# REGULATION ON THE ORGANIZATION AND FUNCTIONING OF THE STUDENT SENATE AT THE TECHNICAL UNIVERSITY OF MOLDOVA

### I. GENERAL PROVISIONS

# 1. Objective of regulation

- (1) This Regulation, developed pursuant to para. 2, art. 136 of the Education Code (COD no. 152 of 17.07.2014) and the Framework Regulation on the organization and functioning of student self-government structures (order of the Minister of Education no. 969 of 10.09.2014), establishes the general principles of functioning of the Student Senate of the Technical University of Moldova, their mission, objectives, structure and attributions, measures to stimulate student participation in the decision-making process, to improve the communicational framework, as well as the representation, delegation and defense of student interests.
- (2) The right to representation of students and the obligation to include them in the decision-making levels of the Technical University of Moldova (hereinafter TUM) derive from the Principles of the Lisbon Declaration, being in accordance with the Principles of the Bologna Process. Student representatives are decision-making partners in the structures of the educational segment and have the right to decide on educational, cultural and social issues.

### 2. Legal status of the Student Senate

- (1) The **Student Senate** (hereinafter referred to as the Senate/S) is a representative student structure within UTM, non-governmental, politically unaffiliated, independent, and non-profit; established based on the principles of voluntarism and equal rights of students from various academic formations at UTM.
- (2) The Senate/S is the supreme representative body of all students at TUM, made up of representatives of TUM's student academic formations and student organizations, officially recognized by the institution's management, which includes several levels of decision (institution, academic cycle, faculty, specialization/program study, academic group). The Student Senate has a democratic decision- making and elective system and operates according to the University Charter and its own Regulations.

### 3. Mission of the Senate/S

The mission of the Senate/S is:

- a) educating students in democratic values;
- b) cultivating activism and civic spirit, intelligent attitude, responsible citizens, able to meet individual and societal needs;
- c) training the young generation of the Republic of Moldova in the spirit of solidarity, freedom and confidence in their own future.

### 4. Principles for the constitution and activity of the Senate/S

The Senate/S is constituted and operates on the following principles:

- (1) Equal rights and non-discrimination all students are treated equally by the university administration and staff; any direct or indirect discrimination against the student is prohibited;
- (2) Participation in the decision-making process at TUM decisions are taken with the participation of

- representatives of the Senate/S;
- (3) Freedom of speech and assembly all students have the right to freely express their educational, professional, social, cultural, moral and economic views;
- (4) *Transparency and access to information* all students have free and open access to information concerning their own professional training and the life of the academic community to which they belong, in accordance with the legislative provisions;
- (5) Focus on European, national and universal scientific values and standards;
- (6) Interculturality and the guarantee of ethnic and cultural identity.

# 5. Senate/S objectives

The Senate/S promotes its mission by achieving the following objectives:

- (1) To promote and represent students' educational, professional, social, cultural, cultural, moral and economic interests both within the university life and in the context of Moldovan and European society;
- (2) Contributing to the moral, professional, social, cultural and economic edification of students, in the spirit of the local university tradition, in order to provide society with personalities of integrity;
- (3) Balanced and effective representation in the institutional and financial management process 6 students as equal partners in decision-making at any level where the student is a partner;
- (4) Promoting the culture of quality assurance in TUM by participating in the process of improving he university curriculum; teaching-learning-assessment of students in the university; Providing non-formal education methods by developing and supporting socio-professional and cultural projects and programs for students;
- (5) Supporting legislative-regulatory work on students' rights in all areas of activity;
- (6) To identify TUM students' problems and stimulate the participation of all students in both student activity and in the decision-making and implementation process;
- (7) Establish relations with national and international organizations that have similar goals to those of the Senate/S;
- (8) Participation in decision making in the field of higher education at local and central level (Ministry of Education, Ministry of Youth and Sport, Rectors' Council of the Republic of Moldova, other institutions).

# 6. Relations between the Senate/S and other entities

In order to carry out its tasks, the Senate/S cooperates with the management of faculties, university administration, NGOs, trade union organizations, pre-university, specialized, secondary vocational, higher, research, etc.

# II. MAIN DIRECTORATES OF ACTIVITY AND ORGANIZATIONAL CHART OF THE SENATE/S

7. Student Representation and the main directions of activity of the Senate/S

- (1) Within UTM, student representation is ensured at the level of academic group, year of studies, professional training program, study cycle and is found within the institutional management: Faculty Council, University Senate, Ethics and Management Council, Quality Assurance Commission. Students may also be delegated in other relevant activities with a decision-making, consultative or administrative role at the level of university subdivisions.
- (2) In the University Senate and the Faculty Council, students are represented in the proportion of no less than 1/5, but no more than 1/4 of the members of these structures.
- (3) In order to carry out its work, the Senate/S focuses on the following aspects:
  - a) represents, promotes, supports and defends students' interests in their relations with he university management/local/central public administration bodies;
  - b) elects and delegates its representatives in the Faculty Council, University Senate, Ethics and Management Council, Quality Assurance Commission, etc.;
  - c) participates in the elaboration and implementation of student development projects/programs, ensuring their maximum effectiveness;
  - d) participates in the improvement of university regulations, methodologies and curricula;
  - e) participates in self-evaluation, internal evaluation and external quality assessment activities at the university;
  - f) participates jointly with the *Academic Management and Quality Assurance Department* in the evaluation activities of students and scientific-teaching staff of TUM;
  - g) supports students in national and international academic mobility;
  - h) monitors the social dimension of higher education: access to studies; allocation of social, study, merit scholarships; tuition fee exemption; fairness of the competition for budgetary places; distribution of sheets in student rest camps, etc.;
  - i) participates in the management and improvement of services in the student dormitories, including the allocation of student places;
  - j) informs and advises students on their educational, professional, social, cultural, moral and economic problems;
  - k) organizes social-economic involvement events and volunteer actions;
  - 1) organizes conferences, cultural and sports events;
  - m) exercise other powers not contrary to the legislation in force and to this Regulation.
    - 8. Representative bodies of the Senate/S
- a) At the university level Senate/S made up of representatives delegated by the student councils of the faculties and representatives of functional student organizations of TUM;
- b) At the faculty level the Faculty Student Council (hereafter FSC) is made up of representatives of academic groups and representatives of student organizations at the faculty. The representative and executive structures of the faculty councils are similar to those of the Senate/S at university level.

- c) **At academic group level** representatives are elected by the members of the academic group by simple majority of the votes cast (50%+1).
  - **9.** The organizational chart of the Senate/S is represented in *figure 1*, and consists :
  - a) Student Senate at institution level/CSF at faculty level,
  - b) Permanent Bureau of the Senate/S / Permanent Bureau CSF;
  - c) President Senate/S / President FSC;
  - d) a Vice President of the Senate/S / a Vice President of the FSC;
  - e) Executive Secretary of the Senate/S / Executive Secretary CSF;
  - f) department heads / department members in the FSC;
  - g) representatives of student academic groups.

### 10. Permanent Bureau of the Senate/S / CSF

The operational management of the Senate/S/S/CSF is ensured by the permanent office composed of:

- a) President of the Senate/S / CSF;
- b) Vice President of the Senate/S / CSF;
- c) heads of departments / department managers;
- d) presidents of the faculties' student councils;
- e) leaders of functional student organizations;
- f) Executive Secretary of the Senate/S/CFS.

### 11. Senate Departments/S

- (1) The departments of the Senate/S operate on a permanent basis, their work is led by their coordinators, and they are made up of the heads of departments within the permanent offices of the FSC.
- (2) Members of the departments may also be other representatives of the university subdivisions, on the basis of free association.
- (3) The following departments operate within the Senate/S:
  - a) Education and:
    - ✓ engagement, assessment and quality assurance;
    - ✓ personal development trainings for students;
    - ✓ working with the university's continuing and professional training structures;
    - ✓ information campaigns for students on academic mobility, Erasmus+ programs etc.;
    - ✓ organizing and involving students in research projects;
    - ✓ participation in the organization of scientific activities;
    - ✓ organizing student creativity activities.

Figure 1. Organizational Chart of the UTM Student Senate

b) Social:

- helps to accommodate students in the institution's dormitories;
- monitor the sanitary and living conditions in the hostels;
- manages the database of hostel tenants;
- works with the councils of tenants of student hostels:
- responsible for the activities organized by the residents of the dormitories/run in the dormitories;
- monitors the quality of food and sanitary conditions in the students' eating places within the institution;
- student social assistance (social grants, material aid, transportation passes, EduCard, etc).
- c) Culture, leisure, tourism and sport:
  - organizing and promoting cultural activities;
  - organizing and promoting sports activities;
  - leisure and tourism.
- d) PR and External Relations:
  - cooperation and exchange of experience with similar student organizations;
  - identifying partners and funds for the structure's activities;
  - promoting the activities of the structure through various methods including <u>studentus.md</u> and other online media sources;
  - promoting the image of the organization and the University;
  - drafting advertorials.
- e) Organization and Human Resources:
  - o drawing up and monitoring the structure documentation;
  - o organizing electoral campaigns;
  - o information and records of the members of the structure;
  - o continuous training of active members of the self-governing organization.

### 12. Senate Committees/S

In order to organize and carry out efficiently all the activities of the Senate/S during the academic year, committees may be set up within the Senate/S as needed.

### 13. Tasks of the Standing Bureau of the Senate/S / FSC

The Standing Bureau of the Senate/S/FSC has the following tasks:

- a) propose the date of convocation and the agenda of the meetings of the Senate/S/S FSC;
- b) monitors the work of the departments and committees of the Senate/S/S/CSF;
- c) finalizes for the meetings of the Faculty Council, University Senate, Education and Quality Assurance Commission, Discipline, Integrity, Ethics Commission the opinions, opinions and suggestions

- received from the students of the university/faculty;
- d) monitors the election process group, year, program, faculty, study cycle level;
- e) receives and examines the files of student candidates for participation in the elections in order to appoint them to the Faculty Council, University Senate, Education and Quality Assurance Commission, Discipline, Integrity, Ethics Commission, etc.;
- f) other tasks not contrary to the legislation in force.

### 14. Duties of the President of the Senate/S / FSC

- (1) The President of the Senate/S/S/FC shall be by open or secret ballot by the General Assembly of the body concerned, as a rule for a term of 2 years, and shall report only to it.
- (2) The President is eligible for re-election, but for no more than 2 consecutive terms. He/she is the highest-ranking person in the Senate/S/S/SCF.
- (3) The President of the Senate/S / FSC has the following duties:
  - a) carries out the executive management of the Senate/S/S/FSC and the Senate/S/S Standing Bureau / CSF;
  - b) represents (or delegates a representative) the Senate/S/S / CSF in relations with the university/faculty administration, in inter-university relations; state and public bodies, national and international student organizations;
  - c) administers all actions for the design, organization and conduct of the work of the Senate/S/S/FSC;
  - d) make statements, addresses and appeals on behalf of that body;
  - e) ensures the work of departments and committees;
  - f) convenes meetings and approves agenda;
  - g) coordinates, monitors and is responsible for the execution of decisions;
  - h) reports annually to the General Assembly of the Senate/S/S/CSF on the results of the activities carried out:
  - i) responding to requests, petitions and applications addressed to it, within the limits of its powers;
  - j) submit proposals for the election and dismissal of the Vice-President;
  - k) other tasks not contrary to the legislation in force.
- (4) In the absence of the President, his duties shall be exercised by the Vice-President. If the Vice-President is also absent, the powers of the President shall be exercised by the Executive Secretary.

# 15. Duties of the Vice President of the Senate/S / FSC

(1) The Vice-President of the Senate/S/S/FSC is nominated by the President of the Senate/S/S/FSC, voted by open or secret and direct ballot at the first meeting of the Senate/S/S/FSC, as a rule for a term of 2 years, with the right to be re-elected, but not more than 2 consecutive terms.

- (2) The Vice President of the Senate/S / CSF has the following tasks:
  - a) shall act as interim head of the Senate/S/S/FSC and of the Standing Bureau of the Senate/S/S/FSC;
  - b) ensures SS collaboration with other organizations;
  - c) coordinates the work of departments and committees;
  - d) monitors the work of the university student subdivisions;
  - e) other tasks not contrary to the legislation in force.

# 16. Duties of Heads of Departments and Chairpersons of Senate Committees/S

- (1) Department Coordinators and Senate/S Committee Chairs are appointed by the Senate/S President and approved by the Standing Bureau, as a rule for a term of 2 years, with the right to be reappointed, but not more than 2 consecutive terms.
- (2) Department coordinators and Senate/S committee chairs have the following basic duties:
  - a) ensures the representation of the department/committee in relations with the relevant body the Senate/S and other departments/committees;
  - b) establish and ensure the development and efficiency of the main lines of activity of the department/committee, as well as the duties of the members;
  - c) convene and chair department/committee meetings;
  - d) participates in the work of other departments/committees examining common issues;
  - e) presents in the meetings of the SS body the drafts, the reports on the activities carried out and the opinions formulated by the department/committee;
  - f) examines and responds to requests, petitions and petitions on matters falling within their area of competence;
  - g) other tasks not contrary to the legislation in force.

# 17. Duties of the Executive Secretary of the Senate/S

The Executive Secretary of the Senate/S/CFS shall perform the following main duties:

- a) takes the roll call and keeps the attendance record of the Senate/S/S FSC meetings;
- b) counts the votes and informs the President of the quorum required for the adoption of each decision and the result of the vote;
- c) draws up opinions, minutes, statements, etc. of meetings;
- d) informs the members of the Senate/S/S / FSC about the date of the meetings;
- e) keeps records and informs the members of the Senate/S/S/CSF and provides all the documents necessary for the activity;
- f) other organizational tasks not contrary to the legislation in force.

# III. PROCEDURE FOR ELECTING AND DELEGATING STUDENT REPRESENTATIVES

### 18. Membership

- (1) A member of the Senate/S/CSF can be any student, who is studying full-time, regardless of social origin, ethnicity, gender, language, religion, political opinions, etc.
- (2) As a rule, the term of office is 2 years, with the right to re-election, but not more than 2 consecutive terms.

# 19. Election of student-representatives to the Senate/S / CSF

- (1) In order to organize the elections to the Senate/S and the FSC, an electoral commission composed of representatives of the Senate/S and the FSC is set up.
- (2) The electoral commission determines the representation (e.g.: 1/10; 1/15; 1/20, depending on the contingent of students of the faculty) of the academic groups and communicates to the heads of academic groups the number of representatives from the academic group.
- (3) The Electoral Commission is responsible for organizing the assemblies and elections in the academic groups and is obliged to draw up minutes for all stages of voting, counting of votes.
- (4) Teachers, members of relevant non-governmental organizations, former student representatives and candidates are also entitled to be observers.
- (5) Students who wish to run for the CSF on behalf of their academic group shall announce their intention to stand as a candidate to the electoral commission set up for this purpose.
- (6) To apply, candidates are required to submit a covering letter and a Curriculum Vitae. Failure to do so will invalidate the application. Candidates proposed directly to the General Assembly must submit information similar in content to that contained in the letter of intent and Curriculum Vitae.
- (7) Elections for student representatives are held no later than 4 weeks after the beginning of the academic year. For a period of at least one week candidates have the right to support/promote their and to campaign.
- (8) Elections are held at academic group, faculty, university level. Attendance at the election meeting is compulsory.
- (9) The election process will take into account the candidates' participation in extra-curricular activities within the educational institution, participation in voluntary activities, confirmed supporting documents, managerial skills, attitudes, behavior, etc.
- (10) Voting is secret or open, at the decision of the General Assembly, single, direct, and takes place during one working day.
- (11) In the secret ballot, students vote on the basis of a ballot paper that includes the names of all candidates. The ballots are placed in a sealed ballot box.
- (12) In the case of a secret ballot, the votes are counted after the close of the voting period and the

- results are made public after the Electoral Commission has counted the votes. In the case of open voting, the results are announced immediately.
- (13) Candidates who obtain the number of votes equivalent to a simple majority within the delegating subdivision become student representatives.
- (14) In case of a tie between candidates, repeat elections are organized under the same conditions.
- (15) Candidates who are dissatisfied with the results of the vote can lodge an appeal on the day the results are posted at the relevant electoral commission.
- (16) The Senate/S shall set up, at the latest 6 weeks after the beginning of the academic year, the departments and Senate/S committees.
- (17) Each representative of the Senate/S in the bodies listed in paragraph. (13) of this Article shall be obliged to submit an annual activity report at the level of the structure that has delegated him/her. The report shall be submitted at the end of each term of office and shall be made public to all students.
- (18) The FSC is obliged to ensure representation of students from all academic groups, years of study, programs and study cycles.
- (19) The CSF elects its representatives in the SS of the UTM, the number of representatives being approved in advance by the SS.
- (20) Leaders of representative student organizations at university/faculty level are ex officio members of the SS/CSF. Their membership in the Senate/S/S/CSF is approved by the Election Commission on the basis of a petition by the respective student organizations.

### 20. Delegation of student-representatives with voting rights within the TUM

In order to ensure students' participation in the decision-making process in the TUM structures and in the procedures for the election of governing bodies within the TUM, the following procedure is established:

- (1) The CSF is responsible for organizing and conducting the process of electing its voting representatives in the procedures for electing the Rector and the Dean, as well as in the decision-making process within the Faculty Council, the University Senate, the directorates and services and the r subdivisions of the TUM;
- (2) The FSC delegates in accordance with Art. 19, paragraph. (2), (3), at the latest 6 weeks before the beginning of the academic year, its representatives with voting rights in the Faculty Council, the University Senate, the directorates and services, as well as in other subdivisions of the TUM:
  - a) the Chairperson of the FSC, in coordination and with the supervision of the representative of Ite

- TUM Electoral Commission, organizes the General Assembly of Student Representatives at which a number of student representatives with voting rights, determined by the University Charter, will be nominated and elected;
- b) in the case of the elections of representatives to the TUM Senate and the election of the Rector of TUM the voting method is strictly determined, i.e. by direct and secret ballot;
- c) in the case of elections as representatives in the Faculty Council, participants in the assemblies of the teaching and scientific collectives of the faculties in the elections of the deans of faculties - the voting method is open or secret, being established at the beginning of the General Assembly of the student representatives;
- d) in the case of elections as representatives in directorates and services, as well as other subdivisions of the TUM, faculties the voting method is open or secret, being determined at the beginning of the General Assembly of student representatives.
- e) The minutes of the meetings shall be submitted to the President of the TUM Electoral Commission.
- (3) The share of representatives in the structures specified in paragraphs. (2), points (c), (d) shall be determined according to the calculation relationships:

$$R_{(1/4)} = N/3$$
; and  $R_{(1/5)} = N/4$ ,

where:

- N the number of tenured and scientific teaching staff of the faculty;
- R student representation according to art.7, paragraph. (2) of the total number of voting members determined by the University Charter.
  - (4) The share of representatives in the TUM Senate and in the election of the rector of the university is determined by the TUM administration.
  - (5) The term of office of the voting representative in the Faculty Council, the University Senate, the directorates and services, as well as in other subdivisions of the TUM is 1 year, with the right to be re-elected, but not more than 2 consecutive terms.

### 21. Termination of membership of the Senate/S

- (1) Membership of the Senate/S shall cease upon the expiry of the 2-year term of office, with the right to be re-elected, but not for more than 2 consecutive terms.
- (2) The loss of the membership of the Senate/S shall also occur in other conditions than the one set out in paragraph. (1) of this Article. These situations are:
  - a) by revocation, by those who conferred the quality of representative. Revocation shall be on the basis of a proposal from the representative student body or by petition signed by a number of students equal to at least 50%+ 1 of the number of those who cast their vote for the election of the member concerned;
  - b) if he/she misses two consecutive meetings of the structure to which he/she belongs, without

- notifying the fact that he/she cannot attend the meeting and without delegating another student from the student representative body;
- c) resignation of their own free will;
- d) leaving university by graduation, transfer or expulsion.
- (3) In the event of revocation, elections shall be organized for the vacant representative position, in accordance with the student election procedure. These elections must be organized no later than two weeks after the date of revocation.

### IV. MEETINGS. THE DECISION-MAKING PROCESS

### 22. Senate/S

- (1) The meetings of the Standing Bureau of the Senate/S/S/FSC and of the General Assembly of **b** Senate/S/S/FSC shall be announced at least 3 days in advance and the shall be presented to the members.
- (2) Meetings are considered deliberative if a quorum (2/3 of the members) is present.
- (3) The Standing Bureau of the Sent/S/SFC meets in ordinary sessions not less often than every two weeks and in extraordinary sessions in exceptional cases.
- (4) The General Assembly of the Senate/S meets in ordinary sessions, as a rule once every two months and in extraordinary sessions in exceptional cases.
- (5) The General Assembly of the FSC meets in ordinary sessions, as a rule once a semester and in extraordinary sessions in exceptional cases.
- (6) Meetings may also be attended by persons who are not of the body concerned, whose presence shall be notified in advance to the Permanent Bureau.
- (7) Minutes of the meetings shall be kept by the Executive Secretary of the Secretary of th

# 23. Transparency in decision-making

- (1) The decisions of the Senate/S/S / FSC are taken by a simple majority (50%+l) of the votes of the members present and are made public on the university website no later than 12<sup>(00) noon</sup> of the first working day after the meeting.
  - The same procedure is laid down for decisions taken by the Bureau.
- (2) The President of the Senate/S/CSF will designate a person responsible for carrying out information and consultation procedures in the academic groups on the draft decisions of the Senate/S/CSF Permanent Bureau.
- (3) The General Assembly of the Senate/S will consider the opinions and recommendations of stakeholders in the process of drafting draft decisions.
- (4) The vote of the member of the Senate/S/FSC shall be personal, deliberate, equal and shall be cast in

- a quorum of the Senate/S/FSC.
- (5) Voting can be open (show of hands), roll-call or secret (on voting ballots).
- (6) The Senate/S/FSC may decide to resort to a secret ballot also in other situations than those outlined in the given Rules.
- (7) A decision adopted at a meeting of the Senate/S/S/FSC cannot be amended at the same meeting.

  The same goes for the Standing Bureau of the Senate/S/S/FSC.
- (8) All decisions approved by the Senate/S/SFC and the Permanent Bureau are countersigned by the President and the Executive Secretary.

### V. RIGHTS AND OBLIGATIONS OF MEMBERS OF THE SENATE/S

# 24. Rights of Senate/S / FSC members

The members of the Senate/S/S / FSC have the following rights:

- a) to elect and be elected to the decision-making bodies of the TUM;
- b) to have access to all activities carried out by the structures within which he/she is represented;
- c) to elect and be elected to leadership positions;
- d) have access to information;
- e) freedom of expression and the right to make public the decisions taken in the bodies to they belong;
- f) to propose and participate in projects concerning the activity and situation of students at TUM;
- g) to participate in decision-making by open or secret ballot, as appropriate;
- h) publicize and denounce any attempt to influence its decisions;
- to use the University's material base in its representational activities in accordance with obligations in that capacity;
- j) to make up academic hours and midterm/final assessments free of charge, if they overlapped with activities required by the student representative;
- k) other rights laid down in the institutional regulations.

# 25. Duties of the members of the Senate/S / FSC

The members of the Senate/S/FSC have the following duties:

- a) to represent and defend students' interests without being influenced by other internal or external factors;
- b) to attend and actively participate in Senate meetings/;
- c) to inform the students they represent about the activities carried out and the decisions taken in the Senate/S/S/FC;
- d) ensure dissemination of information;
- e) to participate in all activities arising from position;
- f) answer to the students they represent;

- g) to maintain contact with the represented students on a regular basis and by all methods at their disposal;
- h) to schedule their own time and skills to fulfill the duties of a student representative;
- i) contribute to a positive image of TUM and promote it outside the university.

# 26. Measures to stimulate and develop student participation

In order to support and motivate the student-participants in the activities of the Senate/S/S/CSF, on the basis of the university autonomy, implicitly financial, the TUM management may offer the following facilities:

- a) taking into account the student's activity in offering places in dormitories and scholarships, in the distribution of sheets in the student rest camps, including the competition for filling the budgetary places (in case of coincidence of the average grades, in the selection of candidates);
- b) preferential delegation to conferences, seminars, national and international study visits;
- c) providing an account for transportation, board and lodging in the event of carrying out the duties of a student representative in a place other than the place of residence;
- d) Financing various conferences (forums), competitions, olympiads, exhibitions, etc. organized by members of the Senate/S / CSF.

### VI. FINAL AND TRANSITIONAL PROVISIONS

### 27. Conditions of entry into force of this Regulation

This Regulation shall enter into force upon approval by the Senate/S and subsequently by the TUM Senate.

# 28. Conditions for amending this Regulation

- (1) If necessary, this Regulation may be amended and approved at the Senate/S meeting and subsequently by the TUM Senate.
- (2) The Regulation on the organization and functioning of the Senate/S with amendments on student representation in the election of the governing bodies of TUM in accordance with the provisions of the Education Code was examined and approved at the meeting of the TUM Senate/S Bureau on November 28, 2016.