

Milestone Institute

Student Life Guidelines

2019-2020

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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 Council ensures that all Milestone students have the platform and opportunity to let their voice be heard by the Academic Team and to shape the way in which teaching is done. Milestone is the place where future connections are formed and the Social Officers are responsible for bringing the Year Groups and the whole of Milestone together through fun events.

Through Student Organisations and participation of student events., 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. Furthermore, participating in Student Organisations and student-run events often includes Milestone alumni initiatives which provide ample opportunities for volunteering and publication, as well as the possibility to interact with recent undergraduates and postgraduates from the leading universities of the world.

Last but not least, Milestone Student Life present 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

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

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

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

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 Year Welfare Officer and Debating Society President

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 Welfare Officer, 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 Social Officer and MUN Society Vice-President

For me, working as a Social Officer 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 Social Officer 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.

Guide to Student Life

STUDENT ORGANISATIONS:

Societies

Societies at Milestone support the academic goals of the four Divisions of 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 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 connections which are beneficial for future academic, career and personal development.

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.

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 Lecture, 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 a form made available to all.

For 'Societies' 'regular membership' is given to those Milestone Students or International Student Ambassadors who have signed-up for membership and

paid the membership fee. 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 Milestone rules 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.

Membership is finalised once the member has paid the membership fee for that Academic Year (100 HUF for 'regular members' and 200 HUF for 'affiliate members) and received a membership card. Exemption can be requested from the membership fee.

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 society and club 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.

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 a President, as well as Committee Members (such as Vice-President, Secretary, Events Manager or Competitions Coordinator). 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. If any member of the Committee fails to satisfy his/her duties, it must be reported to the President. If the President is involved then a chosen member of the Committee should be given all information. Taking on a Committee Leadership role is considered a highly responsible position, as members of Student Leadership, they are asked to conduct themselves according to the values of the Institute.

Election Process:

The Committee is elected annually at the end of the Spring Term in preparation for the new Academic Year. The positions Open for candidates are announced by the SLC as decided by the Committees. 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.

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. Group candidacy is possible and encouraged. It is of essence that there is a member of the Committee who is not from the Senior Year Group at the time of commencing office. In case only Senior students are elected, the elected Committee is required to advertise a position during the Student Council Elections which is only open to non-Seniors. It is not allowed to be the President of more than one Student Organisations, however there is no limit to take on other positions. One may hold a position in both in the Student Organisations and in the Student Council within the same 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. (available on Canvas).

Once the deadline has passed, the SLC posts the candidates on facebook, Canvas and their respective facebook pages and candidates can begin their campaign through social media and posters. Candidates are asked to attend the Candidates' Briefing preceding Elections in order to receive the essential information for Elections Day.

On Elections Day, each Candidate shall receive a time-slot for their speech. Presidents have a maximum of 5 minutes, while all other Positions receive a 3-minute time-slot with a question and answer session to follow. Candidacy in absentia is also possible with good cause given, these candidates are asked to send their speech the day before Elections Day. All speeches are streamed live through the Student Life Facebook Page in order to reach the whole of the Student Body. Voting is only open on Election Day and is closed down by the Student Life Coordinator with results announced that evening at the Elections Party. The New Committees commence office following the Result Announcement, attending the End of Spring Term Student Governing Body Meeting and a handover session with the previous committees.

Student Council

Welfare Officer

The Welfare Officer acts as a point of contact for fellow Year Group members to air their views to the Academic Team on issues like diversity in module choice, mentoring quality, teaching methods, Student Life and general matters related to Milestone. They act as a first point of contact for students who would

rather discuss such matters with a peer rather than a member of staff. Students are encouraged to get in touch with their Year Group's Welfare Officer via Canvas or email, whenever they have feedback throughout the year. However, they are especially encouraged to give feedback at feedback collecting events and at the end of each term.

Social Officer

The Social Officer is in charge of bringing the Year Group together and contributing to forming the Milestone community. They are tasked to organise one Term Opening Social, usually after the Year Group's Term Opening Info Session, and one Term Closing Social for their Year Group. They are also encouraged to hold special events such as Halloween, Christmas or Burns Night and liaise with the Student Organisations for all Year Groups.

Taking on Office

Every enrolled Milestone Student is eligible to take on the office of either the Welfare or Social Officer of their Year Group. One may be a Committee Member as well as an Officer, however, one may not take on both Welfare and Social Officer. Due to the number of students, in the Lower House there is one Social and Welfare in each Year Group, while in the Upper House there are two of each in each Year Group. Students from all backgrounds and experience are encouraged to apply, including students new to Milestone. Becoming an Officer 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.

Elections Process

Student Council Officers are elected at the beginning of each Academic Year, in the Summer Term. The positions are announced by the previous Student Council at the Student Life Fair at which students can ask questions from the previous Student Council Members. Candidates can apply through an online platform by submitting their motivation and ideas for the 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. (available on Canvas). After the deadline passed these profiles are made public for the students and the candidates can begin their campaign through social media and posters. Candidates are asked to attend the Candidates' Briefing preceding Elections in order to receive the essential information for Elections Day.

On Elections Day, each Candidate shall receive a time-slot for their speech. Each candidate receives a maximum 5-minute time slot, followed by a Question and Answer session. Candidacy in absentia is also possible with good cause given, these candidates are asked to send their speech the day before

Elections Day. All speeches are streamed live through the Student Life Facebook Page in order to reach the whole of the Student Body. Voting is only open on Election Day and is closed down by the Student Life Coordinator with results announced that evening at the Elections Party. The New Student Council commences office following the Result Announcement and a meeting with the previous Student Council.

List of Student Organisations and Student Council Members:

The up-to-date list of Student Organisations (Societies and Clubs) as well as the Student Council Officers can be viewed on the Milestone Institute's website under '[Student Life](#)' as well as on the 'Student Life and Development Canvas Page.'

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 Council, the Student Governing Body and Student Life events. The SLC is the Milestone Staff representative for all Student Life activities and events thus he/she is the first point of contact regarding institutional matters.

Student Leadership:

Members of the Committees of Student Organisations and officers of the Student Council together form the Milestone Institute Student Leadership. Student Leaders are expected to check their emails on a regular basis, to keep track of the relevant facebook groups and Student Life Google Calendar where important deadlines and upcoming meetings will be posted and follow the Student Leadership Manual.

Student Governing Body:

The Student Governing Body is put together by the Presidential Board and appointed members of the Student Council. They hold formal meetings at the end of each semester at which each member presents their feedback from the term and agenda points can be submitted by each member. From this meeting minutes are produced. To this meeting all Milestone staff and students are welcome, however, only the appointed officers shall speak. 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.

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, please copy the 'calendar feed' link as a new calendar in you Google calendar.

Student Life and Development Canvas Page:

The Student Life and Development Canvas 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, as well as, important information about Student Life such as contacts, membership and elections.

Student Life Noticeboard

Students are encouraged to check the Noticeboard at Milestone frequently. If they 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 run 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 in an unaffiliated site, it is up to their discretion and are to bear the potential consequences.

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 Leadership are represented: the Student Council and Student Clubs and Societies and students are encouraged to get to know the Student Leaders and their representatives.

The Term-Opening Information Sessions of the Year Groups provide a great opportunity for new students to get to know each other. These are usually followed by the first Year Group Socials. During **Student Life Week** Student Organisations hold events to recruit for new members to introduce themselves, the Student Council advertises the upcoming elections. After teaching commences, election for the Student Council opens and the new Student Council takes office during the Summer Term. As the Summer Term aligns with schools' summer holidays, students are encouraged to try as many Student Life events as they can.

Autumn Term: September-December

In the Autumn Term competitive Student Organisations usually focus on competitions and it is recommended for students to commit to one or two Society or Club. The term normally includes a Halloween Social and an End of Year Christmas Social.

Spring Term: January-April

The Spring Term is the period of Student Organisations Elections. Students are encouraged to apply for leadership positions which are advertised by the Student Life Coordinator. The term and the year are concluded by the Elections as well as an Elections Party.

Student Organisations and Student Council:

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Edited by Eszter Jókay - Student Life Coordinator January 2019