

REGULATIONS ON CLASS REPRESENTATIVES

I. CLASS REPRESENTATIVES AND DEPUTY CLASS REPRESENTATIVES

1. Each section of Bachelor programmes established for an academic year will designate a class representative and a deputy class representative through direct election. The class representative and the deputy class representative will represent the section before IE University's authorities and staff for all general issues regarding the University's academic and administrative fields. As representatives of the class section, the class representative and the deputy class representative are part of the student participation mechanisms for the general management of the University, with a special relation with the Student Government.

2. The positions of class representative and deputy class representative will be the result of the elections procedure established by these Regulations.

3. Students have the right to act individually and directly to represent their own interests before administrative and academic bodies. Class representatives and deputy class representatives will act at the request of the section or at their own initiative and always on behalf of the general interest of the section. Class representatives and deputy class representatives will defend the position decided by the majority of the section they represent, even if they do not share it.

4. The principle of student representation empowers class representatives and deputy class representatives in their relations with faculty, members of the programme and University Administration. This does not entail any personal benefits for the elected representatives or any kind of special treatment from IE University academic authorities and staff regarding the rest of the student body. Under no circumstances are class representatives allowed to act on their own interest or on behalf of another student's personal situation.

5. Class representatives and deputy class representatives will execute the following duties:

a) Promoting community life within the section and encouraging integration of their fellow students avoiding any kind of discrimination.

b) Collecting ideas, suggestions and complaints shared by majority of the section, as well as notifying and defending them in front of the University's administrative and academic bodies to contribute to better functioning of the University.

c) Promoting communication between their section and professors.

- d) Serving as a liaison between the programme Direction and their section's fellows.
- e) Serving as a liaison between the Student Government and their section's fellows.
- f) Taking part in the University's student representation mechanisms on behalf of their class section, mainly participating in the mandatory regular meetings with the programme Direction and the University Administration.
- g) Promoting the University's ethical standards in academics and community life, reporting any breach of the Code of Ethical Conduct that could happen in their sections.
- h) Collaborating closely with the members of the Student Government to bring this body closer to students. This will include:
 - i. Providing feedback to the Student Government on any issues which have arisen within the student community.
 - ii. Helping the Student Government with the dissemination of important information.
 - iii. Attending mandatory scheduled meetings with the Student Government members.
 - iv. Suggesting ideas regarding how to improve the academics or student life at IE University.

6. In the exercise of their duties, class representatives and deputy class representatives will act diligently and make themselves available to their section's fellows, whilst fulfilling their own academic obligations.

7. Class representatives' duties and their execution also apply to deputy class representatives. Class representatives, in collaboration with deputy class representatives, will define the best way to guarantee their section's representation.

8. Class representatives from any Bachelor programme may establish among them ways of sharing opinions and experiences and to carry out activities that promote student participation and integration in the University community.

9. Class representatives and deputy class representatives may request credit recognition, or any other similar measure if credit recognition is not applicable, for the student representation duties they have performed under the conditions established annually by the University.

10. Class representatives and deputy class representatives will exercise their duties over the period between the elections and the end of the academic year. From the beginning of the new academic year until the new election takes place, they will exercise as acting representatives to guarantee students' representation in the corresponding section. Class representatives and deputy class representatives cannot apply for credit recognition, or any other similar measure, for student representation duties unless they exercise them the entire term.

11. Class representatives and deputy class representatives will avoid long absences from IE University Campus that may affect the regular dedication to their duties. If all or most of the students from the section are absent from IE University Campus, due to exchange programmes or internships, class representative and deputy class representative from the previous academic year will exercise as representatives until new elections are held.

12. If concentrations or specializations of a Bachelor programme are foreseen to redistribute the students enrolled in a section, such students may request the Vice-Rector responsible for student affairs to announce a new election in order to appoint a representative of the corresponding concentration or specialization, prior authorization from the programme Direction. The new concentration or specialization representative will exercise their duties during the period when the track or concentration courses are delivered.

13. The loss of the status of IE University student will imply the suspension of any student representation duties including any duties as class representative and deputy class representative.

14. Class representatives and deputy class representatives are due to attend all the mandatory meetings convened by the programme Direction, the University Administration and the Student Government, unless a specific representation level is required (either class representative or deputy class representative). If the class representative or the deputy class representative cannot attend such an activity, they will be replaced by the other representative to always guarantee section representation.

15. If the class representative resigns due to personal reasons, the deputy class representative will automatically replace them until the end of the ongoing academic year. If both the class representative and the deputy class representative resign, or there is no deputy class representative, a new election process will be immediately announced to fill both positions for the remaining period until the end of the ongoing academic year. The resignation will be notified to the programme Direction, who will communicate it to the Vice-Rector responsible for student affairs. Resignation will exclude the possibility of applying for credit recognition, or any other similar measure, for student representation duties as they have not been exercised in the entire established term.

16. In the event of the class representative's ongoing and evident abandonment or unfulfillment of duties, students in that section may request the Vice-Rector responsible for student affairs to transfer these duties to the deputy class representative, prior agreement of the programme Direction, and provided that those students represent two thirds of the enrolled section students with the right to vote. In case the deputy class representative resigns, a new election will be announced for the remainder of the academic year.

II. ELECTION PROCESS

1. A class representative and a deputy class representative for each section will be elected within the first thirty (30) days from the beginning of the academic year. First-year sections will have an additional extension of a maximum of twenty (20) days to hold elections.

2. The election announcement will be made by the Vice-Rector responsible for student affairs at least one week prior to the election date.

3. All the official University students will vote directly, individually and secretly, either through online mechanisms or in person, by casting one ballot per call.

4. The class representative will be the student who has obtained the highest number of votes and the deputy class representative will be the student with the second highest number of votes, provided that the total number of votes represents at least a third of the students enrolled in that class section with the right to vote.

5. Candidates will freely present their candidacies. Any student enrolled in the corresponding class section may be a candidate provided they meet the following criteria:

- a) Being an official University student.
- b) Having a maximum of 12 ECTS credits pending.
- c) Not having received an ethical academic sanction during the prior academic year.
- d) Not having any pending financial obligations with the University.

6. Failure to meet the conditions stated in points b) and d) during the representation term does not entail, in principle, the loss of the condition of student representatives. In the event of a sanction due to a breach of the University's Code of Ethical Conduct, the student loses the condition of student representative.

7. Students who are members of the Student Government at the time of the elections cannot be candidates for the positions of class representative and deputy class representative. However, these students have the right to vote in the elections.

8. Incoming students from other universities and visiting students will refrain from taking part in the elections, either as candidates or as electors.

9. When the election is made through online mechanisms, the Vice-Rector responsible for student affairs will assume the organization and development of the single election process ensuring compliance with the general conditions of the established procedure.

10. All the candidates must fill out a candidacy form in the established period and in compliance with the established criteria. The submitted candidacies will be validated in the next twenty-four (24) hours after their submission.

11. All the authorized electors can vote for the section candidates through an online platform just once and for one candidate of the respective section only.

12. When the election is in person, the professor responsible for the section at the time of the election will guarantee its organization and implementation according to the procedure established. A representative from the corresponding Bachelor Office will be of assistance during the procedure and, if needed, so will be the acting class representative and the deputy class representative.

13. Once the election is over, the votes cast will be validated and counted. The results will be announced publicly. The Vice-Rector responsible for student affairs will guarantee the legality of the process and custody the election results.

14. The election will be postponed for a maximum of ten (10) days in a section if no candidates have presented their candidacy by the time the election is due. During these ten (10) days, the acting class representative and the deputy class representative will guarantee section representation. In the event that there are no candidates after these ten (10) days, the acting class representative and deputy class representative who were elected the previous academic year will renovate their positions unless a majority of the section explicitly refuse this renovation in a formal communication to the programme Direction. If the renovation is refused by the section or the representatives reject to exercise these duties, the Vice-Rector responsible for student affairs may designate a class representative and a deputy class representative in order to guarantee section representation, prior agreement with the programme Direction.

15. In the event of a draw between two or more candidates, a new election will be held among those candidates who received the same number of votes. The candidates who received a lower number of votes will be excluded from the new election. If the draw continues, the class representative and the deputy class representative will be appointed under the supervision of the Vice-Rector responsible for student affairs.

16. If in any section there is only one candidate when the election process starts, this candidate will be designated directly as class representative of this section. In case the majority of the group does not accept the candidate, a ten (10) days extension will be opened to receive new candidates. After a candidate is designated directly as class representative, the deputy class representative position will be designated as “not covered” and no other candidates will be accepted.

17. Under no circumstances has the proclaimed class representative the possibility of designating a deputy class representative in the absence of candidates. Likewise, the proclaimed class representative is not allowed to designate a deputy class representative different from the candidate with the second highest number of votes.