

Arctic 5 Students' Team's Guidelines

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1.1 What is The Students' Team?

The student's team is a team consisting of 2 representatives from each of the member universities. One goal of the student's team is to get the students' voices heard in the Rectors' council and in the Executive team.

- Strengthen the collaboration between the student unions from the member universities
- Collaborating on issues concerning students in the high north
- Building a network between the students
- Helping and maintaining projects initiated by the Arctic Five which affects the students.
- Exchanging ideas and experience on education, student welfare, student culture and student representation
- Investigating what in the Arctic Five collaboration can be of benefit to the students

1.2 Student representation in The Students' Team

Two representatives and 2 deputies from each of the member universities:

- **Luleå University of Technology:** Representatives come from the two student unions at LTU. Preferably the representatives should be or have been working in the unions executive boards but it is open for other students too. *Exactly how the division between the two unions is to be decided.*

- **Umeå University:** The primary representatives are from the student union boards. The representatives are chosen for one year, following the academic calendar.
- **University of Oulu:** The primary representatives will be chosen by the student union board. The student representatives have a one year term.
- **University of Lapland:** The primary representatives are members of the executive board of the student union. If not, the board can unanimously decide a representative that is outside the executive board.
- **UiT The Arctic University of Norway:** The Student Parliament at UiT elects two representatives, and two deputies. The students are elected for one year, following the academic calendar

The representatives sit for 1 year and the election period follows each Student Union's own election period.

1.3 Students' Team Chair and Vice-Chair

Chair:

- Responsible for the agenda of the meetings
- Spokesperson of the Students' Team

Vice-Chair:

- Responsible for the organizing around the meetings
- Deputy Chair

1.4 Representation in Rectors' Council and the Executive Team

Rectors' Council (1 representative):

- The Chair has a place in the Rectors' Council

Executive Team (2 representatives):

- Two members elected from the Students' Team

1.5 Meetings

Physical meetings:

- Two physical meetings a year, each meeting in connection to the change of representatives.
- The location of the meeting should be at a different University, and country if possible, each time.
- The date and location of the next meeting should be decided at the physical meeting.

Digital meetings:

- Digital meetings are held between the physical meetings.
- The meeting schedule should be decided at the physical meeting.
- Should have a meeting slot once a month. The slots are not required to be used if there is nothing to discuss.

All official meetings should have an agenda and minutes from the meeting.

1.6 Decision-making process

The Students' Team may vote on matters when at least 1 representative from 4 different universities and a majority of the team are present or if all 5 universities are present. Each university has one vote and in a tie the Chair has the deciding power. The primary focus is to discuss and negotiate and voting may be used in disagreements. Any one member may ask for a vote.

Meetings are to be considered closed to the public but decisions and plans may be publicly presented. Minutes from meetings are to be presented to the Arctic 5 along with a short summary of projects and plans.

2.1 Social media

The Students' Team should have social media presence to promote Arctic Five in general and the Students' Teams work in particular towards the students.

2.2 Positions

Positions should be held by the current, active members of the Students' Team. Each position should, when possible, be held by different members.

- Chair (Representative in the Rectors' council)
- Vice-Chair
- Two representatives in the Executive team of Arctic 5
- PR-manager
- *Treasurer (If required)*
- *Project leader(s) (if required)*

2.3 Vacancy

If a university has no representatives the Arctic 5 Rectors' Council and the representatives within Arctic 5 from that university should be consulted.

If a member of the Students' Team wishes to resign a digital meeting should be held, in great haste, where the member's university has a chance to appoint a new representative.

2.4 Internal communication

The Students' Team selects their own communication platform. Archiving of documents should be done on the drive connected to the Chair's email.

2.5 Continuity

The Students' Team should work to ease the transition of Team members by documenting and sharing knowledge of both the Arctic 5, The Students' Team and general areas. Each university is primarily responsible for ensuring that their representatives have their own meetings when handing over the responsibility.