

# Milestone Institute

## Student Organisation Guidelines

Student Life

2018-2019



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Publication date: April 2018. The materials in this Handbook are intended to provide a general reference or resource only. Although every effort has been made to ensure accuracy of information at the time of publication, some revisions will be made during the academic year regarding information contained herein. We reserve the right to change terms and conditions of this Handbook at any time.

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## **WELCOME**

Welcome to the exclusive inner circle of the Members of the 'Milestone Student Presidency'.

Holding an office within a Milestone Student Organisation is not only a great honour but also a great responsibility. Besides forming the core of the Institute's community, Presidency Members are also ambassadors who act as points of contact for current and prospective students while representing and upholding the values for which Milestone stands. Presidency Members have the potential to achieve excellence, create synergies, re-invent their organisations, grow as leaders and serve the Institute's purpose of crossing borders and enhancing societal change.

With power, comes responsibility, hence this document is here to assist Presidency Members as they embark on their journey as leaders with an open mindset, diligence and duty of care to the members of their various organisations.



## STUDENT LIFE ROLES:

### Student Life Coordinator (SLC):

The Student Life Coordinator, SLC, brings together all the Student Organisations 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.

All Student Organisation schedules and plans must be approved by the SLC. All Presidents and Presidential Boards must report to the SLC regularly and attend monthly Presidential Board Meetings. Students are expected to contact the SLC via [email](#). However, in the case of time-sensitive messages, the [Official Milestone SLC Facebook Account](#) may be used to contact the SLC.

### Senior Adviser:

Every Student Organisation is required to have a Senior Adviser drawn either from the Faculty or the Alumni community. Alternatively, the Senior Adviser can also be an externally recognised expert in a relevant field. The Senior Adviser acts as the professional point of contact for the particular Student Organisation in order to provide useful advice regarding the content of the Organisation's schedule instruction for Board members regarding the organisation of and preparation for events, competitions, and inviting external guests.

### Presidential Board Members:

Presidential Boards may vary according to the Student Organisation's profile (see Appendix 1) and the associated specific tasks. However, all Student Organisations are required to have a President with the responsibility to establish and maintain the operational procedures of the Student Organisation, call meetings, keep an updated list of membership, answer for all the actions of the other officers, provide a successor, organise elections, lead handover and update the SLC regarding the progress of the Student Organisation. Every member of the Board will be required to sign a Declaration which states that they have read and understood the Student Organisation Guidelines and will be on their best effort to satisfy the stated requirements.

In cases where an appointed Officer of the Student Organisation fails to perform his/her task, it should be reported to the SLC immediately. The



Officer concerned will be subject to institutional circumstances and possible removal from office. In such a case, an Emergency Election will be called.

Presidential Board Members are expected to check their emails on a regular basis as well as to keep track of the [Presidential Board Facebook group](#) where important information and upcoming meetings will be posted.

### **Student Organisation Members:**

Membership is open to any and all enrolled Milestone students, including students on Year Abroad, alumni who graduated from the Milestone Institute, Faculty, and Staff at the Milestone Institute. Student Organisations are also able to affiliate members who are non-Milestone students. Such Members may not outnumber student Members, hold office, vote for officers, or vote on the expenditure of money and are expected to know, understand, and abide by all rules and regulations of the Milestone Institute.

Active membership is only given to those non-affiliate members who attend at least two meetings per term. Active 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.

Members are required to check their emails on a regular basis for Student Life News, keep track of the Student Organisation's facebook group and Milestone Student Life Facebook Page.



## YEAR OVERVIEW:

### Significant Dates for the Academic Year 2018-2019:

#### Summer Term:

Year Opening Ceremony: Saturday, 5th May

Student Life Week: 22nd-27th May

Teaching Week 1: w/b Monday, 4th June

Last day of Summer Term: Saturday, 28th July

#### Autumn Term:

First day of term: Monday, 3rd September

Teaching week 1: w/b Monday, 1st October

Last day of Autumn Term: Saturday, 22nd December

#### Spring Term:

First day of term: Wednesday, 2nd January

Teaching week 1: w/b Monday, 11th February

Last day of Spring Term: Saturday, 27th April

### General Overview of Student Life Yearly Schedule:

#### Summer Term:

May-August

Objective: Recruitment, Establishing Membership and Preparations

At the start of the New Academic Year, the Summer Term introduces and draws in new and old students into membership of Student Organisations. This period should be utilised by Presidential Boards to lead a creative and active recruitment process and to popularise their Student Organisation amongst the Student Body, Faculty and Staff of the Milestone Institute.

#### May: New Academic Year and Recruitment Campaign

1st Week of May: Year Opening Ceremony:

The Year Opening Ceremony marks the commencement of the New Academic Year. At this event welcome speeches are given by Milestone Staff Representatives as well as Student Organisation Presidents to introduce their Student Organisations. In addition, Student Organisations have the opportunity to man stands in the Student Life Room at which interested



students can ask questions and get to know other Members [who are asked to wear distinctive badges throughout the day].

At this event, students receive draft plans for the year, a description of the Student Organisation, sign up for Student Life Week events and indicate their general interest. As the Year Opening Ceremony is the only event during the whole year at which all Milestone students are present, Presidential Boards are highly encouraged to take advantage of this opportunity and make their Student Organisation as attractive as possible through creatively decorated stands and presenting a friendly and outgoing attitude to prospective members.

#### 2nd-3rd Week of May: Publicity Week(s):

The week(s) between the Year Opening Ceremony and the Student Life Week (SLW) is(are) to be utilised for a Publicity Campaign to heighten and maintain the interest of prospective student Members. It is recommended that visuals, such as posters as well as social media (videos, collage, memes), are used in order to constantly keep the connection alive between the Student Organisation and its potential members. The complete schedule and events for Student Life Week will be published at least a week before SLW with an online sign-up sheet. During the Student Life Week, new Presidential Boards will receive leadership training.

#### 4th Week of May: Student Life Week:

‘Shopping Week’ and ‘Student Life Week’ will run concurrently. During this week, all Student Organisations will hold a minimum of one event with an information session at which the Presidential Board will be introduced to Members together with its Events Programme for the Summer Term. These events should not only have an informative focus but also be made attractive and exciting with a strong social and community-building element. These events can be held during afternoons from 16:00 to 20:00 and all day on Saturday and can vary in length with a minimum of 1 hour and a maximum of 3 hours. Students can sign up for membership and receive the programme for the Summer Term.

#### June-July: Summer Teaching Term:

After the concurrent Student Life Week and Shopping Week, Module teaching commences. As the Summer Term aligns with schools’ summer holidays, students can participate in more Milestone Student Life Activities. Thus, Student Organisations are highly advised to hold more regular sessions, socials, training weekends and camps and to use this time to prepare for the



more academically demanding Autumn Term. This time is also to be used to identify and plan preparations for any potential competitions and events for the Autumn and Spring Terms.

Autumn Term:

September - December

Objective: Core Activity and Stable Membership

The Autumn Term builds on the training and preparations of the Summer Term. Utilising the Summer Term effectively means that by September each Student Organisation has a strong core membership, experienced Presidential Board and a regular weekly schedule. As many competitions take place during this time as well as advertised for the Spring Term, for the competitive Student Organisations it is crucial to plan for these. Even though the Autumn Term does not have a recruiting focus, Student Organisations shall always be open and welcoming towards new members.

Spring Term:

January-April

Objective: Core Activity and Handover

Plan: Regular Sessions and Advertising Elections

The beginning of the Spring Term continues the core activity and regular sessions of the Autumn Term which vary in every Student Organisation. However, the first week of March marks the beginning of the Handover Period. This is organised by the current Presidency who are required to advertise and run elections as well as prepare and train the new Presidency for the New Academic Year.

January - February: Core Activity

March: Elections and Handover Month

1st Week of March: Annual General Meeting

The Annual General Meeting for all Student Organisations should be held during the first week of March with the Student Life Coordinator present. At the AGM the Presidential Board ought to have a meeting open for all members at which they present what positions are open for elections. At this meeting the Presidential Board members one by one detail what their position entails, what the responsibilities and tasks are and allow members to ask questions regarding the positions. In case the Presidential Board feels that there are additional positions needed to be advertised they ought to submit



the titles alongside the job descriptions to be approved by the SLC then advertise it at the AGM. The Presidential Board is responsible for appointing at least one member to run for President, however, all members are encouraged to apply.

### 2nd Week of March: Positions Advertised and Election Campaign

The positions presented at the AGM should be advertised both at the sessions as well as on facebook. All active Milestone Student Organisation members as well as members on a Year Abroad are eligible run for positions with the premise that they shall be enrolled students in the coming Academic Year. The elections advertisement ought to include a job description and the list of required material. For general positions nominees should submit a letter of motivation which details relevant experience while President and VP applicants should include a detailed plan of the New Academic Year with objectives and events divided to the three semesters as well as a Recruitment Plan for the Summer Term with special regards to Student Life Week. In case of highly competitive positions, applicants might consider running an Election Campaign both on social media and at the Institute through posters.

### 3rd Week of March: Voting Period and New Presidency Announcement

Once the application deadline has passed, all applications are uploaded to the Facebook page for members to read. Every Student Organisation can decide whether they wish to do Online Voting or hold an Election Event. In case of an Election Event, all applicants deliver a speech with the option of open Q&A session and debate. After the speeches, members vote through a secret ballot which is counted and announced by the Presidential Board. In case of Online Voting, the Presidential Board should provide a platform through which this can be done anonymously. If that is impossible the SLC counts the votes and announces the results. In case of unopposed positions, the Presidential Board makes the decision with the supervision of the SLC. Any vacant positions shall be advertised in May to open it up to the new students.

### 4th Week of March: Handover Meeting

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



meetings to approve of identified goals and proposed plan as well as identify Key Performance Indicators.

April: New Presidency Take-Over and Summer Term Preparations

2nd Week of April: Draft Student Life Week Plan

After the Handover Meetings, the new Boards focuses on organising the events for the Student Life Week and constructs a plan for the Summer Term which focuses on recruiting new members and establishing a schedule of events and sessions.

3rd Week of April: Year Opening Ceremony Briefing

All Presidents are required to attend the Year Opening Ceremony Briefing at which they receive essential information and training for the Year Opening and also practice their speeches.



## HOW TO RUN STUDENT ORGANISATIONS

### MEETINGS AND EVENTS

#### Frequency and Administration

General membership meetings should be held at least once a month with the Presidential Board having additional board meetings. The Student Life Coordinator shall be made aware of all meetings in advance to ensure the lack of clashes. Furthermore, an appointed member of the Presidency is required to note meeting times, number of attendees, assigned Key Performance Indicator in the spreadsheet assigned to each Student Organisation (see Appendix 1). Frequently updating this document is not only compulsory for every Student Organisation but is also indispensable when it comes to applying for Milestone grants in the future.

#### Use of Social Media and Advertising, Documentation

**Members-only:** Members-only meetings should be advertised in the Student Organisation's individual facebook groups at least one week before the meeting and all members should receive the semesterly schedule before every semester.

**Open Event:** In case of holding an event open to all students or the public, both English and Hungarian description should be sent to the SLC to be uploaded to the website and the Student Life facebook page. This description which is to include time, place, a short description of the topic and of the invited speakers as well as a draft outline of the schedule. After any open event or SO involvement outside Milestone (for example competitions and conferences), an appointed SO member should send a review as well as pictures to the SLC.

The Presidential Board is also responsible for posting in their facebook groups at least once a week even if they are not having any events. Posting regular material in a creative way (such as Throwback Thursdays, videos, memes, collage, teasers) keeps membership engaged and enables the SLC to post material on the Student Life facebook page and on instagram. Posters are also highly encouraged to attract new students, it is recommended to make full use of the Student Life noticeboard.

#### External Communication

Presidential Board Members are encouraged to reach out to Milestone staff members in order to involve them in their Organisation and events. However,



when it comes to contacting external professionals, all interaction are checked and approved by either the SLC or the Senior Adviser. External interaction and potential newsletters ought to transpire through the SO's official Milestone email address.

### Booking Rooms and Facilities

Members-only: In case of regular members-only meetings every Student Organisation shall request a re-occurring booking. Bookings can be also requested individually. Once the regular schedule approved by the SLC, an appointed Board Member should email these dates and times to the [Reception](#) with the estimate number of attendees and any special requests (projector, laptop, sound system). The booking request has to be submitted at least one week in advance and in case of cancellation the Reception should be informed at least 24 hours in advance. In case the SO fails to book in advance, they will not be given a room.

Open Event: Student Organisations are highly encouraged to host at least one open event per term which includes all Milestone students, staff and guests to promote contacts between current and former students as well as the wider community. The organisation of a successful event requires proper planning and a team with clearly allocated responsibilities. The details of such event is approved by the SLC and room booking are only be requested after his/her approval. This is also to be done via email to the [Reception](#) as well as to the [SLC](#).

### Obligations

The Presidential Board organising an event is responsible for cleaning up afterwards, and for returning all furniture to its original place. A piece of equipment can only be borrowed by a single person who is responsible for it during the loan period, as well as for returning it to its proper place afterward. Students are liable for any damage to the equipment they borrow, either by replacing the equipment or paying for its repair, as necessary. Before any object can be taken out, this must first be registered with the Office Manager or Receptionist, who will also record the period of the loan. In case Board Members fail to satisfy these obligations, they will face institutional consequences. If this becomes a regular occurrence the Presidential Board might face the termination of their office.



## FINANCE AND GRANTS

As Student Organisations are student-led, they are also expected to be self-financed including travel expenses, cost of speaker meetings, cost of food and drinks from members' subscription or participation fees. However, the Institute grants financial assistance to Student Organisations who can provide satisfactory justification for the grant and exact description of how the money will be used. Milestone does not ordinarily make grants to cover running costs, but awards grants for non-recurrent or capital expenditure, for example towards the purchase of an item of equipment that would be of long-term benefit to members or travelling to an international competition for which Student Organisation members have been selected through an approved process. Milestone also encourages Student Organisations to reach out to and receive funding from partner organisations or companies, in order to establish sustainability.

Student Organisations can apply for grants through filling out the Grant Application Form (Appendix 2). This shall be then sent to the Student Life Coordinator for approval. Once this is approved it is forwarded to the Finance Manager for inspection. In case the application is deemed satisfactory, a 30 minute meeting can be set up between the Finance Manager and the Presidential Board. As you only have the option to have one meeting per term it is highly recommended to come prepared and indicate all financial assistance needed that term. Presidential Boards are to take applying for and receiving financial assistance with the utmost severity and to view it as an opportunity to learn grant application and sustainable budget development process. The Presidential Boards are also accountable of how the money is used and shall be held responsible for providing material on the way in which the grant has been used. Besides a detailed report and invoices, the Presidential Board is required to provide a PR material, such as pictures and a detailed review.

All Student Organisations are encouraged to undertake fundraiser in order to supplement grants and open it to the general public and wider Milestone community. Such event has to be in accordance with the Milestone Institute's policies and procedures and follow the procedures outlined under 'Open Event'.

Edited by Eszter Jókay - Student Life Coordinator April 2018.



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**APPENDIX:**

**APPENDIX 1 STUDENT ORGANISATION PROFILES**

**APPENDIX 2 GRANT APPLICATION FORM**

**APPENDIX 3 DECLARATION**



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[APPENDIX 1](#)  
[STUDENT ORGANISATION FORMS](#)

As this document is constantly updated, please follow the link to access it.



APPENDIX 2  
GRANT APPLICATION FORM  
STUDENT ORGANISATION GRANT APPLICATION FORM

GENERAL STUDENT ORGANISATION DATA

Name of Student Organisation:	Senior Adviser:
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Student Organisation Information:			
Position	Full Name	Year Group	Email

<b>Link to Student Organisation's profile</b>	
<b>Link to membership data</b>	
<b>Link to list of past meetings</b>	
<b>Link to termly schedule</b>	
<b>Student Organisation Past Achievements:</b> Provide information of the type of events/activities/meetings conducted, including participation rate, synergies with other societies, partnerships, exceptional achievements, future plans which would justify the grant.	

Statistical Data	Last Academic Year	Current Academic Year
Number of grant applications made		
Number of members		
Number of programmes or events		
Average participation at events		

Financial Data	Last Academic Year	Current Academic Year
Total revenue		
Grants from Milestone		
Third party donations or sponsorship		



## GRANT APPLICATION FORM

*Add extra rows if needed.*

PLANNED EVENTS / COMPETITION	ESTIMATED EXPENSES	MONEY TOWARDS	KEY PERFORMANCE INDICATORS*	PUBLICITY PLAN**
1.				
2.				
3.				

\*Please indicate how the planned event/competition shall benefit your members, why the grant is justified, how it will benefit the Milestone Institute's academic and public profile. Also mention possible synergies and partnerships might be created. Only those requests will be successful which serve the broader community of Milestone.

\*\*Include a publicity plan on how you might advertise and document your event so that is accessible to the wider Milestone community and public.



**COST BREAK-DOWN**

<b>EVENT</b>	
<b>ITEM(S)</b>	<b>COST: (in original currency)</b>
<b>EVENT</b>	
<b>ITEM(S)</b>	<b>COST (in original currency)</b>



**DECLARATION:**

<b>Applicant's Name:</b>		<b>Year Group:</b>	
<b>Position:</b>		<b>Email:</b>	

**List of attachments:**

- 1.
- 2.

**Declaration**

I confirm that this Club/Society wishes to receive funding for the activities/items outlined above only.  
 I confirm that all information contained throughout this application is to the best of my knowledge, complete and accurate.  
 I acknowledge that if this grant is awarded I must provide original receipts or invoices by the 30th of the calendar month during which the invoices have been issued in order to receive funding. Grants should be claimed within six weeks of award or the event for which the award was made.

Signed.....Position..... Date.....

**FOR OFFICE USE ONLY:**

<b>Assessed by</b>		<b>Sum Approved</b>		<b>Grant No.</b>	
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Declaration signed      yes/no  
 Invoices received      yes/no

Breakdown of costs listed      yes/no  
 Grant paid      yes/no





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