

Interested in applying as a representative for your group ? What you need to know

1 Composition and attributions of the different councils

<p>Academic Council (extract from the Organisation regulations – ROrg/OrgR)</p>	<p>Faculty Councils (one per faculty) (extract from the General faculty regulations – Afar/RgFac)</p>
<p>Art 22 : Composition of the Academic Council</p> <p>1 The Academic Council assumes the functions as described in Article 23.</p> <p>2 The Academic Council is composed of the following persons, taking into account languages and levels of study in an appropriate manner:</p> <ul style="list-style-type: none"> a. the President of the Foundation Council; b. the Rector; c. the Deans; d. four representatives of the teaching staff, including two representatives of lecturers and two representatives of the professorial body; e. two representatives of the assistants; f. four representatives of the students; g. two representatives of the heads of administrative services; h. two representatives of the administrative services staff. <p>3 The Rector chairs the Academic Council. The latter appoints from among its members a Vice-Chair.</p> <p>4 The other members of the Rectorate participate in the meetings in an advisory capacity.</p>	<p>Art. 6 Composition of the faculty councils</p> <p>1 Professors of the faculty become voting members of the faculty council upon taking office; the representatives of the mid-level academic staff and of the students do so upon their election. The languages of study, levels of study, and diversity must be appropriately taken into account.</p> <p>2 The faculty council of a faculty may elect up to three professors from other faculties as voting members of its faculty council, for a period of two years. Re-election is possible.</p> <p>3 Faculties may provide that visiting professors, titular professors, and emeritus professors or other categories of participants may participate as guests without voting rights.</p> <p>4 The mid-level faculty and the students each have a maximum of two representatives as voting members of the faculty council. The number of representatives of the mid-level academic staff and of the students shall then be less than or equal to the number of faculty professors and of the professors from other faculties pursuant to paragraph 2 of this article combined. The groups elect their representatives from among themselves for a period of two years. Re-election is possible.</p> <p>5 The Faculty Managers, pursuant to Article 14 of these regulations, participate in the meetings of the faculty council as non-voting guests with advisory role.</p> <p>6 The election procedures and the guidelines for the preparation of the election minutes are governed by the UniDistance Suisse Election Guidelines (Rwahl/DirElec).</p>
<p>Art. 23 Attributions</p> <p>1 The Academic Council</p>	<p>Art. 5 Tasks and Competences</p> <p>1 The faculty council fulfills the following tasks and competences within the context of its faculty and acts in compliance with higher-level provisions and</p>

<p>a) adopts for the attention of the committee of the Foundation Council:</p> <ul style="list-style-type: none"> • the guiding principle, • the strategy, • the regulations, • the multiannual plan, • the budget, • the annual report for validation by the assembly of founders and other reports, <p>b) takes position:</p> <ul style="list-style-type: none"> • on the service level agreement of the Canton of Valais and of the Confederation, • on issues concerning the entire university institute, <p>c) participates in the appointment or hiring of the members of the Rectorate,</p> <p>d) validates the election of the members of the selection committee for the appointment of the rector, the vice-rectors, and the directors,</p> <p>e) appoints, upon proposal of the Rectorate, the members of the permanent commissions and adopts their internal regulations.</p> <p>2 It also carries out the tasks entrusted to it by the Foundation Council.</p> <p>3 The Academic Council may entrust tasks to the Rectorate.</p> <p>4 The Academic Council meets at least once per semester.</p>	<p>subject to the competences of other UniDistance Suisse bodies. The faculty council is responsible for:</p> <p>a. the provision of teaching and continuing education;</p> <p>b. the adoption of study programs;</p> <p>c. the supervision of doctorates and the management of habilitations;</p> <p>d. ensuring and promoting the quality of research, teaching, continuing education, and service provision;</p> <p>e. the election of the dean and up to two vice-deans;</p> <p>f. the planning of the development of the faculty;</p> <p>g. the nomination of awardees for any prizes awarded by the faculty;</p> <p>h. the creation of commissions and committees, which may be permanent or non-permanent. In addition, the faculty council decides on their composition, tasks, reporting, duration, and dissolution.</p> <p>2 The faculty council is consulted on cross-cutting matters concerning the faculty. The faculty council is informed of the faculty's budget and staff planning.</p> <p>3 The faculty council may make proposals to other bodies within the scope of its competences, particularly concerning:</p> <p>a. the creation and appointment of chairs;</p> <p>b. the promotion of professors;</p> <p>c. the appointment of professors by title;</p> <p>d. the appointment of visiting professors;</p> <p>e. the creation, transformation, dissolution, or re-naming of institutes, research centers, and centers of competence, where applicable in collaboration with the faculty councils of other faculties;</p> <p>f. amendments to existing regulations;</p> <p>g. the approval of implementing provisions of the faculty's regulations, if such provisions are foreseen;</p> <p>h. the creation of faculty prizes.</p>
<p>Practical information on Academic Council meetings</p>	<p>Practical information on Faculty Council meetings</p>
<p>Meetings Format : online or bimodal in campus Brig Frequency : 2-3 meetings per semester Language : Discussions during meetings can take place in a mix of three languages : German, French, and English. You will not be required to speak or write in any language other than your own, but a</p>	<p>Meetings Format : mostly online, sometimes bimodal in campus Brig. Frequency : 2 meetings per semester Language : Discussions during meetings can take place in a mix of three languages : German, French, and English. You will not be required to speak or write in any language other than your own, but a</p>

<p>good passive understanding and the ability to read in other languages will be expected.</p> <p>Times : Meetings take place mostly during office hours. They are scheduled and announced at the latest at the end of the year for the following year. Additional meetings can be scheduled ad hoc, sometimes in the evenings upon agreement of the members.</p>	<p>good passive understanding and the ability to read in other languages will be expected.</p> <p>Times : Meetings take place mostly during office hours. They are scheduled at the beginning of each semester with an availability survey with some dates suggested by the dean.</p>
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2 What you commit to

Although it is fully understood that with job and family obligations besides studies, no one can guarantee full presence to all meetings, however a regular participation to meetings is expected from all representatives. Participation to a meeting includes preparation, for which you will receive the agenda and meeting documents generally one week before the meeting.

You are expected to contribute to the meetings the opinion of the group you represent. You are thus expected to make sure that you have this information and that the group you represent is informed in an appropriate manner. You are free to organise how you interact and convey information with the group you represent. The communication tools at your disposal are indicated in chapter 4.

3 Code of conduct

As a newly elected representative, you will be entrusted with the responsibility of contributing to the effective governance and collective well-being of the community you serve. All representatives are expected to adhere to the following principles:

1. Respectful and Professional Conduct

- Treat all members with courtesy and respect, regardless of background, status, or opinion.
- Foster a constructive and inclusive atmosphere during discussions and decision-making.
- Avoid any form of personal attack, harassment, or discriminatory language.

2. Commitment to the Common Good

- Act in the best interest of the group you represent, not solely in your own personal interest.
- Seek to understand and relay the collective concerns, needs, and views of your peers or stakeholders.
- Keep the overarching institutional goals in mind

3. Active and Responsible Participation

- Prepare for meetings and participate fully in deliberations and decision-making.
- Respect agreed agendas, procedures, and deadlines.
- Support collective decisions of the council outside the council, even when differing personally, once a decision has been democratically reached.

4. Confidentiality and Integrity

- Respect confidentiality when sensitive or non-public matters are discussed.

- Take appropriate data protection measures to safeguard any personal information conveyed to you by members of the group you represent.
 - Declare any potential conflicts of interest and recuse yourself where appropriate.
 - Uphold transparency and accountability in your actions and communications.
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5. Collegial Collaboration

- Collaborate in good faith with fellow council members and other university bodies.
- Promote a spirit of cooperation and shared responsibility in fulfilling the council's mission.

4 Tools you will be given access to to fulfill your role

Representatives will receive a Teams account with which they can communicate with their peers. They are also entitled to use a mailing list including members of their representation group, only in the purpose of conveying information from their representative role, and in BCC to avoid any undesired mail traffic. This mailing list will not be disclosed to third parties under any circumstances.

5 Compensation

As a form of compensation for the time dedicated, attendance fees are paid out to students and members of staff with an employment rate under 50% at the end of the year or the semester :

- 100 CHF per online meeting
- 200 CHF + second class train ticket if participation is in presence in Brig.

6 Contact person in case of questions:

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