

This document is the english translation of the document «Geschäftsordnung der Studierendenorganisation der Departemente (GO VERSO DEP)» and is not legally valid.

Rules of Procedure of the Student Organizations in the Departments (GO VERSO DEP)

As per June 25, 2025

The Student Council, based on § 21 sec. 3 of the University of Applied Sciences Act (FaHG), § 11 sec. 4 of the ZHdK University Regulations, §§ 6 sec. 7 lit. k and 7 sec. 2 of the Rules of Procedure of the Student Organization (GO VERSO), as well as based on the ZHdK Department Regulations and the Rules of Procedure for the Departments, decided:

A. Foundations

§ 1. Names

¹ The student organizations of the departments are grouped under the term «VERSO DEP». This term refers to all student organizations of the departments collectively or to individual student organizations unspecifically.

² The student organizations of the departments are referred to as «VERSO DDE», «VERSO DDK», «VERSO DFA», «VERSO DKV», and «VERSO DMU».

§ 2. Purpose of the VERSO DEP

All students at ZHdK are part of the VERSO DEP of the department in which they are enrolled for a bachelor's or master's degree program. A VERSO DEP represents the interests of all students in that department at ZHdK and is responsible for exercising their rights of participation.

§ 3. Scope

The rules of procedure govern the organization, tasks, rights, and obligations of VERSO DEP. Each VERSO DEP may issue its own regulations to govern further details (deadlines, extraordinary meetings, specialist committees, etc.).

B. Organization

§ 4. Bodies

¹ A VERSO DEP has the following bodies:

- a. Student Assembly (StV VDDE, StV VDDK, StV VDFA, StV VDKV, StV VDMU);
- b. The Board, consisting of the Presidium, sits on the Department Conference;
- c. Secretariat and other departments, as agreed within the Board;
- d. Seats on the VERSO Student Council;
- e. Seats on the VERSO Semester Council;
- f. Seats on other departmental committees as agreed with the Head of Department.

² If necessary, each VERSO DEP may set up additional commissions and working groups.

§ 5. Student Assembly

¹ The Student Assembly (StV) is composed of students from all major degree programs in each department. These students are entitled to vote if they are present.

² The StV

- a. submits motions to the Department Conference and other departmental committees

- b. elects the Board, appoints student representatives to internal and external committees, selection committees, bodies, and working groups within the department;
- c. represents the interests of students in the Departement Conference, the Student Council (StR), and the Semester Council (SR) through the Board or the elected delegates;
- d. decides on the appointment of its delegates to the Student Council;
- e. determines working groups and/or commissions;
- f. Discusses and determines the strategic objectives of VERSO DEP.
- g. decides on the organizational structures of VERSO DEP;
- h. adopts regulations concerning VERSO DEP.

³ The StV meets at least twice per academic year.

⁴ A meeting has a quorum if at least 8 students are present, 2 of whom are not members of the Board.

⁵ In exceptional cases, urgent matters concerning the StV may be decided by the Board and must be confirmed at the next StV meeting.

⁶ All students of the department may submit agenda items to the StV that do not fall within the competence of another body. In case of doubt, the VERSO DEP Board shall decide.

§ 6. Board

¹ The Board has the function of management within VERSO DEP.

² The Board consists of 5-10 students elected by the Student Council of VERSO DEP.

³ The Board

- a. is the point of contact for concerns of the students of the department, provided that these do not relate to individual interests;
- b. represents the interests and concerns of students within the department, in particular towards the Head of Departement and the Department Conference;
- c. participates in consultations on matters affecting students in the department;
- d. determines and coordinates student representation in internal and external committees, bodies, and working groups within the department that are not determined by the StV;
- e. ensures the flow of information to members of the department in the interests of students and VERSO and informs them regularly about the activities of VERSO DEP;
- f. Plans and organizes the StV of VERSO DEP;
- g. coordinates the department's student activities and demands in consultation with VERSO;
- h. submits motions to the Student Council;
- i. sends its delegates to the semester council, whereby the members of the Student Council are mandatory members of the semester council due to their office;
- j. submits motions to the semester council;
- k. constitutes itself;
- l. informs the Head of Department in particular about the composition of the Board;
- m. prepares an annual report for the members of the Department Conference, the students of the department, and the Student Council.

⁴ The Board convenes at least four Board meetings per academic year, to which all Board members are invited. All Board members may submit agenda items for the attention of the Board.

⁵ The Board has a quorum if at least half of all Board members participate in a meeting or decision. In the case of urgent decisions, votes may be conducted by circular procedure (email, telephone, or a shared communication platform).

⁶ The Board may delegate tasks and areas of responsibility within and outside the Board.

⁷ The Board may delegate working groups and project managers within and outside the Board.

⁸ The Board uses VERSO's data storage system.

§ 7. Presidium

¹ The Presidium consists of the President or the President and the Vice President or a Co-Presidium.

² The Presidium represents VERSO DEP within and outside the department, unless another body is responsible.

³ The Presidium chairs meetings, coordinates work and business in terms of content, and regularly informs the Board, the StV, and the Student Council about this.

⁴ The Presidium may delegate tasks and areas of responsibility.

§ 8. Secretariat

¹ The Secretariat is responsible for administrative and organizational processes.

² The Secretariat manages the VERSO DEP Student Office in accordance with the guidelines issued by the VERSO DEP Board and the VSZHdK Administrative Office.

³ The Secretariat

- a. is responsible for the financial accounting and financial controlling of VERSO DEP on behalf of the ZHdK Student Association and the VERSO Student Council;
- b. is responsible for the correct registration of personnel with the VSZHdK office;
- c. checks and submits work reports to the VSZHdK office;
- d. maintains the data storage of VERSO DEP;
- e. takes minutes of meetings.

⁴ The secretariat may delegate tasks and areas of responsibility.

§ 9. Duty to provide information

The Board, the members with seats in the VERSO Student and Semester Council, the Department Conference, and other committees, commissions, and working groups are responsible for the exchange of information among themselves and between VERSO-DEP and the respective committee.

C. Finances

§ 10. Funds

¹ VERSO DEP is financed by the ZHdK Student Association (VSZHdK). The amount allocated is regulated in the VSZHdK budget.

² The funding is used in particular

- a. to compensate the work performed by the members of the Board;
- b. to compensate the various student delegates and representatives in the administration, commissions, working groups, and committees, unless they are compensated in another way;
- c. supporting student events and projects, provided they are in the general interest.

³ The decision on the compensation of non-budgeted working groups and projects shall be made by the body responsible for their institutionalization.

⁴ The VERSO DEP shprepares a budget for the Student Council each financial year.

⁵ The VERSO DEP may agree with the Head of Departement to take on small-scale department-specific tasks in return for compensation.

D. Certificates

§ 11. Certification of participation

All members of the VERSO DEP Board may, upon request, obtain a certificate of their work. This certificate is issued jointly by the VERSO office and the ZHdK

E. Final provisions

§ 12. Final provisions

These rules of procedure were approved by the university management on July 2, 2025, and will come into force on August 1, 2025. They replace all previous regulations concerning student organizations in the individual departments.

