



# University for Peace



## **Rules for the Establishment and Operation of the Student Council of the University for Peace (UPEACE)**

Recognizing the importance of student voice in the life of the University for Peace, and acknowledging the growing diversity of UPEACE's academic modalities, student identities, and programme structures, these Rules establish a democratic, inclusive, and accountable framework for the annual creation and operation of the UPEACE Student Council.

The UPEACE Student Council is an independent student-led representative body. It is not governed by the University for Peace, its authorities, or its administrative structures, but rather organized, elected, and led independently by the students of each academic generation. Its independence allows students to deliberate freely, represent their collective interests, and engage with the University through an autonomous and constructive channel of communication.

While independent from UPEACE governance, the Student Council is expected to act in a manner consistent with the values of the University for Peace, including respect, dialogue, inclusion, human rights, non-discrimination, sustainability, and peaceful coexistence. Its role is to represent the student body, strengthen communication between students and University leadership, and contribute to a participatory, respectful, and inclusive university community.

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### **1. Purpose**

1.1 The UPEACE Student Council shall serve as the official representative body of each incoming UPEACE student generation. Its purpose is to promote student voice, strengthen communication between students and University authorities, support academic and social integration, and contribute to a respectful, inclusive, and participatory university environment.

1.2 The Student Council shall represent the interests, concerns, and aspirations of the student body in a manner consistent with the values, mandate, and international character of the University for Peace.

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### **2. Establishment Timeline**

2.1 Each incoming student generation shall formally establish its Student Council no later than **30 September** of each academic year.

2.2 This timeline is intended to ensure that the Council is constituted within the first month of students' UPEACE experience, allowing for early representation, timely communication with University authorities, and effective planning of student-led activities throughout the academic year.



2.3 If exceptional circumstances prevent the establishment of the Student Council by this date, the Department for Academic Administration, in consultation with the Diversity, Equity, and Inclusion Officer, shall facilitate an interim process to ensure that elections are completed as soon as possible.

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### **3. Democratic Election Process**

3.1 The Student Council shall be elected through a democratic, transparent, and inclusive process.

3.2 All students belonging to the relevant academic generation shall have the right to vote, including:

- a. Students enrolled in face-to-face programmes;
- b. Students enrolled in hybrid programmes and studying synchronously online;
- d. Any other students formally recognized by UPEACE as part of the current academic cohort of residential programmes (face-to-face and hybrid).

3.3 Voting procedures shall be accessible to all eligible students, including through secure electronic voting when necessary to ensure participation by students in hybrid programmes.

3.4 The election process shall be coordinated with the support of the DEI Officer, who shall ensure that nominations, voting procedures, timelines, and results are communicated clearly to all eligible students.

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### **4. Eligibility and Acceptance of Office**

4.1 Any student in good standing within the relevant academic generation may stand for election to the Student Council.

4.2 Students elected or appointed to the Student Council shall formally accept their responsibilities in writing or by electronic confirmation before assuming office. By accepting office, Student Council members commit to acting in accordance with these Rules, the UPEACE Code of Ethics, applicable University policies, and the principles of respect, inclusion, accountability, and non-discrimination.

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### **5. Representative Composition**

5.1 The Student Council shall be composed in a manner that reflects, as far as reasonably possible, the diversity of the student generation.

5.2 In establishing the Council, students shall seek to ensure meaningful representation across:

- a. Gender identity and expression;
- b. Geographic region and nationality;



- c. Ethnic, cultural, and linguistic backgrounds;
- d. Religious, spiritual, or belief-based identities;
- e. Students enrolled in residential master's programmes (face-to-face and hybrid);
- f. Students belonging to or represented by affinity groups established on campus;
- g. Other relevant identities, experiences, or affinity groups present within the generation.

5.3 The objective is not to instrumentalize or tokenize students, nor to require the disclosure of personal identities, but rather to ensure that the Council reflects the diversity of the student body and creates meaningful channels for participation by all groups.

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## 6. Affinity Group Representation

6.1 The Student Council shall maintain a formal consultation mechanism with representatives of affinity groups established on campus and duly recognized in accordance with the recognition process established by the University in the UPEACE Policy for the Recognition and Support of Affinity Groups.

6.2 For the purposes of this provision, affinity groups may include student groups organized around shared identities, experiences, interests, or communities, including but not limited to groups related to gender, ethnicity, culture, region, religion, disability, sexual orientation, language, or other forms of community and belonging.

6.3 Where an affinity group does not have a designated representative, the Student Council may invite the group to nominate a liaison to participate through periodic consultations.

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## 7. Minimum Structure

7.1 The Student Council shall include, at minimum, the following roles:

- a. President;
- b. Vice President;
- c. Secretary or Communications Representative;
- d. Treasurer or Budget Representative;
- e. Diversity, Equity, and Inclusion Liaison;
- f. Department representatives.

7.2 The generation may create additional positions depending on its size, composition, and needs, including representatives for academic affairs, social activities, sustainability, international students, and hybrid students.



## 8. Responsibilities of the Student Council

### 8.1 The Student Council shall:

- a. Represent the student body in dialogue with University authorities;
- b. Raise academic, administrative, social, and community-related concerns affecting students;
- c. Support the organization of student-led academic, cultural, social, and community-building activities;
- d. Encourage respectful dialogue and inclusive participation across the student body;
- e. Coordinate with affinity groups and other student initiatives;
- f. Manage its annual budget responsibly and transparently;
- g. Keep basic records of meetings, decisions, activities, and expenditures;
- h. Promote the values of UPEACE, including peace, dialogue, human rights, inclusion, sustainability, and intercultural understanding.

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## 9. Annual Budget

9.1 The Student Council shall receive a yearly budget, subject to the availability of funds and the institutional budget approved by UPEACE.

9.2 The purpose of the Student Council budget shall be to support university-related activities organized by students or directly benefiting the student body. Eligible uses may include:

- a. Academic activities, lectures, dialogues, workshops, or student-led learning events held on campus;
- b. Social, cultural, intercultural, or community-building activities held on campus;
- c. Student participation in events of institutional, academic, social, cultural, or civic relevance;
- d. Transportation to important events attended by students, including, for example, International Women's Day marches, Pride marches, peace-related events, commemorations, or other activities aligned with UPEACE values;
- e. Materials, logistics, or basic services needed for approved student activities.

9.3 The budget shall not be used for personal expenses, partisan political campaigning, activities inconsistent with UPEACE values, activities that exclude members of the student body without reasonable justification, or expenses not previously authorized under University procedures.

9.4 All expenditures shall be approved in accordance with UPEACE administrative and financial procedures. The Treasurer or Budget Representative shall maintain basic records of approved expenditures and submit reports as requested by relevant University authorities.



9.5 At minimum, the Council shall:

- a. Prepare a simple activity and budget plan at the beginning of its term;
- b. Submit funding requests in advance and in accordance with institutional procedures;
- c. Keep records of approved expenses, receipts, and activity outcomes;
- d. Submit a final report before the end of the academic year to support continuity for the next generation.

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## 10. Meetings with the Rector

10.1 The Student Council shall meet with the Rector (or the person designated by the Rector) once per academic trimester to ensure a direct and regular line of communication between the student body and University leadership.

10.2 These meetings shall provide an opportunity to:

- a. Share student concerns, needs, and proposals;
- b. Discuss academic and administrative matters affecting students;
- c. Strengthen institutional dialogue and transparency;
- d. Follow up on previously raised issues;
- e. Identify opportunities for student participation in University life.

10.3 The Student Council shall prepare a short agenda in advance of each meeting and, after the meeting, circulate a brief summary of key discussion points and follow-up actions to the student body, as appropriate.

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## 11. Meetings of the Student Council

11.1 The Student Council shall meet regularly during the academic year.

11.2 Meetings may be held in person, online, or in hybrid format to ensure the participation of face-to-face, hybrid, synchronous online, and off-campus students.

11.3 Meeting agendas and relevant documents shall be shared in advance whenever possible. Basic minutes or summaries shall be maintained to ensure transparency, continuity, and institutional memory.

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## 12. Accessibility and Inclusion

12.1 All Student Council activities, elections, meetings, and consultations shall be organized in a manner that promotes accessibility and inclusion.

12.2 This includes reasonable efforts to ensure that:

- a. Hybrid and synchronous online students can participate meaningfully;
- b. Meeting times consider the needs of different student groups and modalities;



- c. Communication is clear, timely, and accessible;
- d. Students are not excluded on the basis of gender, race, ethnicity, nationality, religion, disability, sexual orientation, gender identity, language, socioeconomic background, or any other protected or relevant identity;

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## **13. Conduct and Accountability**

13.1 Student Council members shall act with integrity, respect, transparency, and responsibility.

13.2 Members shall not use their position for personal benefit, exclusionary practices, discrimination, harassment, retaliation, or activities inconsistent with UPEACE policies and values.

13.3 Concerns regarding misconduct, failure to fulfill responsibilities, misuse of funds, exclusionary behavior, or serious breach of these Rules may be referred to the Ombudsperson and addressed in accordance with applicable University procedures.

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## **14. Term of Office**

14.1 The Student Council shall serve for one academic year, from its creation following the orientation process through the closing ceremony of the academic year (Commencement).

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## **15. Review of Rules**

15.1 These Rules may be reviewed periodically by UPEACE, in consultation with the Department for Academic Administration, the DEI Officer, student representatives, and other relevant University authorities. Any revisions shall seek to strengthen democratic participation, inclusion, transparency, accountability, and the ability of the Student Council to represent the full diversity of the UPEACE student body.