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Milestone Institute

Student Life Guidelines

2020-2021

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Welcome !

The Milestone Institute is pleased to welcome you to its lively community of students who share a drive towards excellence in education, an aspiration for leadership and a spirit of adventure.

Student Societies and Clubs are a great way to connect with similarly minded people, establish professional networks in your field of interest and forge a community in which members can learn from each other to work towards achieving extraordinary results. At the Milestone Institute Student Leadership is overseen by the Student Life Coordinator.

The Student Representative Council represents the voices and opinions of all Milestone students as they act as a channel between Milestone Students and the Academic Team, ensuring that all students have a say into all sides of Milestone life while also having a glance into the inner working of the Institute. The Milestone Institute is the place where future connections are formed and the Council are responsible for bringing the Year Groups and staff together into a cohesive whole by organising socials and fun events.

Through an active participation in Student Life, students master both transferable skills, such as autonomy, budgeting, transparency or event planning, and specific skills in areas as diverse as sailing, financial market analysis, debating, international political issues, writing reviews or a sensitivity for the dynamics of visual culture. From a rowing competition in Oxford to a Model United Nations Conference in Berlin, Milestone Societies and Clubs have a tradition of crossing borders and providing its member students with a wealth of experience beyond the academic curriculum. Milestone is the place where like-minded people form a fellowship and community. What might start-off as a fun Murder Mystery Halloween Party or Documentary Film Festival could lead one to creating connections for a lifetime which will last beyond high school and university.

Last but not least, Milestone Student Life presents perfect opportunities to meet new people, enjoy fellowship with like-minded students and have fun!



Read the short testimonies of the Milestone Student Leadership!

Antal Nagy - President of the Model United Nations Society of 2018/19

Milestone's MUN society has become a very important part of my everyday life in the past two years. Without the MUN society I would not have found my academic pathway and the area I wish to pursue later on. Because of that I believe that I owe a great duty to Milestone and the Society itself. Having represented Milestone at BERMUN 2017, I developed my MUN skills to a whole new level.

Laura Bánhidi - President of the Arts Society of 2018/19

It is my solid belief that engaging in some form of art is absolutely necessary for the health and balance of the human psyche. Music, in general, I find to be an essential part of my life, as it is nearly unimaginable for me to go a day without listening to or making music. Also, literature has had a huge effect on my development as a person. It is a scientifically proven fact that fiction makes us more empathetic and I am a living example of this claim, as fiction had an enormous role in broadening my horizons and my perspective, while also making me more open-minded. I sincerely believe that a Society which holds together many areas of Arts is extremely beneficial for all students.

Szilveszter Pálvölgyi Jr. - Debating Society Member on Year Abroad of 2018/19

After spending two and a half weeks at my new school in the US, I have been picked to be a part of the Debate Team and to attend a prestigious Debate Tournament. Honestly, when I attended the first Session in the States, I thought I had no chance at all as they used a different format there with only 10 minutes of prep time. However, the result we achieved can simply not be described in words and I am thankful for everyone involved who got me to this point. I can say one thing for certain: It is the quality and professionalism of the Milestone Debate Society that got me to this point. I would also like to send a message to all of you current and future Laika Debaters: you all have potential, there is nobody, not even people from American prep schools whose arguments cannot be refuted. I am truly proud to be a Milestone Debater.

Olivér Pilz - Alumni Member of the Rowing Club of 2018/19

Being an Alumni member of the Rowing Club has provided me with a constant connection to the Institute and opportunity to stay in touch with my peers while also getting know the new students. I believe that the Club's potential to connect alumni with current students and providing a community to which one can return are truly unique elements. Besides the competitive element, such as coming first in the Budapest Cup and receiving training by professional coaches, for me rowing is all about bringing together a



great group of like-minded sports-enthusiasts. The 7 am trainings, competitions, the beauty of the Danube and post-training socials certainly form a community which outlasts one's time at the Institute.

Zsófia Dara - Junior Student Representative and Debating Society President of 2018/19 and 2019/20

I am dedicated to help all Junior students have the best Milestone experience. As I have been an active member of the Institute for two years now, I understand it might be frightening at first to have your voice heard, to express your thoughts about how the Institute works and your experiences here. For this reason, I believe that the Student Council can provide every student should have a support system, which serves similar purposes as mentoring but less formal. As a Student Rep, I hope to be this person on whom my peers can rely in any situation and to whom students can come with questions at any time.

Emma Somos - Junior Year Student Representative and MUN Society Vice-President of 2018/19 and President of 2019/20

For me, working as a Student Representative means that I can give back to the Milestone Community in exchange of all the knowledge and core values Milestone teaches me every day. I know how scary it can be to find yourself in a new community but that is exactly something I would like to help students to overcome. Both as Student Rep and the MUN Society's Vice-President, I am committed to democratic values with enthusiasm to form a community that includes each and every one from the Year Group.

STUDENT LIFE GLOSSARY:

Student Life Coordinator (SLC):

The Student Life Coordinator, SLC, is responsible for representing the Milestone Institute's holistic goals as he/she brings together Student Organisations, the Student Representative Council, the Student Governing Body and Student Life events. The SLC is the Milestone Academic Team representative for all Student Life activities and events thus he/she is the first point of contact regarding institutional matters or new initiatives. The Student Life Coordinator also oversees Grant Applications, Hardship Fund and the Student Leadership Programme to ensure support for the Student Leaders.

Student Organisations:



Milestone's Student Organisations are student-led and governed by a Committee who are elected by the Organisations' members. The first point of contact regarding Society or Club activities, plans and perhaps suggestion is the President of each Organisation.

Societies:

Societies at Milestone support the academic goals of the four divisions (Arts, Literature and Humanities, Numerical Sciences, Natural Sciences and Social Sciences), while also providing an excellent opportunity for students to delve deeper into their fields of interest, broaden their horizons, participate in a professional network, develop essential skills and create bonds with their like-minded peers.

Clubs:

Milestone Clubs operate on the mutual interests of their members and are not tied to the academic focus of the four Divisions. Clubs provide a great way to get together with a wide variety of other Milestone students and pursue recreational activities. They also present opportunities for acquiring skills and, as they are often led by Milestone Alumni. They provide further opportunities for connections which are beneficial for future studies, career and personal development.

Presidency: President and Vice-President

All Student Organisations are required to have a President and a Vice-President (executive positions) with the responsibility to establish and maintain the operational procedures call meetings, answer for all the actions of the other officers, attend Leadership meetings and drop-ins, provide a successor, organise elections, lead handover and update the Student Life Coordinator regarding the progress of the Student Organisation.

Committee Members:

All other leaders of Student Organisations form the Committee. Committees may vary according to the Student Organisation's profile and the associated specific tasks. All positions besides the President and the Vice-President are considered non-executive and their work is overseen by those in executive positions.

Student Representative Council:



The Student Representative Council (SRC) is put together by Student Representatives from each Year Group at the Milestone Institute and is overseen by the Head of Council and the Deputy Head of Council. The SRC acts as a channel between the Academic Team and their Year Groups. They represent their Year Group to the Academic Team and also communicate the institutional responses of the feedback and suggestions to the students. The SRC also organises Socials for their Year Groups or Houses in order to support Year Group cohesion and welfare.

Head of Council and Deputy Head of Council:

The Head of Council and the Deputy Head of Council (executive positions) are responsible for overseeing the work of the Council and directly communicating their progress with the Student Life Coordinator. The Head of Council bears the same level of responsibility thus the position cannot be taken on by someone who is already a President of a Student Organisation. The Deputy Head of Council may hold an executive position in a Student Organisation.

Student Representatives and New Student Representatives:

The full Student Representative Council includes two Representatives from each Year Group, not including the HoC and DHoC. One Student Rep from each Year Group alongside the HoC and DHoC are elected at the end of the Spring Term. The New Student Reps are elected at the beginning of the Summer Term, in order to give new students the opportunity to become Student Leaders and represent their Year Group. Students should reach out to their Year Group Representatives with queries, feedback or suggestions for activities.

Student Leadership:

Members of the Committees of Student Organisations and the Student Representative Council together form the Milestone Institute Student Leadership. Student Leaders are expected to check their emails on a regular basis, keep track of the relevant facebook groups and act according to the Student Leadership Manual. Their main platform of operation is the Student Leadership Canvas page where all important dates and documents are posted.

Student Governing Body:



The Student Governing Body is put together by the Presidential Board and the Head of Council. They hold formal meetings at the end of each semester at which each member presents their reflection on the term and additional agenda points if submitted by Leaders. From this meeting minutes are produced which can be requested by all Milestone students. The Student Governing Body might be called upon for Emergency Meetings in case failure of duty is observed and they shall hold a vote on the matter.

Student Life and Development Canvas Calendar:

All Student Life-related deadlines, meetings, assignments and events are posted and constantly updated in the Canvas calendar. In order to sync the Canvas calendar with a Google calendar, students may copy the 'calendar feed' link as a new calendar into their own Google calendar.

Student Life and Development Canvas Page:

The Student Life and Development Canvas Page is accessible for all students and Student Leaders. This page serves as a notice-board for important opportunities to be posted by the SLC or the Division Heads. It also contains the updated Student Life Handbook and Leadership Manual, Hardship Fund application form, Student Leadership Contacts, membership forms and also acts as a platform for Elections. The up-to-date list of Student Organisations (Societies and Clubs) as well as the Student Representative Council can be viewed on the Milestone Institute's on the Student Life and Development Canvas page under 'Student Life'.

Student Life Noticeboard

Students are encouraged to check the noticeboard located at Milestone's foyer frequently. The weekly Student Life timetable is posted there. If students wish to advertise something, they are required to ask for the permission of the Student Life Coordinator.

Student Life on Social Media

The Student Life facebook page is overseen by the Student Life Coordinator. Students are encouraged to send in pictures and posts which shall be monitored and shared by the SLC. Student Council events are created on this site while the events of the individual Student Organisations are posted in their official facebook groups. When posting on social media sites and groups which are officially affiliated with the Institute, these posts should reflect the values of the Institute as well as the code of conduct found in the Academic Handbook. If



students wish to set-up any unofficial and unaffiliated social media sites, they are asked to refrain from using the Milestone Institute's official logo and name and to make it clear that the site is independent from the Institute, run by individuals. As a general rule, students should ask for permission before involving another student or staff member in their posts to avoid negative reception. However, if it is done on an unaffiliated site, it is up to their discretion and are to bear the potential consequences.

A Guide to Student Life:

STUDENT ORGANISATIONS - SOCIETIES AND CLUBS:

How to Join

Students are welcome to join any of the Student Organisations throughout the year. However, it is highly recommended that students do so at the beginning of the Academic Year in order to get the most of their Society or Club involvement.

At the **Year Opening Ceremony and Student Life Fair** in May, students have the opportunity to get to know the leaders and some members of every Student Organisation and sign-up for more information. In the Summer Term, **Shopping and Student Life Week**, besides introductory Shopping Lectures, provides a series of events held by all Student Organisations. Students are encouraged to attend as many of these events as possible in order to get a feel of Student Life and decide which Societies or Clubs they wish to join.

Students are able to register for membership from the Student Fair onwards through the membership form on the Student Life and Development Canvas Page, however, it is important to be aware that the responsibilities of membership differs between Student Organisations.

For 'Societies' *'regular membership'* is given to those Milestone Students or International Student Ambassadors who have signed-up for membership. For 'Clubs' *'regular membership'* can be given to Milestone Alumni as well. Regular members are able to run for office and vote in elections. Any Member violating the purposes of the Organisation or failing to abide by the Student Life Guidelines and the Milestone Code of Conduct shall be reported to the SLC immediately and he/she might face the termination of his/her membership.

For 'Societies' *'affiliate membership'* is given to those who are not currently studying at Milestone. The *'affiliate membership'* also involves any student interested, Milestone alumni, staff and faculty. For 'Clubs' the same rules apply



with the exception that Milestone Alumni count as ‘regular members.’ Such Members may not outnumber student Members, may not hold office, may not vote for officers, or may not vote on the expenditure of money and are expected to know, understand, and abide by all rules and regulations of the Milestone Institute.

It is up to the discretion of the leaders of Student Organisations whether they wish to introduce a membership fee. Any student wishing to be exempt from this fee due to financial background is to get in touch with the President of the given Student Organisation who shall inform them of the possible steps.

Registration for Student Organisation Membership is only closed throughout the previously advertised Election Period, so students are advised to sign-up for membership in advance if they wish to vote. Students only need to sign-up once per Academic Year.

Membership Obligations

All Milestone Students can join as many Societies and Clubs as they wish. Indeed, everyone is highly encouraged to become an active participant in the Institute’s Student Life as it is beneficial for both academic and personal development to do so.

Members of all Societies and Clubs are asked to keep up-to-date with Student Life news by regularly checking the individual Student Organisations’ Facebook groups and personal emails for the Student Life Newsletter as well as the Student Life and Development Canvas Page and Calendar. Student Organisation members are also viewed as Ambassadors of their Student Organisation whether in Milestone or other Institutions and are asked to conduct themselves according to the values of the Institute.

Membership requirements differ in each Student Organisation, however, members should be aware that if they attend less than 25% percent of the Student Organisations’ events, they might be barred from voting and announcing their candidacy for positions in the Elections. This decision is up to the Presidents’ discretion. Leaders of Student Organisations have the option to deem regular members as ‘affiliate’ once the deadline for registration has passed. The student in question is notified that their membership might be rebuked and is given a chance to submit a ‘Letter of Appeal’ if he or she believes that the treatment is unfair. If a ‘Letter of Appeal’ is submitted, the Student Organisation is to provide proof of inactivity of the member, which is most to be in the form of attendance taken at all events. If no such proof is provided, the member shall remain ‘regular’ and able to vote and run for positions.



Membership Perks:

Representing Milestone Abroad

Student Organisation members have the opportunity to represent Milestone abroad at conferences, competitions and internationally recognised events. These students are also viewed as Ambassadors of their Student Organisation and the Institute and they are to conduct themselves according to the values of the Institute, the Student Life Guidelines and the Code and Conduct which can be found in the Academic Handbook.

Hardship Fund

Student Organisation members have the privilege to apply for 'Hardship Fund' which is a scholarship set up to support students' participation in Student Life activities. Please follow the application form and guidelines found on the Student Life and Development Canvas Page.

Taking on a Role: Presidents and Committee Members

All 'regular members' of Societies and Clubs are eligible to take on roles within Student Organisations. Each Student Organisation must have an executive board which is put together by the President and the Vice-President. Most Student Organisations also choose to have non-executive positions such as Secretary, Finance Manager or Tournament Manager. The President is responsible for the overall running of the Organisation and coordinating the work of the Committee. He/She is in communication and reports to the Student Life Coordinator. The Committee must keep their membership updated regarding upcoming events, take care of handover arrangements and attend regular meetings with the Student Life Coordinator and the Student Leadership. If any member of the Committee fails to satisfy his/her duties, it must be reported to the President. If the President fails at leading the Student Organisation, all members have the right to report it to the Student Life Coordinator to ensure the efficacy and safe running of all Student Organisations. Taking on a Committee Leadership role is considered a highly responsible position and as members of Student Leadership and representatives of the Institute, they are asked to conduct themselves according to the values of the Institute.

Elections Period

Each Student Organisation Committee is elected annually at the end of the Spring Term in preparation for the new Academic Year.



Advertising Positions and Annual General Meeting:

The positions open for candidates are advertised by Committees and the SLC. Every Student Organisation is required to have all of their positions opened up for new candidates. If any member of the given Student Organisation should have an issue with the quantity and quality of positions available has two days to raise their complaint to the SLC and call for an emergency members' meeting. If at this meeting the majority votes in favour, this new proposed position shall be added to the list. In case a President fails to advertise the positions in advance, members are to report to the Student Life Coordinator immediately.

Each Committee ought to hold a meeting at which these positions are advertised (Annual General Meeting). The AGM is ought to be open to all members and include current Committee members' presentation on what their position entails, what the responsibilities and tasks are and allow members to ask questions regarding the positions. In case there were any amendments done to the Founding Document by the Committee, these are also shared at the AGM. Members have the right to vote against any amendments proposed by the Committee and in case of majority vote the amendment shall be erased.

Eligibility of Candidates:

Every 'regular member' of a Society or Club is eligible to announce their candidacy and vote at the Societies and Clubs Elections. In the case of only Senior students elected, the elected Committee is to hold Special Elections during the Summer Term which is only open to non-Seniors. It is not allowed to hold two executive positions within Student Organisations and the SRC. One may hold a position both in the Student Organisations and in the Student Council within the same Academic Year, given that they are non-executive positions. There is no limit to how many consecutive years one can hold a position, given that they are elected through an approved democratic process every Academic Year. It is required from all candidates to familiarise themselves with the Student Leadership Manual so they are aware of the responsibilities and what is expected of them if they are elected.

Candidacy Announcements:

A centralised platform for candidacy announcement is provided by the Student Life Coordinator and shared by the Committees in which Candidates are asked to detail their motivation, eligibility and plan for the upcoming year. Executive Candidates (President and Vice-President) are to announce their Candidacy together and submit a detailed plan of the New Academic



Year with events divided to the three semesters as well as a Recruitment Plan for the Summer Term with special regards to Student Life Week, alongside their letter of motivation. For both executive and non-executive positions, the candidates should submit a letter of motivation addressed to the members. This should detail relevant experience, reason for applications and serves as a way to persuade members to cast their votes in their favour. All Candidates are to include an image which can be used for campaigning. For every Candidate this image will be posted in their respective facebook groups. All Candidates are encouraged to run a Campaign both online and at Milestone. For the Elections Period, Candidates are allowed to post Campaign materials in the SO facebook groups. Candidacy in absentia is also possible with good cause given, these candidates are asked to send a video of their speech the day before Election Event to the President.

Election Day

Each official Student Organisation holds an Election Event where the Candidates give their speeches and are elected by the members. Student Organisations are allowed creative freedom in terms of the outlook of their event provided that the following guidelines are adhered to.

Speeches

Election Events are managed by the Presidents of each Society. On Election Day, each Candidate is to give an Election speech in which they make their case to be elected. The length of the speeches is decided by the Committee members with the proviso that speeches for the executive positions are minimum 5 minutes long and contain the proposal for the upcoming year. Speeches for non-executive positions should be a minimum of 3 minutes. The Event should also include an opportunity for members to ask a minimum of 3 questions from the Candidates.

Additional elements at Elections Events which are characteristic to the Student Organisation (e.g.: Presidential Debate, rowing race, topic presentation etc.) are strongly encouraged provided that the speeches are also held.

Voting

Voting is done in person at the Election Event on a secret ballot by regular members. A nominated Committee Member ensures that only members participate in the Elections. If there are members wishing to vote in absentia, they are to email their votes to the nominated Elections Officer. The votes are then counted by the Elections Officer and announced at the Event and also on



facebook. Student Leaders are elected by majority vote of those 'regular' members present and those voting in absentia. In case of unopposed positions, members have the opportunity to either vote for the person or re-open nominations.

Handover Meeting

Once the new Committee is announced the old leaders should have a Handover Meeting at which they handover all documents related to the SO, detail the expected tasks broken down to semesters, help finalise Summer Term schedule and Recruitment Period. After this meeting the new Committee takes office, however, the old Committee is expected to act as advisers and can be contacted for assistance until August.

STUDENT REPRESENTATIVE COUNCIL:

Areas of Responsibility

The Student Representative Council (SRC) is put together by two student representatives from each Year Group at the Milestone Institute and is overseen by the Head of Council and the Deputy Head of Council. The SRC is trusted with three areas of responsibility. The SRC acts as a channel between the Academic Team and their Year Groups. They represent their Year Group to the Academic Team and also communicate the institutional responses of the feedback and suggestions to the students. The SRC also organises Socials for their Year Groups or Houses in order to support Year Group cohesion and welfare. They also support the Student Life Communication through Social Media, posters and videos. The SRC operates on a team-work basis thus, it is up to their discretion how these tasks are distributed amongst the Representatives.

Taking on Office

Every enrolled Milestone Student is eligible to vote and to announce their candidacy to be a Student Rep in their Year Group. The Council elections are run in two rounds. The first round runs simultaneously with the Student Organisations' Elections at the end of the Spring Term. At the first round the Head of Council, Deputy Head of Council and one Representative from each Year Group are elected. The second round is run during the Summer Term of the New Academic Year. During this round, one Representative position from all Year Groups is open to new students joining Milestone that Academic Year. Becoming a member of the Milestone Student Council is a role which is



considered a highly responsible position, as members of Student Leadership, they are asked to conduct themselves according to the values of the Institute.

Eligibility of Candidates

Every student is eligible to run for Head of Council and Deputy Head of Council. The Head of Council may not also be a President of a Student Organisation. Regarding Student Rep positions, students can only run to represent their own Year Group.

Candidacy Announcements

Executive Candidates (Head of Council and Deputy Head of Council) are to announce their Candidacy together and submit a detailed action plan for their time in office, including goals and events divided to the three semesters, alongside their letter of motivation. For both executive and non-executive positions, the candidates should submit a letter of motivation addressed to the members. This should detail relevant experience, reason for applications and serves as a way to persuade members to cast their votes in their favour. All Candidates are to include an image which can be used for their Elections Facebook event. For every Year Group there will be an event created with the date of the Elections which will include all their submitted material. All Candidates are encouraged to run a Campaign both online and at Milestone. For the Elections Period, Candidates are allowed to post Campaign materials in the Year Group facebook groups. Candidates are asked to attend the Candidates' Briefing preceding Elections with the current Council and can attend drop-ins with the SLC.

Election Day: Speech or Assembly Format

Election Day may be run in two formats. In the 'Speech Format' each candidate receives a maximum 5-minute time slot, with a question and answer session to follow. The 'Assembly' follows the format of a 'job-interview' in which the Student Life Coordinator alongside the students of Milestone are the interviewers and the Candidates are the interviewees. The Student Life Coordinator monitors the interview centred around four main topics: background and motivation of candidates, academics and learning experience at Milestone, social cohesion and welfare at Milestone and long-term and future-centred topics which are not necessarily Milestone related. Candidacy in absentia is also possible with good cause given, these candidates are to indicate their absence on the form and are asked to send their speech as a video 24 hours before Election Day. In case of the the Assembly format they are also to send a representative for the interview.



Election Day: Voting and Polling Table

Voting is done in person at Milestone. For the day of Council Elections a collection box and voting slips are available at Milestone. Voting closes and votes are counted after the Council Elections speeches are finished. All students and Academic Team members may vote for the Head of Council and Deputy Head of Council positions, but they may only vote for their own Year Group Representative. In case of unopposed positions, members should have the opportunity to either vote for the person or re-open nominations. Any vacant positions shall be advertised after the new student intake as 'Special Elections' (see above). The polling table is manned by the Head of Council or nominated Elections Officer. All people wishing to vote must show their valid Milestone ID to receive a validated ballot paper. Voting in absentia is possible by emailing the Head of Council or Elections Officer with the vote and Milestone ID. The New Student Representative Council commences office following the Result Announcement and receives Leadership Training.

Year Overview

Summer Term: April - July

The New Academic Year commences with the Year Opening Ceremony and **Student Life Fair**. During the Fair all aspects of Student Life are represented: the Student Representative Council and Student Clubs and Societies. Students are encouraged to get to know the Student Leaders and their representatives and sign up to receive more information about their activities and join their facebook groups to keep up-to-date. The Term-Opening Information Sessions of the Year Groups provide a great opportunity for new students to get to know each other. During **Student Life Week**, which overlaps with Shopping Week, Student Organisations hold events to recruit new members to introduce themselves and the Student Representative Council provides opportunities for all students to socialise and get to know each other in a relaxed environment. The Summer Term also includes the Election of the new Student Representative Council members so new students are encouraged to join the Student Leadership and represent their Year Group. As the Summer Term aligns with schools' summer holidays, students are encouraged to try as many Student Life events as they can, in order to decide which ones they wish to immerse themselves in the upcoming terms. The end of the Summer Term is usually when the first international opportunities are advertised.

Autumn Term: September-December



In the Autumn Term, competitive Student Organisations usually attend international and national competitions and organise their own tournaments at Milestone, while also running their regular sessions. It is recommended for students to make a commitment to the membership of at least one or two Society or Club in order to make the most of their time at Milestone. The term normally includes a Halloween Social and an End of Year Christmas Social organised by the Student Representative Council.

Spring Term: January-April

The Spring Term is the period of the Student Leadership Elections which includes leaders for Societies and Clubs as well as the first round of the Council Elections. Students are encouraged to apply for leadership positions which are advertised by the Student Life Coordinator and the current leadership. The term and the year are concluded by the Elections as well as an end-of-year Social for all Milestone students.