



Department of Geoinformatics
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Student Board election regulations and guidelines (code of conduct)

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CDE STUDENT BOARD

Representation of the Student Board (SB) consists of active and alumni student representatives. Election to the board will be conducted during semester one. The SB represents all students enrolled and graduated in the CDE programme. The responsibilities of the SB are to represent students' rights and interests and to monitor whether these are taken into consideration; support and review the suggestions and decisions of the Programme Board (PB); nominate one or two members of the SB to the PB; nominate one or two alumni members of the SB to the Selection Committee (to be in force for new funded E+ EMJM); <https://master-cde.eu/programme-student-board/>.

Information on formal requirements, academic advice & support for students

The legal basis for the study programme is the curriculum: <https://master-cde.eu/programme/curriculum/>

CDE currently provides double degrees: <https://master-cde.eu/programme/master-of-science/>

PLUS, UBS, UPOL have nominated two programme board members which are the primary contacts for applicants and CDE students. One administrative staff is based at the university's International Office. They are all familiar with opportunities, requirements, and criteria within the study programme, and are available to advise students, faculty and staff. The integrated Programme Board provides professional advice and recommendations on academic issues such as academic supervision, quality assurance of teaching, degree awarding and recognition issues, and student complaints: <https://master-cde.eu/programme/programme-board/> .



Student Board members code of conduct

- Members discuss objectives, aims and issues in a respectful manner and provide either information, bring in requests or constructive feedback to current students, board members and faculty of the CDE programme.
- Members may, after personal assessment and a joint board decision, submit a request to the Programme Board, or advise the student that there is an opportunity to raise a concern themselves, e.g. if the request appears to be non-essential or inappropriate for the entire cohort.
- Members should respect regulations outlined in the CDE Student Agreement as well as the host university's rules and regulations.
- Members should always respect the rights and privacy of other members of the University (staff and student) or any third parties.
- Members refrain from any form of discriminatory harassment (unwelcome conduct directed at an individual that is discriminatory on the basis of race, colour, national origin, disability, religion, age, sex, sexual orientation, gender, gender identity, or other immutable status), and share these values with fellow students.

Student Board members may agree with fellow students on their specific group code of conduct. This shall not to be limited to study but include private communication through all media and channels used.

Election and membership

- During first month of semester 1.
- The CDE programme provides an electoral list which includes all eligible voters: all students per intake/edition.
- Students provide a list of candidates: maximum 2 per specialization track, minimum one; gender balance.
- Election and student board membership will be valid for 4 semesters.

Alumni student board members.

- Student Board membership expires 4 semesters after graduation, however, an alumni may have an advisory role; the elected student board agrees on this advisory role with an unanimous resolution on circulation (Email).
- Membership is on a voluntary basis and not remunerated by the CDE programme.
- A representative of the Student Board shall not have any personal advantage of any kind during the entire period of study.

Voting weight and voting

- An effective vote can have three voting options, namely voting in favour ("yes"), against ("no") or abstaining.
- Each person entitled to vote shall generally have one vote.
- For the purpose of counting, votes may be cast by ballot papers or online. Voting shall be in accordance with the principle of democracy, whereby simple majorities or absolute majorities may be decisive for the election of persons.
- The group agrees on the voting procedure: (show of hands), ballot papers or online.
- The group agrees on either a simple majority (given to those who have more votes or shares than all the others in their entirety) or absolute majority (given to those who have more votes or shares than all the others in their entirety, including abstentions and neutral shares).
- The group agrees on the minimum number of election participants; e.g. 100, 80, or 70%.
- Online election shall be governed by a student board member not part of the group voting for



representatives, or an available university member during an onsite election.

- Documentations are kept for the entire period of a student board, 4 semesters.

Onsite or online election procedure

- Anonymous & Transparent
- Ballot papers
or
- Online tool e.g. Adoodle: A question (or election) can contain multiple choices (or candidates).

Guidelines for carrying out anonymous online elections

with the free online voting tool Adoodle:

https://eurasip.org/TAC/Adoodle_voting_platform_guidelines.pdf

- Polls and elections created with Adoodle are anonymous in the sense that neither the participants nor the election chairs (vote/poll creator) can see the choices made by the voters.
- Polls and elections carried out with Adoodle are transparent to all participants in the sense that all participants can see the email addresses of all invited voters and voters can only vote once.
- Adoodle is free of charge
- The tool can also be used for other TAC related polls such as polls for the Best Paper and Awards selection in the TACs.
- For each question (or election) a separate poll needs to be created. A question (or election) can contain multiple choices (or candidates). It is not possible to carry out multiple elections in one poll.

Go to www.adoodle.org<<http://www.adoodle.org/>>

Membership withdrawal or re-election

- Withdrawal from student board membership is possible by a written statement (email) to other student board members. Fellow students and the Programme Board shall be informed via Email. Re-election shall follow the regulations agreed upon in this document.
- A new election shall be undertaken if minimum number of members falls short. Election shall follow the regulations agreed upon in this document.
- Fellow students may initiate a re-election of student board representatives, for a documented reason, during the membership period of 4 semesters. The basis for a joint decision shall be a well-documented anonymous vote about re-election by all students of the cohort. Voting and re-election shall follow the regulations agreed upon in this document.

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