
CLUSTER Consortium

Internal Procedural Regulations

Pages 11 incl.
Appendixes I II and III

Article 1. Preamble

The present Internal Procedural Regulations, approved by the General Assembly, define the internal operation of CLUSTER.

The purpose of CLUSTER is to develop stable and confident relationships between its participants, leading to close cooperation based on respect for each country's educational system. It is meant to further the traditional aims of universities in science and engineering by enhancing their cooperation, in particular in the areas of:

- High Level Education in Science and Engineering;
- Research and Advancement of Scientific and Technological Knowledge;
- Transfer of Research Results to Industry.

CLUSTER shall foster mobility between participating universities of students and all categories of staff, including administrative and technical.

Article 2: Structure

Its President, elected by the General Assembly, represents CLUSTER. The President appoints a Secretary-General, a staff member of his/her University, for the continuous management of the Secretariat. They are advised by the Steering Committee, the decision-making body between the General Assemblies. CLUSTER implements scientific and educational topics in line with the Vision, Values and Mission of CLUSTER (Appendix 1). CLUSTER acts through Departments based on scientific and educational topics, through Task Forces dealing with organizational aspects of the cooperation, and through Work Groups that focus on very specific activities with a limited duration.

Article 3: The General Assembly

The General Assembly (GA) meets annually and is hosted by one of the member institutions upon invitation. The program and invitations for the General Assembly are organized by the Secretariat and the member institution hosting the meeting. In addition to face-to-face meetings, a GA may be organized if needed. Such an extraordinary GA can be arranged by the Secretariat via SKYPE, e-mail or other such media.

The General Assembly is attended by:

- Rectors/Presidents and one additional representative of each member institution (one vote per institution)
- The CSO Chairperson and one additional CSO representative (one vote for the CSO)

and, with no vote,

- Representatives of the Associate Members
- Chairs of Task Forces and CLUSTER Departments,
- with the President's approval, any member of a CLUSTER university and invited guests

Formal Business of the General Assembly:

- To receive minutes of the Steering Committee Meetings;
- To approve the Internal Procedural Regulations and their modifications;
- To acknowledge the names of the institutions' correspondents for the various Departments and Task Forces;
- To approve the annual budget, annual fees and accounts based on a financial year;
- To consider membership applications in alternate years;
- To admit new member institutions on the basis of no opposition of any member;
- To decide upon the exclusion of members;
- To decide upon the venue of the next General Assembly;
- To elect the next President.

Other Business:

- To receive Annual Reports from CLUSTER Departments and Task Forces.
- To discuss those reports, future developments, new initiatives etc.

Article 3a. The President

- Chairs the General Assembly and the Steering Committee;
- Appoints a Secretary General amongst his/her senior administrative or faculty staff;
- Represents CLUSTER in external relations.

Article 3b: The Secretary General

- Prepares the General Assembly together with the host institution
- Prepares the agenda for the General Assembly
- Writes and distributes minutes of the General Assembly
- Prepares the Steering Committee together with the President and sends out agenda and materials at least one week before the meetings
- Writes and distributes minutes of the Steering Committee meetings
- Is responsible for the financial matters of CLUSTER
- Delivers a financial report to the General Assembly
- Presents a proposal for a budget to the Steering Committee for decision at the General Assembly

Article 3c: The CLUSTER Coordinator

- Assists the Secretary General on the daily business to meet the CLUSTER objectives and activities
- Ensures the follow up of the actions and programs defined by the GA or the Steering Committee.

Article 3d. Internal regulations for financial administration

Financial report at the end of the term of the presidency shall be

- drawn up English
- accounted in €
- delivered by the Secretariat
- signed by the President
- audited by an authorized public accountant

Request for the annual membership fee shall be sent out before March 31 and paid before June 1.

An invoice for the annual contribution to the Departments and Task Forces, and costs for organization of a SC or GA meeting shall be sent to the Secretariat by the chairs of the Departments/Task Forces before April 30 for the current financial year. Such expenses must be part of the approved CLUSTER budget and are subject to the approval by the President.

Article 4: The Steering Committee

The President of CLUSTER chairs the Steering Committee, which meets twice a year, with the second meeting held in conjunction with (immediately preceding) the annual General Assembly.

Membership:

- The President or Rector of each member institution or his/her representative

Invited:

- The next General Assembly's Host's Representative
- Further delegates of the member institutions chosen by their respective President or Rector

Tasks to be approved by the Steering Committee:

- To define the strategy of CLUSTER and to propose actions
- To supervise the activity of the Departments, Task Forces, Workgroups and the CSO
- To decide on the budget
- To propose modifications to the Internal Procedural Regulations

Article 5: CLUSTER Student Organisation (CSO)

The CLUSTER Student Organisation is the student body of CLUSTER, recognised by its General Assembly. Its function is to represent all students from each university and/or faculty that is a member of CLUSTER. The structure and decision-making processes of the CSO are defined by the CSO Bylaw (Appendix 3).

Tasks of the CSO:

- To connect and strengthen bonds between the students within CLUSTER and at a global scale
- Act as an advising body for the Steering Committee and the General Assembly of CLUSTER
- Advise the CLUSTER President and Secretary-General
- Organize and prepare the agenda of the Students Assembly meetings
- Propose the CSO budget
- Propose, develop and implement specific projects
- Participate on projects promoted by CLUSTER
- Suggest new projects and ideas

Article 6: CLUSTER Departments

a) Definition and co-ordination.

The CLUSTER Departments correspond to areas of education, research and innovation practiced in the member institutions.

The General Assembly decides upon the creation of Departments. It approves the appointment of a Chair of each Department. The Chair keeps an updated list of the correspondents of each member institution and supplies the list to the Secretary General at the start of the term of a new presidency. A list of the Departments that at present may receive financial support from CLUSTER is given in Appendix 2. Financial support may be allocated by request to the secretariat prior to the event or action of the department.

b) Objectives within the scope of the CLUSTER Departments:

- Curriculum innovation and developments
- CLUSTER student mobility
- Intensive and short courses, CLUSTER summer schools
- Training periods in industry
- Double diplomas and multinational diplomas
- Postgraduate activities: Collaboration in education, training and research
- Furthering mutual knowledge of partners in a given scientific area
- Ph.D. joint supervision
- Research co-operation
- Mobility of teaching staff, course sharing
- Moving to European programmes
- Participation in European research projects

c) Tasks of the CLUSTER Department Chairs:

- To pursue the objectives of CLUSTER within the area corresponding to the scope of his Department
- To organize meetings of the Department representatives, arrange for a report to be produced and delivered to the members, the President, and the CLUSTER Newsletter
- To provide the President with an annual report of the activities
- Upon invitation, to present the annual report to the General Assembly
- To propose new initiatives for consideration by the General Assembly
- To provide the Secretariat with names and contact details of representatives of members of the Department

Article 6: Task Forces and Workgroups

a) Definition and Co-ordination

The General Assembly establishes Task Forces (TFs) and Workgroups (WGs), and defines their terms of reference and optionally their duration. The chairs of the Task Forces are appointed by the General Assembly, following a proposal by a member University who pledges to support the proposed action. Work groups and their leaders may be chosen by the WG. The Chair of a TF keeps an updated list of the correspondents of each member institution and supplies the list to the Secretary General at the start of the term of a new presidency. Financial support may be allocated by request to the secretariat prior to the event or action of the TF or WG. A list of currently existing Task Forces and Workgroups are given in Appendix 2.

b) Objectives within the scope of the CLUSTER Task Forces and Workgroups

The TFs are dedicated to operational aspects of the CLUSTER cooperation. Examples are the organization of Dual Masters Mechanisms, the Promotion of International Collaboration and Visibility of CLUSTER. Apart from their informal contacts, the members should meet at least once a year and the chair of the TF or the leader of the WG shall report their activities to the Presidency and the CLUSTER General Assembly and Steering Committee. The goals of the Workgroups are similar to the Task Forces but they are in general only active for a certain period of time, while the Task Forces are meant to have a more permanent nature.

d) Role of the Task Force and Workgroups chairs and leaders

- To pursue the objectives of CLUSTER within the area corresponding to the scope of the TF/WG



- To organize meetings of the TFs/WGs members, arrange for a report to be written or a presentation and delivered to the members and the President.
- To provide the President with activity summaries
- To present annual reports to the General Assembly
- To propose new initiatives for consideration by the General Assembly

Article 8: CLUSTER Initiatives.

Whereas CLUSTER is determined to remain a small structure and promote the collaboration amongst the members, all CLUSTER actions are open to outside partners. A CLUSTER action should involve at least three CLUSTER member institutions and receive the President's endorsement.

APPENDIX 1 Cluster vision, values and mission

VISION

CLUSTER IS A LEADING CONSORTIUM OF UNIVERSITIES DEVOTED TO EXCELLENT RESEARCH-BASED ENGINEERING EDUCATION, ENTREPRENEURSHIP AND INDUSTRIAL CO-CREATION.

*CLUSTER IS A **DRIVER** FOR THE PROACTIVE DEVELOPMENT OF SKILLS AND MINDSET IN ENGINEERING EDUCATION OF **FUTURE PROFESSIONALS**, PROMOTING TRANSDISCIPLINARY **ECOSYSTEMS** AS HUBS FOR EXCELLENCE IN RESEARCH AND EDUCATION. THE MULTIDISCIPLINARY CLUSTER **COMMUNITY** CONTRIBUTES UNIVERSITY-BASED RESEARCH TOWARD INNOVATIONS FOR THE WELL-BEING OF SOCIETY AND THE ENVIRONMENT, IN COLLABORATION WITH INDUSTRY AND START-UPS. CLUSTER IS A **PROACTIVE ADVOCATE** OF ENGINEERING FUTURES FOR POLICY DECISIONS, IMPLEMENTATION OF RESEARCH PROGRAMS AND FRAMEWORKS AT THE REGIONAL, NATIONAL AND EUROPEAN LEVEL.*

VALUES

CLUSTER UNIVERSITIES SHARE A COMMON WORLD VIEW WITH EUROPEAN MEMBERS, AND ASSOCIATE MEMBERS AND PARTNERS AROUND THE WORLD, CONNECTING AND RESPECTING DIFFERENT SOCIETAL AND MULTICULTURAL COMMUNITIES AND EQUALITY. CLUSTER PROMOTES CREATIVITY, ORIGINALITY AND INSPIRATION IN EDUCATION OF FUTURE ENGINEERS, FOR FINDING INNOVATIVE SOLUTIONS TO GLOBAL CHALLENGES. CLUSTER IS COMMITTED TO ETHICAL, SAFE AND SUSTAINABLE USE OF TECHNOLOGY, CAMPAIGNING ALSO FOR OPEN SCIENCE.

MISSION

- EDUCATING PROFESSIONALS TO DRIVE THE DEVELOPMENT OF PARADIGM SHIFTING SOLUTIONS TO FUTURE SOCIETAL CHALLENGES FOR THE WELL-BEING OF SOCIETY AND THE GLOBAL COMMUNITY.
- SEEDING INNOVATION IN SUSTAINABLE USE OF NATURAL RESOURCES AND ENERGY CONVERSION AND EFFICIENCY, COMBATING CLIMATE CHANGE, PROVIDING SOLUTIONS TO HEALTH AND WELL-BEING TO CREATE NEW JOBS AND PROSPERITY.
- CONDUCTING VISIONARY, FORWARD LOOKING RESEARCH TARGETING THE PROMOTION OF SOCIETAL IMPROVEMENT AND ADVANCEMENT THROUGH RESPONSIBLE USE OF SCIENCE AND TECHNOLOGY.

THE MISSION IS IMPLEMENTED BY:

- **PROVIDING HIGHEST QUALITY MULTIDISCIPLINARY AGENDA** IN M.Sc. AND Ph.D. EDUCATION BY DUAL – DEGREES AND UNIQUE OPPORTUNITIES FOR EXCHANGE, RESEARCH AND ENTREPRENEURSHIP, INCLUDING COLLABORATION WITH TOP CHINESE UNIVERSITIES WITHIN THE SEEEP NETWORK
- **HOSTING AN AGILE NETWORK FOR COLLABORATIVE INITIATIVES** FOR HIGHLY COMPETITIVE AND SUCCESSFUL FUNDING FOR JOINT RESEARCH AND EDUCATION
- **IMPLEMENTING EXCHANGE OF BEST PRACTICES** FOR EDUCATION, ADMINISTRATION, CAMPUS DEVELOPMENT, STRATEGY AND PROFESSIONAL TRAINING TO SUPPORT AND NURTURE THE CONTINUOUS RENEWAL OF THE CLUSTER COMMUNITY
- **BRINGING TOGETHER UNIVERSITY PRESIDENTS AND LEADERSHIP** TO ENABLE PROACTIVE INPUT TO HIGH-LEVEL EUROPEAN POLICY MAKING



APPENDIX 2 List of CLUSTER Departments, Task Forces and Workgroups

List of active CLUSTER Departments as of 2020

1. IND: Industrial Engineering
2. CIV: Civil Engineering

List of active CLUSTER Task Forces as of 2020

1. Grants and applications (GAST)
2. Sino European Collaboration (SEEEP)
3. Mobility

List of active CLUSTER Workgroups as of 2020

1. Cluster Communications WG (2017 onwards)
2. Entrepreneurship Education in Engineering and Technology (E4T) Erasmus plus 2017-2020
3. InComm (InComm: Feel at Home – Integration of international communities at HEIs) (2019 - 2022)
4. REDEEM2 (2018-2021)
5. Associated Membership (2019 onwards)

APPENDIX 3 CLUSTER Student Organisation Bylaw

CLUSTER Student Organisation (CSO) Bylaw

I. General Provisions

Article 1: Definitions

- a. CLUSTER (Consortium Linking Universities of Science and Technology for Education and Research) is the interuniversity collaboration of European Universities in Science and Engineering under which this Student Organisation is defined;
- b. The General Assembly is one of the two governing bodies of CLUSTER, consisting of representatives from the member universities, which approves actions and reports, and is chaired by the CLUSTER President;
- c. The Steering Committee is the second governing body of CLUSTER, consisting of representatives from the member universities, which proposes and manages actions, and is chaired by the CLUSTER President;
- d. The Universities are the official member institutions of the CLUSTER network
- e. The Students are students regularly enrolled in one of the member universities;

II. CLUSTER Student Organisation

Article 2: General Clause

This document contains the bylaw of the CLUSTER Student Organisation (also known and noted as CSO in this document). The CLUSTER Student Organisation is the official student body of CLUSTER, recognised by its General Assembly. Its function is to represent all students from each university and/or faculty that is a member of CLUSTER.

Article 3: Motivations

The CLUSTER Student Organisation aims to create and support projects that aim to improve the quality of study, life or career opportunities for students of the member universities. It will do its best to do so with respect to cultural differences, representability and democracy. More precisely, it will aim to:

- a. act as a democratic body representing the students in the Steering Committee and the General Assembly of CLUSTER as to ensure that the voice of students is taken into account;
- b. act as an advising body for the Steering Committee and the General Assembly of CLUSTER;
- c. act as a forum for engineering and science students to exchange ideas and good practices;
- d. ensure that the education of engineering students remains of the highest quality and promote a transdisciplinary and transnational education, thereby making sure that students are trained in accordance with the stakes of tomorrow's world, both scientific and societal;
- e. connect and strengthen bonds between engineering students from all over Europe, working on the solutions of societal challenges in Europe and at a global scale;

III. Structure & Bodies

Article 4: Delegates & Delegations

A delegation is a body of delegates representing one particular university. It is a group of 2 to 3 students nominated by their local representative organisation. Each university can only send one delegation. The delegation has a system in place to ensure a proper and correct continued turn-over. As such, it is advised that delegates remain involved in CSO for at least 1 year, and at most 2 years.

Article 5: Student Assembly

The Student Assembly (SA) is the supreme decision-making body of the CSO. It is composed by the delegations from every university, each delegation having one vote. As the highest authority, the SA is the decision-making body. It decides the viewpoint of CSO, approves of the policy plans, has the final check over the different working groups as well as the Board. In order for an SA to be able to take any decision, at least half of the delegations should be present. Following matters are exclusively within the jurisdiction of the SA:

- a. Determining the official position of CSO on specific CLUSTER policies;
- b. Proposing specific CLUSTER policies;
- c. Assembling and dissolving working groups;
- d. Electing and revoking the members of the Board;
- e. Make changes to the bylaw of the CSO;
- f. Approving the financial statements, budgets and annual reports;
- g. Excluding a delegate or a delegation;
- h. Discharging the members of the Board;
- i. Proposing to dissolve the CLUSTER Student Organisation

Article 6: Board

The Board is the executive body of the CSO, and is elected by the SA. The mandate of Board members is 1 year, with the exception of the Host ; however, the SA might decide to make exceptions to this rule. It is composed of at least 3 members, and must include at least all of the following positions:

- a. The Chairperson acts as the leader of the Board, and the main representative of the CSO toward external entities. The Chairperson manages the internal resources of the CSO and follows-up on ongoing projects. The Chairperson is also the main contact point with the CLUSTER network representatives, and, as such, has the responsibility to keep the CSO informed about the agendas, projects and decisions of the SC and the GA.
- b. The Secretary General acts as a global coordinator within the Board. The Secretary General manages the relations with all local representative organisations, and prepares the agenda of the SA meetings in collaboration with them. The Secretary General has the responsibility to write the official advice sent to the CLUSTER SC and/or GA and present them to the SA. The Secretary General is responsible to make sure minutes of SA meetings are taken and made available to all delegates.
- c. The Host is a Board member elected for a shorter term than other Board members. The Host comes from the university in which the next meeting will take place, and will assist the Board with the organisation of all activities there. The Host gets elected at the end of each meeting to help organising the following one, and the mandate ends when that meeting has taken place.

The SA might also choose to elect other Board members, with whatever title and mission it sees fit. The Board has the responsibility to represent the CSO in CLUSTER SC and GA. It can designate a delegate who is not part of the Board to do so.

Article 7: Working Groups

A Working Group (WG) is a group of voluntary delegates that may be assembled by the SA to work on specific projects. The SA decides on the composition, the timespan, the aim and the guidelines for the WG, and appoints a coordinator. All members of the Working Group are required to work with diligence between the SA sessions to ensure the success of the projects they are working on. WG regularly report their results and conclusions to the SA, whenever the SA and/or the Board demands it.

IV. Procedures of the Student Assembly

Article 8: Official Language

The official working language of the CSO and the SA is English. As such, all delegates are required to be able to properly communicate in English.

Article 9: Meetings and Agenda

The SA gathers at least once before every CLUSTER Steering Committee in the host town of that meeting. It can decide to gather more often if it feels the need to. The Agenda is decided upon in advance by the Board, and is sent to every delegation at least seven days before the meeting. Delegations can request the addition of specific points to agenda by notifying the Board at most fourteen days before the meeting. The first proceeding of every SA meeting is to decide on the approval or refusal of the agenda proposed by the Board. If it is refused, the SA has to agree on another proposition before proceeding to any other matter. Minutes of the meeting have to be available to every delegation at most fourteen days after the end of the meeting. Minutes have to be accepted during the next SA.

Article 10: Voting procedures

Unless it decides otherwise, the SA votes by show of hands, each delegation having one vote. Votes are done using relative majority (i.e. there must be more votes in favour than against). In case of a draw, an amicable settlement has to be found. If there is none, the SA has to vote again on the object of the vote. If it still ends in a draw, and the matter cannot be adjourned to another meeting, the proposition is refused by default. When voting on changes to the CSO bylaw or its dissolution, or on the exclusion of a delegate or delegation, the decision should be made by an absolute majority of at least three quarters of the present delegations.

Article 11: Elections

Any delegate is eligible to the Board. Candidature procedures are decided upon by the Board, but can be contested by the SA. Candidates are elected by the SA in a two turns election with secret ballots, If after the first turn no candidate has an absolute majority of the votes, a second turn is held with the two candidates who received the most votes, where the winner is chosen by relative majority. Afterwards, the SA chooses between the final candidate and vacancy.



In case of vacancy - either caused by refusal of all (or absence of) candidates, or by a resignation -, the SA, if in session, will proceed to a new election. If it is not sitting, or if the new election fails, the person occupying the position in question beforehand remains in office until an ad-interim successor is found. The ad-interim successor is first to be accepted by the Board, and is then validated during next SA; The ad-interim successor cannot be a person that had already been refused during a SA. Board members can be revoked by the SA, with a simple majority vote.

V. Final Dispositions

Article 12: Interpretation

This bylaw is to be read, understood and interpreted with the core motivations of the CSO in mind, stated in Article 3. In case of an interpretation conflict, or of an unforeseen edge case, an amicable agreement within the SA will supersede this bylaw.

Article 13: Changes to the Bylaw

Any changes to this bylaw have to be a point on the agenda of the SA that specifies the content and the reasons behind the changes in question.

This version has been voted on and approved by the Student

Assembly on October 24th 2019, in Eindhoven.