

Guideline for the preparation of committee certificates (RL-GremienBesch)

of the 29.06.17

Content

§1 Certificates.....	1
§2 Application.....	1
§3 Prerequisites & Contents	2
§4 Final provision	3

§1 Certificates

The General Student Committee (AStA) issues members of the student self-administration (AStA, Student Parliament (StuPa), Student Councils (FSR) and Language Advisory Board) a certificate of student commitment upon request after the end of their term of office. This certificate must contain:

1. the name and birthday of the member,
2. the body in which he or she was active,
3. the function(s) the member held in the body,
4. the date of the election,
5. the duration of the member's term of office.

§2 Application

(1) The application for the issuance of a committee certificate, including all necessary information, in particular current contact details, must be submitted to the Internal Higher Education Policy Division using the form before the end of the legislative period.

(2) Confirmation of activity in several committees or over several legislative periods may be provided in a collective certificate.

(3) Only data relating to the term of office may be certified which can be traced and verified by the AStA by means of public records. Information beyond this, in particular on the type and time scope of the tasks performed in the context of the official activity, cannot be certified.

(4) The application must be submitted no later than 12 months after the end of the term of office of the respective body. In the case of several terms of office of a body, this period shall not begin until the last term of office has expired.

This does not preclude the terms of office not being directly consecutive. This regulation is to be applied separately for each committee. A duplicate may be requested.

§3 Prerequisites & Contents

The committee certificate certifies an above-average commitment and the proper fulfilment of the tasks of the StuPa deputies, the full members of the AStA, the elected members of the FSRs and the Language Advisory Board.

(1) A proper fulfilment of the tasks of the StuPa deputies exists if
a) StuPa deputies have been present at at least 3/4 of the StuPa meetings of their term of office.

b) Members have actively participated in at least one constituted exclusion of the StuPa. An active cooperation is present if members of the StuPa have participated in at least 50 of hundred of the committee meetings. If members of the StuPa have participated in the closed session of the StuPa, the attendance rate according to lit.

a) S.1 is reduced to 2/3. (2) A proper fulfilment of the tasks of the member of the AStA is present, if 2/3 of the interim reports and he final statement of accounts of the member of the AStA was accepted by the StuPa.

(3) A proper fulfilment of the tasks of a member of a FSR shall be deemed to exist if the chair of an FSR proposes a member for a committee certificate after his or her term of office. In the case of the certification for the executive committee, a proposal shall be made by the deputy executive committee.

(4) A member of the Language Advisory Board duly fulfils his or her duties if the Language Advisory Board submits an activity report to the StuPa at the end of his or her term of office and the StuPa does not reprimand this within one week.

(5) The certificate shall be signed by the respective acting president of the European University Viadrina as well as by the current chair of the AStA.

(6) After its completion, the certificate will remain in the AStA office for a maximum of one year after completion of the activity or until it is collected. In justified exceptional cases, the certificate can be sent to a deposited address.

(7) In justified cases, provisional committee certificates are possible.

(8) If the requirements are not met, a committee certificate can only be issued by decision of the StuPa. This resolution must be passed by an absolute majority of the StuPa. The deadline according to § 2, paragraph 4.

§4Final provision

This statute comes into force on the day of its publication.