

## **REGULATIONS FOR STUDENT REPRESENTATIVES**

(DECISION N°139/XIV OF THE BOARD OF DIRECTORS OF 01/07/2024 AND DECISION N°146/XVI OF THE BOARD OF DIRECTORS OF 19/05/2025)

*In the event of a divergence between the English and French versions of these regulations, the French version shall prevail.*

### **Foreword**

Some of our students are very interested in student representation and are heavily involved in student affairs. For these students, it is essential to have the possibility of organising their academic year with greater flexibility in order to be able to adequately meet all their obligations.

### **Preliminary Note**

For the purposes of these Regulations, the following definitions shall apply:

- Dean: the Deans of the Faculties, the President of the School of Human and Social Sciences, and the President of the Teacher Training Institute of the University of Mons (UMONS).
- Faculty: the UMONS Faculties, the UMONS School of Human and Social Sciences, and the UMONS Teacher Training Institute.

### **Article 1: “Student Representative” Status**

The status of “student representative” can be applied for by students who meet the following (cumulative) conditions.

The student must:

- 1) Be duly registered at UMONS, for the current academic year, with a view to obtaining an academic degree; in the case of joint courses, only those for which UMONS is the referring establishment are covered.
- 2) Be a member of the UMONS Board of Directors for the current academic year and/or have been validly elected or appointed to serve, for the current academic year, as a member of one of the following UMONS bodies:
  - The Social and Student Affairs Council (CASE)
  - The Academic Affairs Committee (CAA)
  - The Budget, Personnel, Infrastructure and IT Committee (CBPI<sup>2</sup>)
  - The Sustainable Development Council (CDD)
  - The Eunice Students Advisory Board
  - A Faculty Council

and/or be a member, for the current academic year, of the Bureau of the UMONS Student Council (ORE) or the Bureau of a recognised community-level student representative organisation.

Students wishing to be granted "student representative" status must submit the completed form to the Academic Secretariat, Place du Parc, 23, 7000 MONS, as soon as possible upon registration and by 15<sup>th</sup> October at the latest.

The application will be examined by the First Vice-Rector or their delegate, who will decide whether or not to grant the student 'student representative' status for one academic year.

If accepted, the Academic Secretariat will notify the student, the Dean concerned, the relevant Faculty Secretariat and the Registration Office of the decision. The Faculty Secretariat informs the Chair of the Board of Examiners and the teachers of the programme on which the student is registered.

The status of "student representative" may be withdrawn during the academic year if the student does not regularly participate in the organisations for which they have been appointed or does not fulfil the obligations associated with the role for which they have been appointed. The real involvement of the student and the time spent on their duties may also be taken into consideration when examining any application for renewal of their status. Students benefiting from this status are expected to attend at least 75% of the meetings of the councils/committees mentioned.

## **Article 2: Schedule and Deadline Adjustments**

### **1. Learning Activities**

Where possible, a student who has been granted "student representative" status may be authorised to change practical group if the timetable is incompatible with their participation in student affairs, or to join another practical group in order to make up the session(s) lost as a result of this participation.

If a solution cannot be found to ensure compatibility between participation in student affairs and participation in learning activities, the student may be partially exempted from the obligation to take part in certain learning activities, for just cause, subject to a decision by the Dean in consultation with the Chair of the Board.

### **2. Assessments**

During the assessment periods, if objective reasons (assessed by the Dean) related to the student's involvement justify it, the date of an assessment may, at the student's request, be changed. These measures are decided by the Dean, in consultation with the President of the Board. If necessary, and depending on the circumstances, the assessment methods may differ from those initially envisaged. In such cases, the student will be informed by the teacher at the earliest opportunity.

### **3. Other**

If objective reasons (assessed by the teacher) related to the student's involvement justify it, the student may ask the teacher concerned to consider delaying the return of their personal work.

**Application for Recognition of “Student Representative” Status**  
**Academic Year 20.... - 20....**

**This form must be returned to the Academic Secretary by post (23 Place du Parc, 7000 Mons) or by email (secretariat.academique@umons.ac.be) as soon as possible after registration and by 15<sup>th</sup> October at the latest.**

**SECTION TO BE COMPLETED BY THE STUDENT**

The student, hereinafter called,

Last name: .....

First name: .....

UMONS ID number: ..... Tel./Mobile: .....

Email address (written in UPPERCASE): .....

Student’s course of study: .....

.....

Campus: ☐ Mons / ☐ Charleroi

requests recognition, for the **20.... -20....** academic year, of their “student representative” status.

Council(s), Board(s) and/or Committee(s) on which the student is a member during the academic year in question:

- ☐ The UMONS Board of Directors
- ☐ The Social and Student Affairs Council (CASE)
- ☐ The Academic Affairs Committee (CAA)
- ☐ The Budget, Personnel, Infrastructure and IT Committee (CBPI<sup>2</sup>)
- ☐ The Sustainable Development Council (CDD)
- ☐ The Eunice Students Advisory Board
- ☐ The Faculty Council / Management Board of the School to which the student is attached
- ☐ UMONS Student Council Office (ORE)
- ☐ Office of a recognised representative student organisation at community level:  
.....

I certify that this information is true, accurate and complete.

Signed in ..... on .....

Signature:

The data collected in this form is collected as part of our public interest education mission to process your application for “student representative” status.

In addition, the data may be used for statistical purposes.

The data controller is UMONS (whose registered office is located at 20 Place du Parc, 7000 Mons, Belgium). If you have any queries about data processing, you can contact your Faculty/School.

The data will only be accessible to the UMONS departments that need to process them and, if necessary, to the supervisory authorities.

They are kept for an indefinite period.

In accordance with the provisions of the General Data Protection Regulation (GDPR), you may exercise your rights with regard to your personal data (right of access, rectification, opposition, limitation). In the event of a dispute concerning your personal data, you have the right to lodge a complaint with the Data Protection Authority (<https://www.autoriteprotectiondonnees.be>). You are advised to first contact our Data Protection Officer ([dpo@umons.ac.be](mailto:dpo@umons.ac.be)), who is your contact person for all questions regarding your personal data. You can consult our privacy policy here: [www.umons.ac.be/ViePriveeEtudiant](http://www.umons.ac.be/ViePriveeEtudiant).