**ESU Associate Membership Questionnaire**

***Introduction***

**The European Students’ Union (ESU)** is an umbrella organisation of 45 National Unions of Students (NUS) from 38 countries and 13 international student organisations as associate members (October 2015). We work to bring together, resource, train and inform national student representatives on policy developments in higher education at the European level.

This membership questionnaire is designed for ESU applicants to provide ESU members information about their structures, histories, activities, policies, capacity building needs and practices etc. and on HE systems in their countries.

The questionnaire is divided into four sections:

* **Section A** – Contact details of the candidate member organization (CMO)
* **Section B** – Country and Higher Education information
* **Section C** – General information on candidate member organization (CMO) and its institutional capacity
* **Section D** – Information on capacity building processes within CMO and expectations towards ESU
* **Section E** –Further presence in ESU

**Sections A and B** are completely public. Please answer questions as clearly as possible. If some of the information requested here is not available at the time of reply kindly give the reasons why this is so.

**Section C and D** are for internal use of the ESU executive committee and coordinators, as well as the Board of ESU.

**Section D** will provide us with information about your views and needs regarding the capacity building process of your union.

If you have any questions about the questionnaire or procedures connected with membership issues do not hesitate to contact ESU’s **Membership Coordinator** at secretariat@esu-online.org and

martin@esu-online.org.

**Thank you in advance for your time and efforts and best luck!**

**Section A: Contact Details**

1. General information

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| Name of the organisation in native language |  |
| Name of the organisation in English |  |
| Acronym |  |
| Address |  |
| Primary phone number |  |
| Fax |  |
| Email |  |
| Website |  |

1. Contact information

Please list below the members of your Executive Committee

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| **Name of the position** | **Name of the person** | **Email information** |
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In the box below please provide a brief description of your organization **to update members’ section at ESU website** (not less than 15 lines):

**Section B: Country and Higher Education information**

*I - The structure of higher education system*

* Total number of Higher Education Institutions (HEI) where you are represented

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| --- | --- |
| **Type of HEI** | **Number and countries** |
| Public Universities |  |
| Polytechnics *(or applied sciences)* |  |
| Private institutions |  |
| Transnational institutions |  |
| **Total** |  |

* Who are the key stakeholders you work with in regards to Higher Education?

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| Name of stakeholder | Role *(governmental, international, NGO, etc)* | Contact information *(if relevant)* |
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 *II - Student numbers*

* What is the total number of students that you represent? *Kindly indicate the date, type of institution, and the source providing this information*

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| **Type of HEI** | **Number of students and countries (i.e. Belgium: xxxx students)** | **Date of information** | **Name and link to source providing the information** |
| **Public Universities** |  |  |  |
| **Polytechnics *(or applied sciences)*** |  |  |  |
| **Private institutions** |  |  |  |
| **Transnational institutions** |  |  |  |
| **TOTAL** |  |  |  |

* What is the percentage of the student population that you represent in the 18-25 year old bracket? Do you have any data connected to the number of adult learners? *Kindly provide links to the source of the information*

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* Is the total number of students that you represent increasing or decreasing?

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* Do you have any data on international students / students from minority groups / LGBT[[1]](#footnote-1) ? If yes, please provide some information.

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*III - Study access*

* Please provide a brief description of your organisation’s position and activities regarding accessibility to higher education.

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*IV - Higher education funding*

* Please provide a brief description of your organisation’s position and activities regarding the financing of higher education.

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*V - Institutional administrative structures and student representation*

* Does your organisation have student representatives in bodies of the HEIs or at the national/regional/international level? If no, please explain why.

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| **HEI governing body or level (national, regional, international …)** | **Procedure of election / selection** | **Number** | **Total number of seats (including non-students)** | **Explanation of the role of the governing body** |
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*VI - Student welfare system*

* Please provide a brief description of your organisation’s position and activities regarding the student welfare system (grants, loans, housing, …).

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*VII - Relevant recent changes*

* Have there been important recent changes or are changes coming up in your organisation?

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**Section C: General information on candidate member organization (CMO) and its institutional capacity**

*I - Legal status*

* Please provide information on the legal status of your organization (NGO, association, …).

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* Are you involved with, or working with any other organization representing student’s rights on a national level in any country where you are active? If yes, please elaborate.

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*II - History*

* Please provide a short history of your organization (historical background for establishment, circumstances, …):

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*III - Aims and objectives*

* Please provide a short summary of your organization’s aims and objectives:

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*IV - Areas of Work*

* Please provide a summary of priorities and main tasks for the upcoming year:

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*V - Structures*

* Please outline the structure of your organisation, from the individual student to the international level. Provide information on all relevant structures and bodies and their competencies and relationships (e.g. executive committees, boards, general assemblies etc.). *You can also attach a file or give a reference to a website(s), where this information can be found.*

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 *VI - Membership*

* How do students, local unions, or national branches become members of your organisation? Please describe in detail the procedure including the time frames:
1. **Students** – *for individual membership*

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1. **Local unions** – *for local union membership*

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* How many members does your organisation have?

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* Please indicate the number of member organisations that you represent, as well as the countries where you are active:

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* What is the number of students represented by your organisation? How did you calculate this?

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* Do the members have to pay a membership fee? If yes, could you please give the approximate amount:

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 *VII - Election procedures*

* What are the election procedures in your organisation? Please provide information for both the local, national and international levels. Please elaborate how an individual student can get elected to both levels.

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* Who calls and observes the election procedures? Please provide information for the local, national and international levels.

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* Could you please provide an overview on tendencies related to the election procedures in your NUS:
1. Do international campaigns on the elections take place? Please elaborate.

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1. Are the elected representative positions normally contested (more candidates running than positions available), and how has this competition fluctuated over the past three years?

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*VIII - Funding*

* What are the sources of funding of your organization? Please include the approximate share of every source in the total income for the past fiscal year:

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* Could you please give the approximate numbers of the annual budget (past fiscal year) of your organisation **(in Euros)**?
1. As a whole:

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1. The total disposable income (TDI):

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1. Please elaborate on the expense share:

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*IX - Head office*

* Does your organisation run an office? If so, what is the contact information (address, phone, fax, …)?

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* How many people are involved in daily office job (both employed and volunteers)? Do they work full time or part time? How many of them have students’ status?

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*X - National cooperation*

* Please briefly provide information and contacts of the partners you have in the countries where you are active (governmental structures, rector conferences, other organizations, teachers’ status, national youth council, etc.). Please explain the nature of cooperation with each of them.

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| **Partner** | **Contact information** | **Nature of your cooperation** |
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*XI - International cooperation*

* Is your organisation a member of any other international network? If so, please elaborate:

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* Are there any other relevant organizations you cooperate with, and if so, how?

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**Section D: Information on capacity building processes within CMO and expectations towards ESU**

* Do you provide any training/capacity building activities for your members *(please underline)*:

Yes / No

* How do you identify the training/capacity building needs for your members? Please elaborate if you have developed a training policy to address your members’ needs, giving a brief summary of it (aims, objectives, who does it target, how is it implemented, how is it evaluated/adjusted, etc)

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* What are the main priorities (topics) for your training/capacity building activities for the upcoming year *(if possible, please attach the training plan)*:

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* What kind of obstacles do your organisation meet when launching the capacity development process of its members?

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* How could ESU help your organisation to improve the process of capacity building? Please elaborate:

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* Please specify, if
1. You need support on quality enhancement for your organization *(focus on organizational management, training of trainers)*

Yes / No

1. You need thematic trainings for your members *(ex: SCL, students’ participation in QA processes, etc.)*

Yes / No

If yes, please indicate the topic(s):

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* What kind of methodological support/resources do you need to improve the quality of your capacity building events *(ex: ESU pool of trainers, toolkit on thematic topics, such as project management, quality assessment, etc.):*

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* How do you feel about mainstreaming and disseminating ESU policy in the work of your union? What kind of obstacles would you meet?

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**Section E: Further presence in ESU**

* How do you see your role in ESU? What will your organisation bring to ESU, and what would your organisation like to get out of ESU?

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* Do you have any specific ideas about areas of work you would like to focus on within ESU?

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1. Lesbian/Gay/Bisexual/Transgender students [↑](#footnote-ref-1)