

**APPROVED**  
At the Constitutional Council meeting  
10 June 2026. Minutes No. 26/1.1-7/5

## **Student Council Regulation**

### **1. General Provisions**

- 1.1. In accordance with The Law on Higher Education Institutions and the Constitution of RISEBA University of Applied Sciences, RISEBA students have their own Student Council – a voluntary, independent body representing students’ rights and interests within the university.
- 1.2. The Student Council Regulation governs the Student Council of RISEBA University of Applied Sciences (hereinafter referred to as RISEBA), the activities of its bodies, their rights and duties, as well as the basic principles of cooperation with other RISEBA administrative bodies.
- 1.3. These Regulations are binding on all RISEBA students, as well as on administrative and academic staff members.
- 1.4. Abbreviations and terms:
  - 1.4.1. *Student Council* (hereinafter referred to as the Student Council) – a voluntary, independent body representing the rights and interests of RISEBA students at the university, comprising the Student Council Board, Student Council members, Student Council alumni and Student Council activists.
  - 1.4.2. *The Student Council Board* – the executive body of student representation. The Student Council Board manages, organises and represents RISEBA students in all matters relating to academic, research, social, cultural and sporting activities covered by these Regulations.
  - 1.4.3. *A Student Council member* is an activist who has been nominated at a meeting of the Student Council Board or at Student Council General Assembly as a voting member with a mandate and subsequently confirmed by a vote at the Student Council General Assembly. Upon receiving a mandate, the member signs an Student Council membership application. The Student Council has a set limit of 30 member mandates.
  - 1.4.4. *Student Council alumni members* – RISEBA graduates who have served on the Student Council Board, or who have been granted alumni member status by a decision of the Student Council Board.
  - 1.4.5. *Student Council activist* – any RISEBA student who, on their own initiative, has decided to become a member of the RISEBA Student Council and has been active in the Student Council. Until a Student Council activist has become a member, they do not have voting rights at Student Council Board meetings or the Student Council General Assembly.
- 1.5. In its activities, the Student Council complies with the applicable regulatory acts, the RISEBA Constitution, the Internal Regulations and other regulatory documents governing the university’s operations, as well as these regulations and the Student Council’s regulatory acts.
- 1.6. The Student Council Regulations and the Student Council’s regulatory acts are drafted by the Student Council Board and approved by the University Senate; the Regulations come into force upon their approval.
- 1.7. The RISEBA Student Council has its own logo and seal.

## 2. Objectives, tasks, rights and duties of the Student Council

- 2.1. The aim of the Student Council is to represent students' interests in academic, research, social, cultural and everyday matters at RISEBA, as well as to participate in improving the university's academic, scientific and organisational work. The Student Council bodies pursue their objective and fulfil their tasks by representing students' interests without any direct or indirect discrimination (i.e. regardless of a person's race, skin colour, gender, age, disability, religious, political or other beliefs, national or social origin, financial or family status, sexual orientation or other circumstances).
- 2.2. Student Council's tasks:
- 2.2.1. to establish and maintain its own organisational and administrative structure;
  - 2.2.2. to develop the main directions of its activities;
  - 2.2.3. to represent RISEBA students in Latvia and internationally;
  - 2.2.4. to promote cooperation between Student Councils of educational institutions in the Republic of Latvia and abroad in the fields of culture, science, and other areas;
  - 2.2.5. to promote student involvement in the development and improvement of the Study process and Science at RISEBA;
  - 2.2.6. to contribute to the improvement of study and social conditions at RISEBA;
  - 2.2.7. to organise activities and support RISEBA students outside of study hours;
  - 2.2.8. to inform RISEBA students about the Student Council's work and activities;
  - 2.2.9. to encourage feedback from students regarding opportunities to improve the Study process and academic development at RISEBA.
- 2.3. Rights of the Student Council:
- 2.3.1. to request and receive information and explanations from authorised representatives of any RISEBA unit on all matters affecting students' interests;
  - 2.3.2. to use and manage the property transferred to the Student Council in accordance with the Student Council's objectives and tasks;
  - 2.3.3. to receive funding from the university for the implementation of the Student Council's objectives and tasks in an amount not less than that specified in The Law on Higher Education Institutions;
  - 2.3.4. Student Council representatives may participate in decision-making bodies at all levels relating to studies, as well as attend lectures and examinations as observers;
  - 2.3.5. Student Council representatives in the Constitutional Council and the Senate have the right of veto on matters affecting the interests of students;
  - 2.3.6. submit recommendations to the university management.
  - 2.3.7. issue a certificate confirming a student's involvement in Student Council activities, specifying the duties performed, areas of responsibility and duration of involvement. The certificate may be obtained by members of the Student Council Board, as well as members and activists who have actively participated in Student Council activities.
- 2.4. Duties of the Student Council:
- 2.4.1. to organise the activities of the Student Council in accordance with the RISEBA Constitution, the Internal Regulations for students and other regulatory documents;
  - 2.4.2. to manage the budget allocated to the Student Council for the implementation of the objectives and tasks set out in these Regulations;
  - 2.4.3. to attend the Constitutional Council and Senate meetings and to take decisions,

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exercising the right of veto where necessary;

2.4.4. to amend the Student Council Regulation;

2.4.5. to ascertain and summarise students' views on matters relating to the study environment and study process.

### **3. Structure, composition and positions of the Student Council**

3.1. Organisational structure:

3.1.1. Student Council General Assembly;

3.1.2. Student Council Board;

3.1.3. Student Council members (with mandates);

3.1.4. Former Student Council members;

3.1.5. Student Council activists.

3.2. RISEBA students are active within Student Council bodies. Participation in Student Council activities and the work of its bodies is voluntary.

### **4. Student Council General Assembly**

4.1. Student Council General Assembly – the highest decision-making body of the Student Council:

4.1.1. elects the Student Council Board;

4.1.2. reviews the activities of the Student Council Board;

4.1.3. makes recommendations regarding the activities of the Student Council and its Board;

4.1.4. takes decisions by open or secret ballot with a majority of the votes of the members present (51%);

4.1.5. nominates student representatives to RISEBA University's decision-making bodies (Senate, Constitutional Council, Academic Arbitration Court, Methodological Council, programme committees, Quality Council, etc.).

4.2. Any RISEBA student is invited to and may attend the Student Council General Assembly.

4.3. Student Council members (with a mandate) and members of the Student Council Board may vote at the Student Council General Assembly.

4.4. The Student Council General Assembly acts in accordance with the agenda drawn up by the Student Council Board, which is approved by a majority (51%) of the members present.

4.5. The Student Council General Assembly Meeting is held at least once a month.

4.6. The right to convene a Student Council General Assembly lies with:

4.6.1. a majority of Student Council members (51%);

4.6.2. the Student Council Board;

4.6.3. the RISEBA Senate;

4.6.4. the Rector of RISEBA;

4.6.5. the Student Council President.

## 5. The Student Council Board

- 5.1. The Student Council Board ensures the effective operation of the Student Council. The Student Council Board consists of the Student Council President, the Student Council Vice-President and six other Student Council Board members (heads of the fields or coordinators), who are elected in accordance with the procedure set out in these Regulations. Upon election to the Student Council Board, the student acquires voting rights at Student Council Board meetings and the Student Council General Assembly.
- 5.2. Powers of the Student Council Board:
- 5.2.1. to decide on the use of the Student Council's financial resources and to draw up the annual Student Council budget;
  - 5.2.2. the Student Council Board has the right to be informed of RISEBA's annual budget and to receive one two hundredth of this budget;
  - 5.2.3. to receive a RISEBA email address (@riseba.lv) following the election, which is granted for the term of office, and the right to use this email address for a further six months after leaving office;
  - 5.2.4. to use study rooms for the implementation of the Student Council's objectives and tasks, in accordance with the provisions established by the university;
  - 5.2.5. to display information materials relevant to students on the university's premises and social media channels, subject to approval by RISEBA's Marketing and Communications Department;
  - 5.2.6. apply for a tuition fee discount in accordance with the amount and procedure set out in the Regulation on the Granting of RISEBA Tuition Fee Discounts.
- 5.3. Duties of the Student Council Board:
- 5.3.1. to lead, organise and represent RISEBA students in all matters covered by these Regulations academic, social, cultural and sporting activities;
  - 5.3.2. to draw up and approve at the Student Council General Assembly an activity/action plan for the coming academic year;
  - 5.3.3. to draw up and amend the Student Council regulations, submitting them for approval to the Senate;
  - 5.3.4. to organise elections for the new Student Council Board;
  - 5.3.5. monitor the implementation of decisions and Orders of RISEBA's structural units that are binding on the Student Council;
  - 5.3.6. to use the financial resources allocated to the Student Council responsibly, prudently and effectively in order to achieve the tasks and objectives set out in these Regulations, whilst ensuring transparency in their use;
  - 5.3.7. to publish and update information relevant to RISEBA students on the university's website and information system;
  - 5.3.8. to receive complaints and recommendations from RISEBA students.
- 5.4. Positions on the RISEBA Student Council Board:
- 5.4.1. Student Council President;
  - 5.4.2. Student Council Vice-President;
  - 5.4.3. Head of the Academic Field;
  - 5.4.4. Head of the Cultural Field;
  - 5.4.5. Cultural Affairs Coordinator;

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- 5.4.6. Head of the Field for External and Internal Communications;
- 5.4.7. Head of the Marketing Field;
- 5.4.8. Head of the International Field.
- 5.5. The Student Council Board is led by the Student Council President. The duties of the Student Council President are:
- 5.5.1. to plan, organise and coordinate the work of the Student Council and the Student Council Board;
- 5.5.2. to develop, in conjunction with the Board, and monitor the current annual plan and the Student Council's annual strategy;
- 5.5.3. to ensure the Student Council is represented in all the university's collegial bodies;
- 5.5.4. to resolve internal Student Council matters;
- 5.5.5. to approve the Student Council budget and submit it to the university management;
- 5.5.6. organise cooperation with RISEBA institutions, other universities and students' organisations
- 5.5.7. to resolve issues relating to Student Council premises and technical support, in consultation with the relevant university staff;
- 5.5.8. ensure that the Student Council's official position is expressed in all RISEBA decision-making bodies, as well as at local and international levels;
- 5.5.9. participate in RISEBA's representative events.
- 5.6. The role of the Student Council Vice-President is to stand in for the Student Council President during his absence, to ensure the sound and rational use of financial resources, and to oversee the activities of the Student Council's various departments.
- 5.7. The role of the members of the Student Council Board (each within their respective Student Council field) is to ensure the continuous representation of students' interests in all matters relating to academic, social, cultural and sporting activities covered by these Regulations.
- 5.8. The drafting, circulation and record-keeping of the Student Council Board's documents, as well as the organisation of the Student Council's internal operations, shall be managed by the President of the Student Council or a person delegated by him.
- 5.9. The Student Council Board shall remain in office until the election of the next Student Council Board.
- 5.10. An extraordinary meeting of the Student Council Board shall be convened at the initiative of the Student Council President or at least two members of the Student Council Board.
- 5.11. Board meetings are open to the public. The Board may, by resolution, decide to hold a specific meeting or part thereof in camera if this is necessary for the consideration of confidential matters.
- 5.12. A meeting of the Student Council Board is quorate if more than half (51%) of the members of the Student Council Board are present.
- 5.13. Student Council Board meetings are chaired by a chairperson, who may be any member of the Student Council Board.
- 5.14. Minutes are taken of Student Council Board meetings and Student Council General Assembly meetings.
- 5.15. Decisions of the Student Council Board may be adopted by a majority of the votes of the Student Council Board members present in an open vote, unless a different procedure has been agreed upon prior to the adoption of the decision. In the event of a tie, the Student Council President's vote shall be decisive. If the Student Council President is not present at the meeting,

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the Student Council Vice-President's vote shall be decisive.

**5.16. Organisation of Student Council Board elections:**

- 5.16.1. Elections to the Student Council Board shall take place in the first week of February each year. The specific date shall be set and announced by the current Student Council Board.
- 5.16.2. Student Council members and the current Student Council Board shall submit their candidacy for the Student Council Board and the desired position electronically 7 calendar days prior to the elections by sending an application to [riseba.sc@gmail.com](mailto:riseba.sc@gmail.com). The current Student Council Board determines the necessary documents and their format, which the candidate must submit. If an application is received after the specified deadline, Student Council members will decide on this candidacy during the Student Council Board elections.
- 5.16.3. The Student Council Board is elected by Student Council members in equal, direct and secret elections for a term of one calendar year until the next Student Council Board elections.
- 5.16.4. Only Student Council members have the right to vote for candidates for the Student Council Board.
- 5.16.5. Any Student Council member is eligible for election to the Student Council Board.
- 5.16.6. Only a person who has previously been elected to the Student Council Board may stand as a candidate for the position of Student Council President. In exceptional cases, an Student Council member who has been actively involved in the Student Council for at least the last six months may stand as a candidate for the position of Student Council President, provided that the candidate is approved by a majority vote at the Student Council General Assembly.

**5.17. Procedure for Student Council Board elections:**

- 5.17.1. Student Council Board elections are a public event and may be attended by any interested party, who may participate in discussions or ask questions of the candidates; however, only Student Council members registered on the pre-prepared list of members on election day are entitled to vote.
- 5.17.2. An Election Committee consisting of three people is formed, comprising former members and/or current members of the Student Council Board. Candidates for positions on the Student Council Board may not be members of the committee. The committee consists of a chairperson and two committee members.
- 5.17.3. A specified number of ballot papers shall be prepared.
- 5.17.4. The ballot paper shall indicate the name and surname of the nominated candidate and the position for which they are standing.
- 5.17.5. Opposite each candidate's name and surname on the ballot paper, there is a space for the voter to mark their choice.
- 5.17.6. On the ballot paper, opposite each candidate's name and surname, the voter shall indicate their preference as "FOR", "AGAINST" or "ABSTAIN" by marking an "X" in the relevant column.
- 5.17.7. The ballot paper may only be marked with a light or dark blue pen.
- 5.17.8. Each voter may vote for candidates only once; if there are several candidates for a position, they may vote for only one candidate.
- 5.17.9. Before voting begins, each candidate must give a speech, presenting their suitability for the role on the Student Council Board.
- 5.17.10. Each candidate's speech shall last no longer than 10 minutes, of which 5 minutes shall be spent presenting their suitability for the role on the Student Council Board and

5 minutes answering questions; if additional time is required, the chair of the committee may request that the Student Council General Assembly extend the speaking time.

- 5.17.11. After the candidate's presentation and the questions and answers session, the candidate is asked to leave the room. If several members are standing for the same position, all candidates leave the room at the same time after their presentations and the questions and answers session, in the specified order.
  - 5.17.12. Once the candidate(s) has/have left the room, a debate takes place on the candidate(s)' suitability for the position. The debate lasts no longer than 10 minutes, unless the Student Council General Assembly decides otherwise.
  - 5.17.13. After the last candidate has spoken, the Election Committee shall verify that the ballot box is empty. The ballot box shall then be sealed.
  - 5.17.14. During the election, the committee ensures order in the polling station.
  - 5.17.15. The voter signs the electoral register to confirm receipt of the ballot paper.
  - 5.17.16. Each voter receives from the Election Committee secretary a ballot paper stamped with the Student Council seal and signed by the chair of the Election Committee.
  - 5.17.17. The voter personally places the completed ballot in the sealed ballot box in the presence of a member of the Election Committee.
  - 5.17.18. The Election Committee has the right to accept a ballot paper before the start of the election process only by a decision of the commission.
- 5.18. Counting of votes in the Student Council Board elections, compilation and announcement of election results:**
- 5.18.1. After the election, the Election Committee takes the ballot box to the Election Committee room and opens it.
  - 5.18.2. The Election Committee records the election results.
  - 5.18.3. The Election Committee's minutes shall note:
    - 5.18.3.1. the initial number of ballot papers;
    - 5.18.3.2. the number of ballot papers issued;
    - 5.18.3.3. the number of ballots not issued;
    - 5.18.3.4. the number of ballot papers received after the ballot box has been opened;
    - 5.18.3.5. the number of invalid ballot papers.
  - 5.18.4. Votes are invalid if:
    - 5.18.4.1. the election of the candidate is both supported and rejected;
    - 5.18.4.2. there are crossings-out, the ballot papers are torn or otherwise damaged;
    - 5.18.4.3. the mark is made with a symbol other than an "X";
    - 5.18.4.4. a vote has been cast for more than one candidate.
  - 5.18.5. After the ballot box has been opened, the Election Committee sorts the returned ballot papers by office.
  - 5.18.6. After the votes have been counted, the minutes signed and the election results announced, all valid ballot papers and the minutes are handed over to the newly elected Student Council Board.
  - 5.18.7. A candidate is elected if a majority (51%) of the Student Council members present vote in favour.

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- 5.18.8. Candidates on each list of candidates shall be ranked according to the number of votes received. In the event of a tie, candidates shall present themselves for the position once more, and the election for that specific position shall be held again.
- 5.18.9. Once the candidates have presented themselves for the position again, the election for that specific position takes place by open ballot immediately after all the repeat presentations.
- 5.18.10. The election results shall be published on the RISEBA website – riseba.lv – on the day following the election and on other active social media platforms.
- 5.18.11. Complaints regarding the conduct of the Election Committee and the elections must be submitted to the new Student Council Board no later than three calendar days after the publication of the election results. The Student Council Board shall review the submitted complaints within three calendar days. If it finds the complaints to be justified and the violations to have significantly affected the outcome of the election, the Student Council Board shall be re-elected within three weeks. If no complaints are received during this period, the Student Council Board shall be deemed to have been elected.
- 5.19. The procedure for removing members of the Student Council Board from office:**
- 5.19.1. If a member of the Student Council Board fails, without justifiable cause, to fulfil the duties specified in the job description for their position, then upon a written request from at least three members of the Student Council Board or two-thirds of the total number of members, the Student Council Board is obliged to propose a vote on the unsuitability of the specific Student Council Board member for the position held.
- 5.19.2. All members of the Student Council Board shall be notified one week in advance of the meeting at which the vote on the unsuitability of a member of the Student Council Board for the position held will take place.
- 5.19.3. A member of the Student Council Board shall be deemed to have been removed if, in the vote, more than half of the members of the Student Council Board present vote ‘in favour’ of the removal of the specific member of the Student Council Board. In the event of a tie, the vote of the Student Council President shall be decisive. If the Student Council President does not take part in the vote, the Student Council Vice-President’s vote shall be decisive.
- 5.19.4. If a member of the Student Council Board expresses a continued unwillingness to perform the duties entrusted to them, the member of the Student Council Board shall submit a free-form application addressed to the Student Council Board. Upon receipt of the application referred to in this clause, as well as in the event that a Board member is suspended from office or if a member of the Student Council Board ceases their studies at RISEBA, the Student Council Board shall elect an acting member from among the Student Council members.
- 5.19.5. A replacement for the position on the Board shall be elected in a by-election.
- 5.19.6. If the Student Council President fails to fulfil their duties, acts negligently or fails to comply with these Regulations and other internal documents of the Student Council, the Student Council President may be removed from office by a majority vote of the Student Council General Assembly or the Student Council Board, and the Student Council Vice-President shall take over the performance of their duties.
- 5.19.7. For the suspension of the Student Council President to take effect, it must be approved by a majority vote (51%) of the members present.
- 5.19.8. If a member of the Student Council Board or the Student Council President expresses a desire not to continue serving on the Student Council Board, he or she shall submit a free-form application addressed to the Student Council Board stating their desire not to continue serving on the Student Council Board. Upon submission of the application, an extraordinary meeting of the Student Council Board shall be convened to decide on

further action.

- 5.19.9. From the time the application is submitted to the Student Council Board until the extraordinary meeting of the Student Council Board, the Student Council Board member shall continue to perform their duties.
- 5.19.10. At the extraordinary meeting of the Student Council Board, the Student Council Board member who has expressed a wish not to continue serving on the Student Council Board shall present the reasons for wishing to cease their role on the Student Council Board, as well as all projects and tasks that have been initiated or are planned for implementation.
- 5.19.11. Following consideration of the application at the extraordinary Student Council Board meeting, the Student Council Board member shall continue to perform their duties for a further two weeks.
- 5.19.12. A new Student Council President, Student Council Vice-President or heads of the fields shall be elected in extraordinary elections.

## **6. Student Council members**

### **6.1. Rights of Student Council members:**

- 6.1.1. to be elected to the Student Council Board;
- 6.1.2. to elect the Student Council Board;
- 6.1.3. to participate, express opinions and submit recommendations to the Student Council Board;
- 6.1.4. to review the use of funds allocated to the Student Council and the minutes of Student Council Board meetings;
- 6.1.5. to use the property transferred to the Student Council, subject to agreement with the Student Council Board;
- 6.1.6. be eligible for a tuition fee discount in accordance with the amount and procedure set out in the Regulation on the Granting of RISEBA Tuition Fee Discounts.

### **6.2. Duties of Student Council members:**

- 6.2.1. to regularly inform students about the Student Council's activities, decisions taken and their implementation;
- 6.2.2. to inform their study course about Student Council news;
- 6.2.3. attend Student Council General Assembly meetings;
- 6.2.4. to participate in one of the areas specified in clause 6.3.3 of the Regulation;
- 6.2.5. carry out the specific tasks set by the Student Council Board and the head of the field.

### **6.3. Membership structure and admissions procedure:**

- 6.3.1. The total number of members in the Student Council must not exceed 30.
- 6.3.2. There may be no more than 6 members in each field of the Student Council's activities.
- 6.3.3. Each member must be assigned to one of the following fields:
  - 6.3.3.1. Cultural field;
  - 6.3.3.2. Academic field;
  - 6.3.3.3. Communications;
  - 6.3.3.4. International field;
  - 6.3.3.5. Marketing.
- 6.3.4. Activists who have been active in one of the Student Council's fields or working groups may apply for Student Council membership.

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- 6.3.5. Nominations for Student Council membership take place at the Student Council General Assembly meetings in November and March.
  - 6.3.6. Candidates who receive more than 51% of the votes cast by members present at the Student Council General Assembly meeting are granted Student Council membership.
  - 6.3.7. Upon gaining membership, the person is assigned to one of the Student Council's working groups, subject to the specified membership limit.
  - 6.3.8. A member may change their area of activity, subject to agreement with the Head of the academic field and the Student Council Board, provided the maximum number of members has not been exceeded.
- 6.4. Student Council membership is revoked (or lost) if:
- 6.4.1. the member systematically fails to participate in the activities of their field;
  - 6.4.2. the member fails to perform or complete delegated tasks within the specified deadlines;
  - 6.4.3. the member fails to attend section meetings without a valid reason;
  - 6.4.4. no active involvement in Student Council activities can be demonstrated within a two-month period;
  - 6.4.5. the member breaches RISEBA's internal provisions;
  - 6.4.6. the member is expelled;
  - 6.4.7. a member damages the reputation or activities of the Student Council through their conduct.

Clause 6.4 of the Regulation does not apply in exceptional cases where a justified application is submitted to the Student Council Board.

- 6.5. Rights of a Senior Member of the Student Council:
- 6.5.1. to participate in activities organised by the Student Council;
  - 6.5.2. to receive Student Council updates;
  - 6.5.3. to participate in the organisation of seminars and other events;
  - 6.5.4. to make recommendations for the more effective organisation of the Student Council's activities;
  - 6.5.5. to participate in Student Council Board elections and serve on the Election Committee.
- 6.6. Duties of Student Council Senior Members:
- 6.6.1. To ensure continuity for the Student Council Board, members and activists.

## **7. Student Council Activists**

- 7.1. Student Council Activists' rights:
- 7.1.1. to be active in one of the Student Council's fields of activity or working groups;
  - 7.1.2. to apply for Student Council membership in accordance with the procedures set out in the Regulation;
  - 7.1.3. to receive information about Student Council activities.
- 7.2. Student Council Activists' duties:
- 7.2.1. to participate in the activities of their chosen area or working group;
  - 7.2.2. keep up to date with Student Council news;
  - 7.2.3. comply with the Student Council's internal provisions.

## **8. The procedure by which Student Council members, as student representatives, are nominated and elected to RISEBA collegial bodies**

- 8.1. Student Council members, as student representatives, are elected to the following RISEBA collegial bodies:
  - 8.1.1. Constitutional Council;
  - 8.1.2. Senate;
  - 8.1.3. Academic Arbitration Court;
  - 8.1.4. Programme committee;
  - 8.1.5. Methodological council;
  - 8.1.6. Quality Council.
- 8.2. The number of student representatives in these bodies is determined by the regulatory documents of these bodies – the RISEBA Constitution, the Senate Regulations, the Academic Arbitration Court Regulations, the Regulations of the Methodological Council, the Regulations of the Study Programme Committee, and the Procedure Operation of the RISEBA Quality Council.
- 8.3. The President or Vice-President of the Student Council informs the members of the Student Council of the opportunity to apply within the deadline set by the institutions by sending an email to [riseba.sc@gmail.com](mailto:riseba.sc@gmail.com).
- 8.4. Student Council members submit their candidacies by sending an application/submission electronically within the specified deadline.
- 8.5. The student representative shall be elected by a vote of the Student Council within the decision-making body referred to in 8.1, following receipt of their application. In order for the student representative to be elected to RISEBA's collegial body, they must receive more than 51% of the votes cast by Student Council members.

## **9. Material and technical support for the Student Council and funding of its activities**

- 9.1. The material and technical resources used by the Student Council consist of movable and immovable property which the university has transferred to the Student Council for use, or which the Student Council has purchased or received as a donation. The person responsible for the Student Council's material and technical resources is the Student Council President.
- 9.2. The activities of the Student Council are funded from the university's budget in an amount not less than one two-hundredth of the university's annual budget. The Student Council uses these funds in the interests of the students, performing the functions and tasks specified in these Regulations.
- 9.3. The Student Council's budget period runs from 1 August to 31 July.
- 9.4. Procedure for preparing the Student Council budget:
  - 9.4.1. The Student Council Board draws up an action/activity plan for the academic year and plans the funding required for its implementation;
  - 9.4.2. the action/activity plan and the proposed budget are agreed with the Rector in accordance with the;
  - 9.4.3. no later than 31 October of each year, the Student Council Board informs RISEBA management of the new academic year's action/activity plan and the Student Council budget.
- 9.5. No later than 31 October of each year, the Student Council Board informs RISEBA

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management of the actual implementation of the previous year's action/activity plan and budget.

- 9.6. The Student Council Board is authorised to decide on the allocation of a portion of the budget allocated to the Student Council to support students' professional development, academic and creative activities. Funding is allocated through a competitive process, based on criteria developed by the Student Council and approved by the RISEBA Senate.
- 9.7. The person responsible for monitoring the implementation of the Student Council's overall budget is the Student Council President.