

Pursuant to the Act on the Student Union and Other Student Organisations ("Official Gazette" No. 71/2007) and Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its third session, held on 29th February 2024, the following

BOOK OF REGULATIONS ON THE STUDENT UNION

1. GENERAL PROVISIONS

Article 1

- (1) This Book of Regulations regulates the procedure for electing student representatives to the Student Union of Algebra University and other matters related to the conduct of the elections and the operation of the Student Union of Algebra University (hereinafter: Student Union).

Article 2

Goals, Tasks and Role of the Student Union

- (1) The goals of the Student Union are:
- a. to enable students, through their representatives in the University bodies, to be actively involved in making decisions that directly affect them (policies, study programme, study conditions etc.).
 - b. social connection – creation of a common identity among students, strengthening of unity, organisation of events, workshops and activities that encourage socialising and networking among students; organisation of cultural and sports events, encouraging cultural diversity among students by organising cultural events, concerts, exhibitions and sports competitions.
 - c. advocacy of student rights – in negotiations with relevant authorities.
 - d. work on sustainability – encouraging initiatives aimed at sustainability on the campus (campaigns to reduce waste, education on environmental issues and encouraging a sustainable lifestyle).
 - e. communication with students – open communication system: meetings, surveys or discussion forum (suggestions and needs of students).
 - f. cooperation with other student organisations, the local community or companies.
- (2) The tasks of the Student Union are:
- a. to elect student representatives (who do not have to be members of the Student Union) to the Senate and other bodies of the University,
 - b. to adopt the plan and programme of the Student Union' work,
 - c. to appoint a student ombudsman,
 - d. to take care of the life quality of students, especially the quality of the study process, student standards, the exercise of student rights and other issues important to students,
 - e. to propose to the Rector a plan for financing student activities,
 - f. to encourage extracurricular activities of students,
 - g. to adopt general acts of the Student Union,
 - h. to perform other tasks of interest to students,
 - i. to make a proposal for the Statute of the Student Union adopted by the Senate of the University,
 - j. to coordinate the work of student coordination, participate in meetings and provide support in the work of student coordination.

Article 3

Obligations of Algebra University

- (1) Algebra University provides the Student Union and the student ombudsman with space to work, co-finances their operations and provides them with administrative and technical assistance.
- (2) Algebra University is obliged to ensure the legality of the work of the Student Union, to ensure the legal and timely conduct of student elections and to enable all students to participate equally in the elections.

Article 4

Voting Rights, General Principles and Conditions for Conducting Elections

- (1) All students of Algebra University have the right to vote and be elected in the elections for student representatives in the Student Union.
- (2) Elections for student representatives are direct, free and secret. Elections are conducted in a way that ensures election results in accordance with the real and free will of the voters.
- (3) Algebra University provides all the conditions (spatial, technical, financial etc.) for conducting elections for the Student Union and the necessary assistance to the electoral bodies in performing their tasks.

Article 5

Composition of the Student Union

- (1) The mandatory composition of the Student Union consists of students who are elected at the University level, namely:
 - a. president of the Student Union,
 - b. deputy president of the Student Union and
 - c. members of the Student Union who are students of Algebra University, regardless of their year of studies, programme and field of studies.
- (2) The number of members of the Student Union cannot be less than the number corresponding to the number of student representatives in the Senate of the University.

Article 6

Mandate of the Student Union

- (1) The president and deputy president are elected among the members of the Student Union for a term of one academic year, and that term can be renewed only once.
- (2) Members of the Student Union are elected for a term of two academic years and that term can be renewed only once.

2. CALLING OF ELECTIONS AND GENERAL CONDITIONS FOR THE CONDUCT OF ELECTIONS

Article 7

Decision on the Calling of Elections

- (1) Elections for the Student Union are called by the decision of the Rector of the University at least 30 days before they are held, and the Rector appoints the Election Committee and the Complaints Committee.
- (2) Elections for student representatives are conducted in accordance with Article 14 and Article 15 of the Act on the Student Union and Other Student Organisations ("Official Gazette" No. 71/2007) and this Book of Regulations.

Article 8

Place and Time of the Elections

- (1) Elections are conducted *online*, through the Infoeduka digital student service system.
- (2) Elections are held at the time and for the duration determined by the Rector's decision on calling the election, whereby the duration of the elections cannot be shorter than 12 hours.
- (3) Elections for the Student Union are usually held between March 15th and 30th of every other academic year.

3. CANDIDACIES

Article 9

Candidacies for the Student Union

- (1) Every student of Algebra University can personally apply to become a representative in the Student Union of Algebra University in accordance with the conditions prescribed by this Book of Regulations and the Statute of the Student Union of Algebra University.
- (2) Representatives in the Student Union are elected from among the members on the candidate lists.
- (3) A student who has not accumulated a minimum of 60 ECTS points in the last two years of studies cannot apply to become a representative in the Student Union, except for students of the first and second years of studies or those who re-enrolled in a year, and a student against whom a disciplinary measure has been imposed.
- (4) The candidacy is submitted no later than 10 days before the elections via e-mail to the e-mail address specified in the Decision on the Calling of Elections and contains:
 - a. name and surname of the candidate, OIB of the student,
 - b. the year of study enrollment and the number of accumulated ECTS points,
 - c. the study programme in which the student is enrolled and the year of studies.
- (5) The Election Committee publishes candidate lists with the information from paragraph 4 of this article on the Infoeduka webpage no later than 8 days before the elections.

Article 10

Complaint about Irregularities in the Candidacy Procedure and the Candidate List

- (1) Every student of the University has the right to complain to the Complaints Committee about irregularities in the candidacy procedure and the candidate list. Complaints are submitted in writing, electronically within two working days from the date of the publication of the candidate list to the e-mail address of the president of the Complaints Committee.
- (2) The complaint should contain the name of the person submitting the complaint, an explanation of the irregularity for which the complaint is being submitted and evidence of the irregularity indicated in the complaint.
- (3) A decision on the complaint is made within one working day from the receipt of the complaint. The Committee will reject the complaint if it is submitted after the deadline or if it does not contain all the prescribed documentation. The Committee will reject a complaint that is unfounded.
- (4) After making a decision on the complaint, the Election Committee determines and publishes the final candidate lists.

4. ELECTORAL BODIES

Article 11

Election Committee

- (1) The Election Committee is appointed by the Rector of the University with the Decision on the Calling of Elections.
- (2) The Election Committee has five members and their deputies. Three members of the Committee and their deputies are proposed by the Student Union of Algebra University, and two members of the Committee and their deputies are proposed by the Senate of Algebra University among the teaching staff.
- (3) Members of the Election Committee cannot simultaneously be members of the Complaints Committee, candidates in the elections and members of the Student Union with a valid mandate.
- (4) The tasks of the Election Committee are:
 - a. to determine the list of voters in Infoeduka,
 - b. to determine the validity of candidacies for student representatives,
 - c. to compile a candidate list for student representatives,
 - d. to take care of the transparency of the elections for student representatives in the Student Union,
 - e. to determine the election results.

Article 12

Complaints Committee

- (1) The Complaints Committee is appointed by the Rector of the University by the Decision on the Calling of Elections.
- (2) The Complaints Committee has five members and their deputies. Two members of the Committee and their deputies are appointed at the proposal of the Student Union of the University, and three

members of the Committee and their deputies at the proposal of the Senate of the University among the teaching staff.

- (3) Complaints must be resolved within one working day, and the decision must be submitted to the Election Committee of the University as well as the person who submitted the complaint.

5. ELECTION PROCEDURE AND DETERMINATION OF ELECTION RESULTS

Article 13

Voting Procedure

- (1) Elections are organised *online*, through the Infoeduka system, where students log in with their user data. After the student has logged in, a notification about the elections for student representatives in the Algebra University Student Union and a link for voting will appear in the notification section. By clicking on the voting link, a ballot will appear.
- (2) The ballot contains the date of voting and a list of candidates in alphabetical order with an indication of the ordinal number in front of the name.
- (3) Each student can vote only once.
- (4) In order for the elections for student representatives to be valid, at least 10% of the students of Algebra University must vote.

Article 14

Determining Election Results

- (1) After the time for voting has expired, the Election Committee:
 - a. determines the number of voters/students who voted,
 - b. determines the number of votes received by each student representative candidate,
 - c. notes possible irregularities in the conduct of voting.
- (2) If two or more candidates have the same number of votes, supplementary elections will be held between the candidates with the same number of votes within 10 working days from the date of the publication of the election results.
- (3) Any candidate can file a reasoned complaint against the election results within two working days from the date of the publication of the election results. The complaint is submitted in writing to the Election Committee, which, together with the entire election material, submits it to the Complaints Committee.
- (4) The Complaints Committee decides on the complaint within one working day. The Complaints Committee will dismiss an untimely complaint or a complaint submitted by unauthorised persons by decision and will reject an unfounded one. If the complaint is justified, the Complaints Committee will order the elimination of irregularities.
- (5) If there were no complaints or if the complaints were dismissed or rejected, the results of the elections become final and as such published on the University's and Infoeduka's website and delivered to the Rector.

6. CONVENING THE STUDENT UNION

Article 15

Convening the Student Union

- (1) No later than 15 days after the declaration of the validity of the elections for the Student Union, the Rector convenes and conducts the constituent session of the Student Union at which the president and their deputy will be elected.
- (2) All representatives elected on the University lists are invited to the session.

7. SUPPLEMENTARY ELECTIONS

Article 16

- (1) In the event that the number of student representatives in the Student Union is below the specified minimum number of student representatives established by this Book of Regulations, and it is not possible to secure the required number of student representatives from the candidate lists in accordance with the Act, supplementary elections will be held.
- (2) Supplementary elections for electing student representatives in the Student Union of the University are called by the Rector.
- (3) The provisions of this Book of Regulations shall be applied to supplementary elections in an appropriate manner.
- (4) The term of office of student representatives elected in supplementary elections lasts until the end of the term of office of student representatives elected in regular student elections.

8. TRANSITIONAL AND FINAL PROVISIONS

Article 17

Entry into Force

- (1) This Book of Regulations enters into force on the date of its adoption.

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