas of activity by sectors:

- cultural and mass sector;
- information technology sector;
- scientific sector;
- sports sector.

3.5.3. Members of the executive committee organize control over the implementation of decisions of student government within the responsibilities assigned to them, following the instructions of the chairman of the SB or his deputy, secretary of the SB. They have the right to monitor the activities of the relevant sector in all faculties, to provide recommendations if necessary.

3.5.4. Carry out the instructions of the chairman of the Student Board and report on their activities to the Student Board.

3.5.5. Cultural and mass sector:

- makes proposals and conducts activities to encourage students to participate in cultural and educational work;
- initiates and conducts university-wide cultural events;
- cooperates with student clubs, public youth organizations and associations in the field of cultural and mass work;
- conducts questionnaires and surveys in order to improve the work of the Student Council.

3.5.6. Information technology sector:

- accumulates and disseminates information about the functioning of student government at the university, using information stands and Internet resources.

3.5.7. Scientific sector:

- organizes student scientific and scientific-practical conferences, thematic lectures, trainings;
- assists students in the implementation of their scientific inventions, encourages research activities.

#### 3.5.8. Sports sector:

- initiates and conducts sports competitions among university students, including activities to promote a healthy lifestyle;
- cooperates with the Department of Physical Education and sports sections of the university.

### **3.6. Secretary of the Student Board**

3.6.1. The Secretary of the Student Board is elected at the meetings of the Student Board on the proposal of the Chairman of the SB.

3.6.2. Is responsible for document circulation and preservation of student board documents.

#### 3.6.3. Duties and rights of the secretary:

- to keep minutes of meetings and other documentation of student government;
- to make a notice of orders and other events that directly affect students;
- performs the instructions of the chairman of the Student Board.

### **3.7. Student`s councils of faculties and hostels**

3.7.1. The highest body of student self-government of faculties is the Student Dean's Offices of faculties/institutes.

#### 3.7.2. Rights and responsibilities of student dean offices of faculties/institutes:

- make decisions within their powers;
- to organize the activity of student self-government of the faculty;
- to develop and acquaint students with the working plan of student self-government of the faculty/institute and the Student Board of the university;
- to inform the head of the faculty-institute about orders and other events directly related to the students of the faculty;
- by personal example to influence the work of students and mobilize them to perform their direct duties;
- to participate in solving issues related to the educational process of students of the faculty;
- to take part in all-university actions, actions of SB, in every possible way to promote their organization.

#### 3.7.3. Student dormitory councils:

The highest body of student self-government of the dormitory is the student councils of dormitories.

#### 3.7.4. Rights and responsibilities of student councils of dormitories:

- to make decisions within their powers;
- to organize the activities of student government in the dormitory;
- to develop and acquaint with the working plan of student self-government of the dormitory of students living in the dormitory and the Student Council;
- to inform the dormitory elders about orders and other events directly related to the dormitory students;
- by personal example to influence the work of students and mobilize them to perform their direct duties;
- to participate in solving issues related to the educational and upbringing process of students hostel.

### **3.8. Chairmen of Student Dean's Offices (student deans) and chairmen of hostel councils**

3.8.1. The Chairman of the Student Dean's Office (Student Dean) is accountable to the Chairman of the Student Board of the University.

3.8.2. Student deans are elected by direct secret ballot among all students of the faculty for a term of 1 year. The guarantor of the election is the previous student dean or his deputy.

3.8.3. The chairman of the student dean's office of the faculty nominates the deputy student dean of the corresponding faculty from among the students of the faculty.

3.8.4. The student dean of the faculty carries out the organizational management of the Student dean of the faculty, presides at the meetings of the head of the faculty.

3.8.5. Rights and responsibilities of the chairman of the student dean of the faculty:

- make decisions within their powers;
- to represent the faculty at various events;
- to represent the faculty at the meetings of the Student Board;
- report on their activities at the meetings of the Student Board and the head of the faculty at least once a semester;

- each semester to develop and acquaint with the work plan of the Student Government of the Faculty of SB of the University;

- must report on its work to the chairman of the SB and carry out the instructions of the chairman of the SB;

- to carry out organizational work of students of faculty;

- implement the decisions of the Student Board of the University;

Termination of powers of the student dean is possible in case of:

- expiration of the term of office;
- at the request of 65% of faculty students;
- by the decision of the chairman of the Student Board in case of improper performance of duties.

3.8.6. The Chairman of the Student Council of the dormitory is accountable to the Chairman of the Student Board of the University.

3.8.7. The chairman of the student council of the dormitory is elected at the meeting of the Student Council of the dormitory 2/3 of the total number of members of the council.

3.8.8. The chairman of the student council of the dormitory nominates the deputy and secretary of the Student Council of the dormitory from among those who live in the dormitory.

3.8.9. The Chairman of the Student Council of the dormitory carries out the organizational management of the Student Council of the dormitory, presides at the meetings of the Student Council of the dormitory.

3.8.10. Rights and responsibilities of the Chairman of the student council of the dormitory:

- make decisions within their powers;
- report on its activities at the meetings of the Student Council at least once a semester;
- semester develops and acquaints with the work plan of the Student Self-Government of the dormitory the Student Board of the University;
- to carry out organizational work of the Student council of a hostel;
- implement the decisions of the Student Board of the University.

### **Section IV. Rights and responsibilities of student self-government**

4.1. Members of student self-government have the rights and responsibilities of students of higher educational institutions of Ukraine in accordance with current legislation and in accordance with the Statute of PMBSNU.

4.2. Student government has the right:

- receive from the university administration the advisory support and information necessary for the performance of its tasks;

- to address with offers, statements, petitions to administration of PMBSNU and to receive answers concerning violation of questions;
- to the premises for meetings, admission of students, storage of documents and materials, etc .; office of the chairman of the Student Board for admission of students;
- use of other premises of PMBSNU (assembly hall, lecture halls) for carrying out of starostats and other actions;
- for logistics (premises, office equipment, long-distance telephone line, Internet connection, consumables) according to the university budget;
- advertising stands;
- to use technical means of PMBSNU;
- to membership in the scholarship commission;
- to cooperate with other student organizations, both Ukrainian and foreign;
- to cooperation with any youth public non-political organizations, foundations, business structures, etc.;
- to carry out any measures that do not contradict the legal documents on the territory of the PMBSNU and beyond;
- establishment of charitable foundations;
- members in the Academic Councils of PMBSNU and Councils of faculties in the amount of less than 10% of the total membership of the council; educational councils, conferences of the labor collective and other collegial bodies with the right to vote in accordance with the current legislation;
- to conduct a constructive dialogue with the rector of PMBSNU regarding the actions of officials, heads of structural units, student self-government bodies, if they violate the rights of students, to file complaints against their actions in accordance with the Law of Ukraine "On Citizens' Appeals";
- to exercise control over the settlement and eviction of students from dormitories.

#### 4.3. Student self-government bodies are obliged:

- to ensure the observance of the rights and interests of students, to promote the performance of students' duties;
- to raise the problems of life and education of students before the rector;
- to report the student community about their activities;
- to promote the development and improvement of student self-government;
- to coordinate the activity in PMBSNU with other student associations, centers, etc.;
- to coordinate in the prescribed manner changes and additions to the Regulations on student self-government and other issues that need to be considered at meetings of collegial and working bodies of PMBSNU.

### **Section V. Rights and responsibilities of PMBSNU administration regarding interaction with student self-government bodies**

#### 5.1. The Rectorate of PMBSNU has the right:

- to receive information about the activities of student self-government bodies (copies of minutes of meetings, information about current activities, etc.);
- to convene an extraordinary Conference in cases of non-compliance by the student self-government bodies with the Charter of the PMBSNU and the Regulations on Student Self-Government at the PMBSNU.

#### 5.2. The Rectorate of PMBSNU is obliged:

- create conditions necessary for the effective operation of student government; provide premises equipped with appropriate furniture, appliances, telephones, Internet, etc.;
- to inform the student self-government bodies about important decisions concerning the life of the students of PMBSNU;
- to provide informational, legal, psychological, financial, material and other types of support for the development of student self-government in PMBSNU.



## **Section VI. Material and financial basis of student self-government of PMBSNU**

6.1. Material and technical support of student self-government bodies with premises, equipment, tools and funds is provided by the university.

6.2. Members of the Counting Commission of the Conference, members of the Student Board to perform their duties have the right to use the services of departments:

- information and computer;
- training media center;
- training and others.

6.3. The financial basis of student self-government is the funds of the special fund of PMBSNU, determined in accordance with the estimate of income and expenditure.

Funds of student government are directed to the performance of their tasks and powers.

## **Section VII. Responsibility of student`s self-government bodies and their representatives**

7.1. Delegates of the Conference who violate the order during the Conference or ignore the remarks of the Chairman, are subject, by decision of the Conference, deprivation of the right to vote and removal from the Conference hall.

7.2. Conference delegates and members of the Student Board in case of damage to property transferred to the use of student government, reimburse its value.

## **Section VIII. The procedure for amending this Regulation**

8.1. Changes and additions to the Regulations may be done by the Student Board of the University.

8.2. Changes and additions to the Regulations are submitted within 10 days to the Conferences to the organizing committee, which provides for the reform of student government units at all levels to submit proposals.

8.3. Changes and additions to this Regulation are approved by the Conference.

8.4. In case of adoption of amendments to the Law "On Higher Education", changes to this Regulation are made automatically.

8.5. The Chairman of the Student Board personally informs the Rector of PMBSNU about changes and additions to the Regulations.

8.6. Liquidation of student self-government bodies is carried out by 2/3 of the Conference delegates.