Minutes of the 8th ordinary meeting of the Permanent Foreign Students Committee of the University of Hanover on 23rd of March 2014

Meeting took place at: AStA-conference room, Welfengarten 2c, 30167 Hanover

Beginning: 5.27 pm
End: 7.05 pm

Attending: Tatia, Iryna, Ajay, Fanjie, Petjon, Andrea
Not attending: Anna, Vijay

The meeting is conducted in Geman and Englisch language.

Provisional Agenda for the day (AI = agenda item):

AI 1 Opening of the meeting and approval of the orderly calling of the meeting and the voting rights of the members

AI 2 Election of the chairman and the keeper of the minutes

AI 3 Resolution on the agenda for the day

AI 4 Activity-reports of the Foreign Students Spokespersons

AI 5 Activity reports of the Permanent Foreign Students´ Committee

AI 6 Financial report for summer semester 2013 and winter semester 2013/2014)

AI 7 Any other businesses

AI 1 Opening of the meeting and approval of the orderly calling of the meeting and the voting rights of the members

The Foreign Students Spokespersons Tatia and Iryna welcome the attending members of the Foreign Students Committee and open the 8th ordinary meeting of the Foreign Students Committee of the University of Hanover on 23rd of March 2014.
They prove the orderly invitation for the meeting and prove the voting rights of the Committee.

**AI 2  Election of the chairman and the keeper of the minutes**

Chairman: Fanjie  
Keeper of the minutes: Andrea  
The candidates are elected unanimously.

**AI 3  Resolution on the agenda for the day**

It is proposed that the point “Discussion about and approval of the minutes of the 7th ordinary meeting of the Foreign Students Committee on 28th of February 2014” is included as agenda item 4 on the agenda.

**Results:**

**Final agenda for the day:**

**AI 1** Opening of the meeting and approval of the orderly calling of the meeting and the voting rights of the members

**AI 2** Election of the chairman and the keeper of the minutes

**AI 3** Resolution on the agenda for the day

**AI 4** Discussion and approval of the minutes of the 7th ordinary meeting of the Foreign Students Committee of the University of Hanover on 28th of February 2014

**AI 5** Activity-reports of the Foreign Students Spokespersons

**AI 6** Activity reports of the Permanent Foreign Students Committee

**AI 7** Financial report for summer semester 2013 and winter semester 2013/2014

**AI 8** Any other businesses

The final agenda is approved unanimously.

**AI 4** Discussion about and approval of the minutes of the 7th ordinary meeting of the Foreign Students Committee of the University of Hanover on 28th of February 2014

The minutes of the 7th ordinary meeting of the Foreign Students Committee are discussed and approved. They will be published on the following website: http://www.wiki.astahannover.de/doku.php?id=informationen:auslaenderinnenkommission

**AI 5** Activity-reports of the Foreign Students Spokespersons

5.1

5.1.1 Problems during the term of office as Foreign Students Spokespersons
Tatia and Iryna report on problems encountered during their term of office as Foreign Students Spokespersons:
One of the biggest problems was that some projects could not be implemented.

a) Daytime seminar

The collaboration with Mr. Glembeck from BAS e.V. (Bundesverband ausländischer Studierender = Federal Association of Foreign Students) did not work.

The daytime seminar with emphasize on consultation for foreign students at LUH, that should be headed by Mr. Glembeck, could unfortunately not take place because Mr. Glembeck – despite his written commitments – was not available in order to agree a specific date.

Since the membership in the BAS is fee-based, but the cooperation, however, does not work, the question rises whether the membership should be continued.

Tatia and Iryna will therefore propose to the following Foreign Students Spokespersons, to put it to the vote at the upcoming General Assembly whether the membership in the BAS should be continued.

b) Xmas photo competition

As there were not enough members attending the meeting to prove financial requests, the funding application in relation to the photo competition could not be proved.

c) International festivity

The “Ethno House Party” with international music, that actually was planned for March 2014, was postponed to May 2014, since there are semester vacations in March and many other parties are already scheduled for the beginning of the semester in April.

All the preparations for the party, however, are complete, the event location is already reserved, the financial plan is created and funding has been secured. The new members of the Foreign Students Committee may host the event in May 2014.

5.1.2 Remarks regarding the Committee membership

Tatia expresses the wish that in future only members should be represented in the Committee, that are able to attend the meetings. These could be, for example, members of international groups of LUH, since they are very active.

5.1.3 Invitation to the 8th meeting of the Foreign Students Committee

Furthermore Tatia reports that the new Foreign Students Spokespersons were invited to the 8th meeting of the Committee, but unfortunately did not come. As part of the meeting the aim was to give them some advise in relation to important aspects of the work at the Foreign Students Commission.

5.2 Positive results during the term of office as Foreign Students Spokespersons
a) Cooperation with the Committee and the Commission

Tatia reports that the cooperation with the Committee, the Commission and the Student Union representative for international students worked out very well.

b) New leaflet design

The leaflets of the Foreign Students Commission were completely redesigned.

c) Cooperation with the Preparatory College

The contacts with the Preparatory College were intensified and the cooperation with Mr. Schreiber, the head of the College, worked out very well. As part of an event Iryna will present the Commission at the College on 26th of March 2014.

d) Request for modification on the constitution

The request for modification on the constitution of Foreign Students Commission, on the rules of order of the Permanent Foreign Students Committee and of the General Assembly of Foreign Students was approved at the General Assembly and can now be submitted at the next meeting of the StuRa. (As the request for modification has been approved at the General Assembly, the new Foreign Students Spokespersons have the obligation to present them to the StuRa, but Tatia and Iryna may be present and support them.)

e) Forms for applications

The forms for the payment of usual and unusual funding applications have been redesigned and have become clearer now. The treasurer of the Student Union now can see directly on the new forms, whether it is a request for usual or unusual costs. And the application may be verified directly based on the statutory text, since on the new forms the entire statute text of §7 is written at the bottom of the page.

f) New classification system for Commission documents

All documents of the Commission were examined and sorted. A new classification and organizational structure has been elaborated and appropriate storage materials have been purchased (such as new storage media, new folders, etc.).

g) New university e-mail account for the Commission

In order to give the commission a more official position within the student body, there has been installed a university e-mail account for the Commission.

h) New user account for the Commission

The Commission also has its own account on Wiki now, on which all Commission documents can be uploaded and viewed.

i) Keeping of the minutes

For the winter semester 2013 / 2014 a person was hired to create the minutes of the meetings of the Committee and the General Assembly. The minutes had to be created in both German and English.
To hire an external person to create the minutes has proven to be helpful for the Commission’s work.

**AI 6 Activity-reports of the Foreign Students Committee**

**Comments:**

a) The work of the Foreign Students Spokespersons is rated positively.

b) In the future the Commission’s goal should be to work more independently from the AStA.

c) It is proposed to make the procedure of the meetings less formal in the future.

**Answer:**

Tatia notes that the formal points must be adhered to in order to ensure the legitimacy of the Committee.

d) In case a member cannot attend the meeting, modern means of communication could be used.

e) It would be useful if there was a deadline for all applications so that they could be considered up to a certain date.

f) In the future, there should be more projects initiated by the Commission.

**Answer:**

Tatia agrees and suggests, that also more students should be informed about their right to organize an event and to therefore adress to the Commission with relevant questions or requests, regardless of whether the students are organized in an international group.

g) Iryna proposes that the new Foreign Students Spokespersons publish the meeting dates on the Facebook page of the Commission. Students who are not members of the Commission or the Committee may have a look on the dates published on the page and in case they are interested they may attend open meetings.

h) Tatia suggests that in future photos of the events or meetings could be made and published to document the work of the Commission and at the same time to increase its awareness level.

i) It would be nice if the Commission would be better-known among students. For this purpose parties could be organized regularly, for example, and also the contact to the International Office of LUH, to the Studentenwerk, to international groups, etc., should be deepened.

**AI 7 Financial reports for summer semester 2013 and winter semester 2013/2014**

Tatia summarizes the expenditures, that have been made so far, in a cash report.

Furthermore, Tatia informs the Committee that the Commission has not yet received the amount from AStA that is due to the Commission for the winter semester 2013/2014 (each semester the Commission receives 0.55 Euros for
AI 8 Any other businesses

Request for further compensation

Andrea submits a request for further compensation at the amount of 250,- Euros for keeping the minutes. She has created five minutes during the winter semester 2013/2014: 4 at the Committee meetings and 1 at the General Assembly. The minutes were created in both German and English.

Results:
Since there are currently only 212,50 Euros in the fund for external contract work, the following is decided:
The Foreign Students Committee decided unanimously to approve funding at the amount of 212,50 Euros. For the remaining 37,50 Euros Andrea should submit a funding application at the next meeting of the Committee.

The Chairman adjourns the 8th ordinary meeting of the Foreign Students Committee at 7.05 pm.