

MEMBERSHIP

APPLICATION FORM & REGULATORY PROCEDURES

*For applications made until the 1st of December 2010 (before
midnight CET)*

TABLE OF CONTENTS

FOREWORD	3
PART 1: ADMISSION CRITERIA AND PROCEDURES	4
A. EURODOC MEMBERS	5
B. EURODOC OBSERVERS.....	5
C. TO OBTAIN THIS APPLICATION FORM.....	6
D. TO APPLY FOR MEMBERSHIP.....	6
E. UPON RECEPTION OF APPLICATION IN DUE TIME.....	6
F. AT EURODOC'S ANNUAL GENERAL ASSEMBLY	6
PART 2: MEMBERSHIP APPLICATION FORM	7
I. DETAILS CONCERNING THE APPLICANT	9
II. DETAILS CONCERNING THE NATIONAL REPRESENTATION OF THE APPLICANT ORGANISATION	9
III. DETAILS CONCERNING THE DESIGNATED REPRESENTATIVES (EURODOC DELEGATES)	10
IV. LEGAL DOCUMENTS	11

FOREWORD

Dear Colleague,

It is a great honour for Eurodoc and me personally to welcome your organisation's initiative of joining Eurodoc, the European council for doctoral candidates and other early stage researchers.

Over the past years Eurodoc has grown as a federation of now 34 members. Our members are national associations representing young researchers in their respective country, just like your organisation is doing in your country. All countries represented at the Council of Europe are entitled to join us. Like me, everyone at Eurodoc strongly believes that we can only achieve greater good by working together at the European level. It is therefore essential that all countries are represented within Eurodoc. Your initiative is bound to further strengthen the voice of young researchers across Europe.

Young researchers are at the core of the European Research Area (ERA) and Higher Education Area (EHEA) and as a key stakeholder we must be able to contribute and share our views at the highest level of policy making. Eurodoc was created for that very purpose: to send out a clear, comprehensive and unified message from European doctoral candidates and other young researchers. We are working together with the European Commission and the European University Association, for example, and recently became a partner of the Bologna Process - the reform of EHEA. This means the work of Eurodoc goes beyond the boundaries of the European Union. You are more than welcome to actively contribute to this and to make sure the voice of young researchers from your country is heard in Europe too!

I would like to thank you again for making the decision to apply for membership. Together with the board of Eurodoc and the member organisations I will do my best to support you and your organisation in the application process. Good luck, and if you have any questions please do not hesitate to ask. I hope I will be able to welcome you at our upcoming annual conference and general assembly in Vinius in 2011.

With best regards

Izabela Stanisławiszyn
President of Eurodoc

PART 1:

ADMISSION CRITERIA AND PROCEDURE

ADMISSION CRITERIA

The procedures and criteria presented in this document are derived from the Eurodoc Statutes (in particular articles 4, 5 and 6) and from Eurodoc's Internal Regulations (in particular articles 2 and 3). Organisations applying for Eurodoc membership or observer status are recommended to study both documents in order to get a clear impression of procedures, rights and duties. In all cases the text from the Statutes and Internal Regulations is binding above this document.

Both documents are available online:

1. Statutes: <http://www.eurodoc.net/articles.php?lng=en&pg=14>
2. Regulations: http://www.eurodoc.net/file/Eurodoc_InternalRegulations_v1.00_public.pdf

A. Eurodoc members

Eurodoc is a European federation of national organisations that represent young researchers in their country. Therefore, to claim membership, the applicant must be a national organisation (i.e. represent young researchers from more than one institution):

1. That aims at representing young researchers (already established or in the process of being so) in one of the European countries (as defined by country membership to the Council of Europe).
2. That is legally constituted according to the laws of its country at the time of its admission within Eurodoc.
3. That has a democratic structure and adheres to basic principles of human rights.

Please note that:

- a) Individuals cannot claim or apply for Eurodoc membership.
- b) Eurodoc accepts as full member only one national organisation per country. In that case, two delegates must be appointed by the national organisation and they are granted one vote each. When several national organisations from the same country apply, decisions are taken according to article 5 of the Statutes.
- c) A copy of all relevant legal documents concerning the applicant must be provided in the application or by the time a formal admission procedure is engaged (see part IV of this form).
- d) The admission procedure is described in Art. 5 of Eurodoc Statutes and admission requires a formal vote of the General Assembly.

B. Eurodoc observers

The admission of observers is derogatory and transitory. It provides a temporary status for observers to take part in Eurodoc's activity under specific conditions. The derogatory nature of this disposition is intended to help observers achieve a status where they are willing and able to apply for membership while enabling Eurodoc to fulfil its aim of representativeness during that process. Organisations that apply for membership but do not yet meet all of the formal requirements for membership or are not accepted as members otherwise can be entitled status as observers. Common examples of such organisations can be:

- National organisations in the process of being constituted.
- National organisations in the process of being legally established.
- National organisations from countries that are not members of the Council of Europe.

ADMISSION PROCEDURE

C. To obtain this application form

You may obtain this form either directly from Eurodoc's board or by downloading it from the Eurodoc website at <http://www.eurodoc.net/>.

D. To apply for membership

Please fill out this application form. Enclose all relevant documentation and send everything before the deadline mentioned on the cover of the application form to the Eurodoc board (board@eurodoc.net). Inform promptly Eurodoc's board if any delay occurs. The board will let you know whether an application sent after the deadline can still be considered. Extension of the deadline is only granted in rare exceptions.

E. Upon reception of application in due time

1. The board of Eurodoc will carry out the necessary checks regarding your application (details and documents provided). This can take several weeks.
2. During this period, make sure someone at your organisation is available to answer possible questions regarding your application. Otherwise, let the board know of your availability.
3. The board will then inform you whether your organisation is eligible as Eurodoc member or observer, depending on the evidence presented in your application.
4. Regardless of eligibility, 2 representatives of your organisation will be invited to Eurodoc's annual General Assembly (GA) that is held during Eurodoc's annual Conference.
5. Your application will also be submitted to Eurodoc's Council for consultation and information. The GA will ultimately validate the status of your organisation.

F. At Eurodoc's annual General Assembly

1. During a session, a representative of your organisation will give a short presentation in front of the GA.
2. Following this presentation, a discussion with the GA will take place. The representative should be ready to answer questions about the application.
3. During a private session of the GA to which your organisation's representatives cannot take part, a formal vote will decide on the status of your organisation, whether it can be a Eurodoc member, observer, or none.

After the GA session in which a decision on new members and observers is made, your representatives, provided a positive decision was made, will be able to join the GA and participate to the remaining discussions in the capacity determined by your organisation's status. If your organisation has been granted a member status, your representatives will be able to vote. If your organisation has been granted an observer status, your representatives cannot vote but can contribute to the debates in an equal manner to any other GA participant.

G. Assistance with the application form

Please contact the Eurodoc board if you need further clarification on the application procedure, intent of questions etc.

PART 2:
MEMBERSHIP APPLICATION
FORM

WHAT THIS FORM IS ABOUT

In PART I

You are providing the details of your organisation and its legal representative

In PART II

You are providing an estimation of the representativeness of your organisation.

In PART II - appendix

You can use the form differently depending on how well established your organisation is.

- If your organisation cannot yet claim proper national representativeness (either in terms of geographic coverage or fraction of the community represented), use this part to write down your objectives for growth.
- If your organisation is already well established but some improvements to its national coverage can be done, please indicate them using this part.

In PART III

You provide details regarding your representatives at Eurodoc.

In PART IV

You provide details regarding some additional legal documents you need to attach to this form when applying to Eurodoc.

In PART V

You provide additional documents on your representatives.

I. Details concerning the applicant

NATIONAL ORGANISATION

1. Country:
2. Full Name of national organisation (in the original language):
3. Acronym or abbreviation (in the original language):
4. Full Name of national organisation (in English):
5. Acronym or abbreviation (in English):

6. Address:
7. Postcode:
8. City:

9. Website:
10. Email Address:
11. Telephone (if possible):
12. Fax (if available):

13. Please list the aims of your organisation

14. Is your organisation legally established?
(tick as appropriate)

- No (then proceed to question 18)
 Yes

If Yes, please indicate:

15. Since when it has had a legal existence (Month/Year): / /
16. Date of your last General Assembly (Month/Year): / /
17. Periodicity of the General Assembly: every month(s)

18. Does your organisation belong to other networks or organisations at the national or international level (if yes, please specify which networks or organisations)?

LEGAL REPRESENTATIVE ACTING ON BEHALF OF THE ORGANISATION

(This can be the president of the organisation or another individual appointed by the organisation)

19. Gender: --
20. Title: --
21. Name:
22. Surname:
23. Email:
24. Telephone:

25. Duration of mandate: year(s)
26. Dates of mandate: from / / to / /

II. Details concerning the national representation of the applicant organisation

Note: organisations that are not yet well established should use the appendix to this section to indicate their objectives in terms of representativeness.

27. Which types of individuals does your organisation represent:
(tick as appropriate)

- PhD candidates
 Postdocs

- Other Scientists
 BA/MA Students
 Other research personnel, please specify:

28. Give an estimation of how many members (people, not other organisations) your organisation represents: --

29. If possible, give references for this estimation, if applicable:

30. If your organisation represents (a) particular research disciplin(es), please specify:

31. Give an estimation of the nationwide scale of your representativeness in your country (e.g. quote the cities, universities or scientific bodies to which members of your organisation belong):

32. Do you know of any other national organisations in your country that represent young researchers? If yes, please give details including name, web site address and e-mail, when applicable, to the best of your knowledge:

Note: Well established national organisations do not need to fill in this part of the form, but they can also use the appendix to indicate their aims to improve their national coverage if any.

33. Does your organisation have a clear national aim in terms of representativeness in its legal documents

(tick as appropriate):

- Yes, please indicate the appropriate reference:
 No

34. Regardless of what members currently belong to your organisation which types of individuals does your organisation wish to represent ultimately?

(tick as appropriate)

- PhD candidates
 Postdocs
 Other Scientists
 BA/MA Students
 Other research personnel, please specify:

35. Are you aiming at increasing representativeness at a nationwide scale?:

36. If you plan to increase representativeness in your country, do you plan to do it by including/joining other organisations representing young researchers? If yes, give details below including name, web site address and e-mail, when applicable, to the best of your knowledge:

III. Details concerning the designated representatives (Eurodoc delegates) if available at the time of application

Note: Whenever possible, gender equality should be promoted when designating Eurodoc delegates. This designation is done by the national organisation in agreement with its internal rules.

1st delegate (members) or representative (observers)

37. Gender: --

38. Title: --

39. Name:

40. Surname:

41. E-mail:

2nd delegate (members) or representative (observers)

42. Gender: --

43. Title: --

44. Name:

45. Surname:

46. E-mail:

IV. Legal documents

A copy of all relevant legal documents concerning the organisation, including the statutes in original language and an English copy must be provided with this application or by the time a formal admission procedure is engaged. To avoid delays in the processing of the application, please have all copies certified.

47. Are the legal documents enclosed? --

48. If No, please indicate if
(tick as appropriate)

You expect to prepare these documents by the time of your admission

You don't expect to have enough time to prepare these documents before your admission

Your organisation is not yet legally registered and thus you can't provide Eurodoc with these documents

Other, please specify:

49. If yes, please specify the types of documents included:
(tick as appropriate)

a copy* of the Statutes in original language

a copy* of the Statutes in English

Other, please specify:

*All copies should be certified faithful to the original.

Delegates should adhere to the statutes and regulations of Eurodoc when attending the General Assembly.

Delegates are encouraged to engage in providing ideas, comments and news on consultation@eurodoc.org when possible.