

Guideline for the allocation of tasks in the AStA of the Viadrina (RL-AStA)

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§ 1 Basis

This Directive is issued on the basis of Art. 16 IV of the Statute of the Student Body of the European University Viadrina.

§ 2 Distribution of tasks in the AStA

The following task profiles are recommendations. The AStA may deviate from these if the fulfillment of the tasks according to Art. 20 of the Statute of the Student Body is not endangered by this. In case of doubt about the competence, this guideline is to be consulted.

§ 3 Fundamentally Obligatory Tasks of the AStA Referees

(1) Each member of the AStA has the following obligatory tasks:

1. regular attendance of AStA meetings,
2. proper performance of office duties and their office hours and all related tasks,
3. assistance with AStA projects,
4. reporting on their work within the scope of AStA and StuPa meetings,
5. providing information by e-mail and telephone,
6. advising students,
7. answering questions from the student parliament,
8. preparing a quarterly written interim report as of 31 October, 31 January and 30 April as well as a written statement of accounts for the entire term of office as of 31 July. The report shall include in particular: a list of the tasks performed in accordance with the provisions of this Directive, a list of the distribution of attendance at the meetings of the student parliament and the AStA, a list of the unit's expenditure at a glance and, if an appointed person has been elected to the unit, a report on the work of the appointed person.

(2) If necessary, each AStA-representative supports student projects that fall within the subject area of his/her own unit. In particular, this includes supporting the Administration Unit in project advice.

(3) In all projects, the lecturers shall ensure that student and municipal actors from Frankfurt (Oder) and Słubice are involved in the planning and implementation.

§ 4 Principle of Ecology and Sustainability

The AStA undertakes to carry out its tasks with special consideration of ecology and sustainability.

§ 5 Task profiles of the AStA units

The task profiles of the units cover the following areas:

A) Tasks of the Unit for Anti-Racist Work

(1) The unit deals with the concerns and problems of students regarding racism and discrimination. This is to be done in cooperation with the Integration Commissioner of the City of Frankfurt (Oder), the Commissioner for Foreigners' Affairs of the University and the Department for Equality and Social Affairs.

(2) The Department advises and networks students who feel discriminated

against on the basis of their nationality, origin and/or residence status. In this sense, the office offers consultation hours on request.

(3) The Unit is a member of the Integration Advisory Board.

(4)The Unit provides information and organises events against xenophobia together with other competent Units.

(5)The Unit should identify and use current political opportunities for action to organise events such as the "festival contre le racisme".

(6)The Unit maintains contact and cooperates with anti-racist regional networks.

(7)The department is the contact person for refugees at our university.

B) Tasks of the Department of Finance

(1)The unit is responsible for economic management and for the proper keeping of cash, accounts and bookkeeping. It prepares a budget account and a profit and loss account for each year based on the closed books.

(2) If the unit considers that the proper and conscientious keeping of accounts is jeopardised by the partial exercise of its functions by other units, it shall have the power to issue instructions in this area to the other units of Coreper.

(3) The unit shall manage the appropriations entered in the budget in such a way that they are sufficient to cover expenditure expected to be incurred during the financial year.

(4) At the end of each financial year, the department shall prepare a draft budget for the following financial year in accordance with § 8 FO of the Student Body. The department shall justify the draft budget to the student parliament and provide an outlook on the expected development of finances in the current financial year.

(5) The scope of duties of the department shall also include responsibility for financial project support according to the Guidelines for the Promotion of Projects (RL-Projekt) and Initiatives (RL-Initiative).

(6) Within the scope of the department's activities, it has to decide and act in the interest of the student body of the European University Viadrina. If the department considers a decision of the General Student Committee or the student parliament to be illegal or if it considers the financial consequences of such a decision to be in danger for the welfare of the student body, it must lodge an appeal with the student parliament immediately after the decision has been announced.

(7) The way in which the Department of Finance fulfills its duties in detail shall be governed by the Financial Regulations of the student body of the European University Viadrina.

(8) The Department supports the student bodies and initiatives in questions of financial management and accounting.

(9) The department decides together with the Department of Equal Opportunities and Social Affairs on the granting of hardship applications and loans.

C) Tasks of the Equality and Social Affairs Unit

(1) The unit advises and networks students who feel discriminated against on the basis of their gender, disabilities, sexual orientation, family status or religion. It promotes non-discrimination by organising events on equality and by maintaining contacts.

(2) The department works together with the equal opportunities officers of the city and the university.

(3) The department advises students in social matters (social counselling) and offers a separate weekly consultation hour for this purpose.

(4) The department is in contact with the university and city social actors in Frankfurt (Oder) and Słubice.

(5) In cooperation with the Department of Finance, it coordinates, processes and decides on the granting of subsidies for the semester ticket within the framework of the Directive on the Compensation of Social Hardship, especially in connection with the semester ticket.

(6) The Department processes the applications for the welcome and applications for the hardship loan.

(7) The department is a member of the scholarship commission.

(8) The department organizes:
1. at least once a year an event on student finance (student finance market),
2. the action days against sexism and homophobia
3. together with the Department for Anti-Racist Work the "festival contre le racisme".

D) Tasks of the Department for Higher Education Policy Foreign and Urban Policy

(1) The department represents the interests of the student body of the European University Viadrina in the Brandenburg student representation and towards other state political actors*.

(2) The department is the contact point for the free association of student bodies.

(3) The department provides information and organizes events on political education, among others in the field of sustainability, together with other responsible departments.

(4) Within the meaning of paragraph 1, the Department is in close contact with members of the Frankfurt (Oder) City Administration and Słubice, promotes the expansion of regional cooperation and accompanies the municipal political developments with university relevance in both cities.

(5) The department represents the students' interests with regard to mobility and cross-border local transport. It supports the chairperson* in negotiating the semester ticket with the Berlin-Brandenburg Transport Association and coordinates exemptions with the Admissions Office.

E) Tasks of the Department for Hocular Policy Domestic

(1) The Department deals with higher education policy matters within the European University Viadrina. This includes the maintenance of contacts and the representation of student interests towards the committees of the university administration as well as the student councils.

(2) Within the scope of the tasks in paragraph 1, the department represents student interests, especially with regard to the 1st study conditions, 2nd teaching and 3rd evaluation.

(3) The department is responsible for the networking of student bodies and initiatives and organizes the committee meetings at least once a semester.

(4) In close cooperation with the university administration, the department is responsible for the organisation of information markets at the beginning of the semester and during the open day.

(5) The department shall ensure student participation and, in consultation with the student body's election administration, shall increase voter turnout.

(6) The department represents the AStA in dealings with the student councils.

(7) The department is responsible for the preparation of the committee certificates according to the Directive on the Preparation of Committee Certificates.

(8) Together with the Department of Higher Education Policy Foreign and Urban Policy, the department organizes events on political education, including in the area of sustainability.

F) Tasks of the International and German-Polish Students Section

- (1) The Section is responsible for promoting cooperation and integration of the university locations in Frankfurt (Oder) and Słubice.
- (2) The department is the contact person for Polish students and represents their interests and concerns. It is in close dialogue with the management as well as the student representatives of the Collegium Polonicum and the Adam Mickiewicz University.
- (3) The department supports the international students in cooperation with the "Interstudis e.V." in the organisation of studies and integration.
- (4) The department advises students in matters of language education and cooperates with the bodies of the constituted student body of the European University Viadrina, the University, the faculties, the Language Center and Viadrina sprachen GmbH. In particular, it is in close contact with the student councils to ensure that the interests of students of all faculties are taken into account.
- (5) In cooperation with the Department of Culture, the Department organizes events to promote German-Polish exchange.
- (6) The Department is responsible for representing and representing the interests and needs of the student body in the basic matters of language education, both at the Language Centre and at viadrina sprachen gmbh. It is responsible for
 1. the scope, content, evaluation, quality assurance and financing of language education,
 2. mediation between the language centre and viadrina sprachen gmbh, the language centre's scientific advisory board, the language centre's teachers and students in questions and problems of language education.
- (7) The department is responsible for representation on the UniCert examination boards.
- (8) The Unit is responsible for translating the necessary press releases and necessary publicity documents of the Coreper into Polish.

G) Tasks of the Culture Unit

- (1) The Unit deals with the concerns and problems of students in the field of racism and discrimination. This is to be done in cooperation with the Integration Commissioner of the City of Frankfurt (Oder), the Commissioner for Foreigners' Affairs of the University and the Department for Equality and Social Affairs.
- (2) The Department advises and networks students who feel discriminated

against on the basis of their nationality, origin and/or residence status. In this sense, the office offers consultation hours on request.

(3)The department is a member of the Integration Advisory Board.

(4)The Unit provides information and organises events against xenophobia together with other competent Units.

(5)The Unit should identify and use current political opportunities for action to organise events such as the "festival contre le racisme".

(6)The Unit shall maintain contact and cooperate with anti-racist regional networks.

(7)The department is the contact person for refugees at our university.

H) Tasks of the Department of Public Relations

(1)The Department is responsible for the design, production and distribution of posters, flyers and other advertising material, taking into account the principle of sustainability and economy.

(2)At its own discretion and in cooperation with the other units, the Unit advertises events, projects and calls for tenders of the Coreper and is responsible for its external presence on printed materials and on the Internet.

(3) The Unit is responsible for the publication and maintenance of the AStA's publications, with the cooperation of all Units in terms of content. This includes in particular

1.the UNI-ABC for first semester students,

2.the AStA newspaper for university policy "AStA Pronto",

3. AStA flyer,

4.the election newspaper,

5. business cards for all speakers and 6.the design of the product range in the AStA Shop.

(4) The department supports the Chair's department in press relations.

I) Tasks of the Sport Unit

(1) The unit is responsible for the organisation of sporting events. It organizes at least:

1.the participation in the dragon boat race

2.the rowing regatta of the student body,

3.the AStA-Cups and

4.the sports and health day.

(2) The department works closely with the city administration and the Stadtsporthund Frankfurt (Oder). The department is a member of the board of the USC and therefore obliged to attend its meetings and follow the work of the USC.

(3) The department supervises the work in the bicycle workshop and the work of the workshop service staff. It organises the purchase of new tools and bicycles, if necessary in cooperation with the workshop service staff. The department is also responsible for checking the accounts.

J) Tasks of the Administration Unit

(1) The Unit shall be vice-chairman.

(2) The unit shall be responsible for processing and examining applications for initiative support in accordance with the relevant guidelines. During office hours, it offers students seeking advice assistance in the application process. In the case of projects dealing with topics similar to those dealt with by the AStA, it shall provide advice in accordance with § 3(2) in cooperation with the relevant department.

(3)The department is responsible for personnel matters concerning AStA employees in the student parliament, bicycle repair shop, AStA shop and other temporary staff. It draws up employment contracts and takes care of contract extensions in good time.

(4)The Unit is responsible for all furnishings in the AStA office. At its meetings, it proposes new purchases within the meaning of §4 paragraph 3 of these Rules of Procedure to the AStA as required and ensures that they are properly procured. (5) The department is responsible for the equipment in the office. It maintains an inventory, coordinates order and cleanliness and manages the student body's archives.

(6)The department coordinates the lending service of the AStA.

(7) The department manages the keys to the business premises.

(8) The Department is responsible for the technical equipment in the AStA's office and shop. It is responsible for the proper operation of the equipment, telecommunication facilities and other networks. It works towards a student-friendly orientation of Viadrina's information technology.

(9)The department is responsible for the technical maintenance of the websites of the student parliament and the AStA.

(10)The department coordinates and distributes the office hours of the AStA members.

(11)The department cooperates with the board of the Studierendenmeile e.V. in general questions of building management.

(12)The department is responsible for the coordination and accounting of the AStA-Shop. Among other things, it is responsible for

1.regular inventories,

2.ordering of goods,

3.cashing up,

4.staff roster,

5.accounting with the Department of Finance and

6.cooperation with the university's press and public relations department in connection with the sale of Viadrina articles.

K) Tasks of the Presidency Unit

(1) The Presidency Unit represents Coreper externally, ensures together with the Coreper Executive Board that the elected members fulfil their statutory duties and is accountable to the student parliament. It chairs Coreper meetings in accordance with the Rules of Procedure. It ensures that minutes and the Correspondence Book of the Corporative Committee are duly published.

(2) The Unit represents the AStA as a voting member of the Association of Friends of the European University Viadrina.

(3) The department is a permanent guest of the Senate of the European University Viadrina.

(4) The department is responsible for the press work of the AStA. The press work includes in particular

1.the accessibility for media,

2.the issue of press releases.

(5) The department is the contact person* for student media (stud. newspaper, radio, TV) and supports them in their tasks.

(6) The department is responsible for processing and examining applications for project funding in accordance with the relevant guidelines. In the case of projects dealing with topics similar to those covered by the AStA, it provides advice in accordance with § 3 Para. 2 in cooperation with the responsible department.

(7) The department is responsible, together with the Department for International and German-Polish Students, for representing the interests and needs of the student body in the fundamental matters of language education,

both in the Language Centre and in viadrina sprachen gmbh. This is carried out according to § 5 lit. F) paragraph 6.

§ 6 Amendment of this guideline

- (1) This guideline can only be issued, amended or cancelled by the student parliament.
- (2) The student parliament shall hear the AStA before issuing, amending or repealing these guidelines.

§ 7 Entry into Force

This Directive shall enter into force on 01.08.2017.