

MU Student Clubs: Guidelines for Success and Engagement



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Introduction

Education goes beyond the classroom. Joining a student club is not just about picking up a new interest or hobby - it's an opportunity to make lifelong friends, de-stress, and make the most of your time at MU Vienna.

Engaging with **MU's Student Clubs** is a fantastic way to explore your passions, develop new skills, and broaden your horizons. It's an invitation to discover, connect, and thrive.

Additionally, being part of a club as a member or a leader can significantly boost your networking competencies and soft skill as well as encourage your career development and professional success.

This guide is designed to help you navigate the process of starting and managing a successful student club. Inside, you'll find everything you need - from step-by-step instructions on how to establish your club, to tips for organizing impactful events, to guidelines for keeping your club active and engaging.

We encourage you to follow every step closely to ensure your club thrives and becomes a meaningful part of the MU community. Use this guide as your roadmap to make a **lasting impact**, **connect with like-minded peers**, and **leave a legacy** on campus.

Starting a Club

To start a student club, the following steps must be completed:

- 1.1. A minimum of **five** founding members must be listed.
- 1.2. Designate a **President, Vice President, and Treasurer** as the core leadership team.
- 1.3. Fill in the **Founding Document** (a template is provided by the university) which includes the club's purpose, objectives, and declaration of intent.
- 1.4. Submit the Founding Document and an [online application form](#) to the Student Service Center (SSC) for approval.
- 1.5 You will receive the approval of your request or the request for further clarification within two working weeks.

Maintaining Active Status

To be considered active and eligible for benefits such as funding reimbursement and certificates, clubs must:

- 2.1. Organize at least **one event per semester**.
- 2.2. **Participate in the Student Clubs Fairs** to showcase their activities, present their planned events and activities, and recruit members.
- 2.3. Maintain a **minimum of five active members** throughout the semester.
 - Compliance will be checked via sign-up forms at events submitted to the SSC.

Club Budget

- 3.1. Clubs will receive a budget of **€ 200 per semester** based on the university's guidelines. The budgets cannot be merged.
- 3.2 A budget plan needs to be submitted by the Student Clubs to the SSC at the beginning of each semester for approval.
- 3.3. Reimbursements will be processed upon submission of the ad-hoc excel form and only for pre-approved events by the SSC.

Leadership and Elections

To ensure transparency and continuity, clubs must hold annual nominations or elections:

4.1. Positions up for election include **President**, **Vice President**, and **Treasurer**.

4.2. A resigning club leadership member must **nominate** their successor before leaving the club. If deemed necessary by the club, direct elections may be conducted. The recommended election method is a *manual election* (see 4.3) but other election methods can also be accepted.

4.3. **Election System:**

- Conduct **manual elections** during a scheduled meeting. Clubs must document the process with signed ballots or a recorded show of hands and submit the results to the university.

4.4. The outgoing leadership team **must notify** the SSC of the election results via email within two days of the announcement.

4.5. Clubs must maintain the roles of President, Vice President, and Treasurer at all times; failure to do so may result in the club losing its active status.

Club Communication and Promotion

5.1. All official communication with the SSC must include:

- The names and contact details of the current leadership team.
- Regular updates on events and member activities.

5.2. Clubs are advised to maintain an **Instagram profile** to promote their activities, recruit members, and showcase their achievements.

- The logo will be provided by the SSC upon approval of the application form (See 1.4)

5.3. Clubs will meet with the MU Marketing Team to receive training and guidelines on appropriate communication on social media, e.g. Instagram and LinkedIn.

5.4. MU strongly encourages collaboration with other Student Clubs for joint events and activities, to foster broader impact and engagement. For cooperation

with external partners, Clubs are invited to liaise with the SSC and the Marketing teams.

Recognition and Awards

To encourage participation and recognize the efforts of outstanding clubs, Student Clubs engagement will be evaluated each semester based on their activities, impact, and leadership. Exceptionally performing clubs will be eligible for **awards** or **additional benefits** as follows:

Award Categories

- **Best New Club** - Awarded to a newly established club that has shown strong engagement, growth, and initiative in its first year.
- **Most Innovative Club** - To clubs that introduce creative concepts, unique events, or impactful initiatives.
- **Most Engaged Club** - Given to the club with the highest participation in events, collaborations, and contributions to the university community.
- **Best Event of the Semester** - Celebrates the club that organized the most impactful or well-received event.

Benefits & Rewards

- Additional funding opportunities.
- Invitation to exclusive opportunities, such as community events, winter camps, and summer universities.
- Spotlight features on university social media & newsletter.

Award winners will be announced at the end of each semester.

For additional inquiries, please contact the Student Service Center at ssc@modul.ac.at.