



REGULATIONS

ROOM ALLOCATION REPORT
2025 - 2026

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A. Preliminary

1. These KSU Student Organisations' Room Allocations Report Regulations may be cited as the KSU Student Organisations' RAR Regulations.

Delegated Powers

2.1. These regulations shall regulate:

- the proceedings and power of the Student Organisations' Classification Board;
- the use and administration of the offices in Students' House;
- the use and administration of the Freshers' Week stands.

Interpretation

3. In these Regulations, unless the context otherwise requires or is otherwise expressly provided:

- **Timing** includes any length of time or deadlines. Unless explicitly specified otherwise, weekends, holidays or other are counted as normal days in the context of these regulations.
- **"Tenancy Agreement"** refers to the document in Annex D which shall be signed between KSU and the Organisation in question with regards to the Organisation's Allocated Office.
- **"Written" / "In Writing"** refers to a signed hardcopy or signed email form.
- **"Classification Application"** refers to the application presented to the Board by applying organisations. Such application will be used to classify the organisation, in accordance with these regulations.
- **"Student Organisations' Classification Report"** refers to the Point report prepared by the Board vis-à-vis the Classification Application submitted by organisations, in accordance with these Regulations.
- **"KSU Services"** includes the use of telephones, computers, internet, Boardroom and The KSU-PwC Common Room; and/or any other service provided by KSU and offered to student organisations, subject to availability and administrative discretion.

- **"Offices"** means the office allocated by KSU for the perusal of the organisations including all apertures and all contents present at the time of entry into the office (excluding assets owned by the organisation/s in question).
- **"Shared Office"** refers to the office within which more than one organisation has been posted.
- **"Board"** means the Classification Board established by Part B of these regulations.
- **"KSU"** means the Kunsill tal-iStudenti Universitarji executive board.
- **"Campaign"** means any political, commercial or other dynamic concerted effort to accomplish a purpose including: a campaign to promote political beliefs, an election campaign, a fund- raising campaign, a donation-campaign, or a campaign to promote any other educational, cultural or moral notion or belief. A project classified as a campaign has to be spread over a number of days or include various initiatives based on a particular theme.
- **"Seminar"** means any original research, intensive study, analysis, working-groups, workshops or policy making that is undertaken under the direction of professors, experts, politicians, or any other speakers who meet to discuss their views, reports and findings in discussion groups or a series of discussion groups, including; a course of study so pursued, a scheduled meeting of such a group, a meeting for an exchange of ideas; any locally-based conference that lasts for at least 4 hours.
- **"Debate"** means any organised discussion involving opposing points; any deliberation; consideration or any formal contest of argumentation in which two opposing teams defend and attack a given proposition whereby at least one or more speakers, lecturers, presenters, or spokespersons are invited to speak on a panel. Any debate that exceeds 4 hours shall be deemed to be a "seminar".
- **"Entertainment activity"** means any social gathering especially for pleasure or amusement whereby a group of people have gathered to participate in an entertainment activity including; discos with DJs, live-Band parties, Balls, barbecues, reunions, receptions (receptions and reunions must be for not less than 25 people), amongst others.

- **"Culture activity"** means an event or activity offering a program that promotes and portrays culture and talent in various ways including, music and singing performances, art exhibitions, musical concerts, poetry reading, drama and theatre amongst others.
- **"Festival"** means (i) any organised performance given by more than one singer, instrumentalist, band, DJ, or other (ii) any large-scale activity, feast or celebration including beer and wine festivals or fairs. A "one-day festival" must consist of a program of activities with a duration of not less than five (5) hours within a 24-hour period.
- **"Reports"** means any report, policy paper, position paper or any document on which a study, analysis, proposal, review, research, on-site research, or complaint is documented and published.
- **"Publications"** means any magazine, newspaper, newsletter, pamphlets or books written and published wholly by the student organisation.
- For the purposes of the Points System Criteria;
- A **"Magazine"** means a printed publication containing stories, sketches, competitions and other information of general or exclusive interest. For the purposes of the Points System Criteria, a publication shall be a magazine only if it has a minimum of twenty-four (24) pages.
- A **"Newspaper"** means any publication issued for general circulation within at least all university grounds and available to all university, IHC, MCAST Medical School and Junior College students at frequent intervals and that circulates student-related news items, updates and other information. For the purposes of the Points System Criteria, a publication shall be a newspaper only if it has a minimum of twelve (12) pages.
- A **"Newsletter"** means any printed bulletin, periodical or online bulletin or periodical issued at regular intervals. For the purposes of the Points System Criteria, a publication shall be a newsletter even if it has one (1) double-sided page.
- A **"Pamphlet"** means any thin booklet dealing with a particular topic of student or public interest published wholly by the student publication shall be a pamphlet only if it has a minimum of 15 pages.

- A **"Book"** means any publication not classifying within the above definitions, wholly written and/or edited and published by the student organisation dealing with any topic of interest. For the purposes of the Points System Criteria, a publication shall be a book only if it has a minimum of 50 pages.
- For the purposes of these regulations, a flyer or a poster promoting an activity or event is not to be considered as a publication.

B. Student Organisations' Classification Board

The Student Organisations' Classification Board

4. There is hereby established a Board to be known as the Student Organisations' Classification Board.

Function of the Board

5. The Board shall be appointed to represent, so far as may be equally, the interests of all student organisations. It shall act impartially from any student organisation.

Appointment of the Board

6. The Board shall be presented during a KSU Admin Meeting and vested upon during the following Commission meeting or Admin Forum.

7.2.1. They shall not, unless otherwise agreed upon by the commission, be nominated from amongst members or observers of commission, awaiting recognition from the Senate of the University of Malta, nor shall they be members on the executive of any organisation applying for an office under these regulations.

7.5. The term of the Board shall expire in the end of the following May.

Plan of Action

8. The Board shall present to the commission or Admin Forum an immediate plan of action by which the results shall be published and by which all related practices should be completed.

8.1. The Board shall follow the procedural course of action and requirements as stipulated in these regulations and any attached documents.

8.2. The incoming Chair of the Board should have organised a meeting with the incumbent Chair of the Board any date or time prior to the first Commission meeting mentioned in Article 6. This shall be seen as a handover, as part of the handover from one Secretary General to the next. This is in the spirit of continuity.

Application Phase

9. The Board shall establish a period within which the student organisations may submit the Student Organisations' Classification Application.

9.1. The organisations shall submit an application based on the template found attached to these regulations in Annex B within such period as stipulated above. Along with the application, all organisations must attach:

- the Statute;
- a list of the executive members,
- I.D. number, mobile number, residence address and e - mail address of President, Secretary General and Commission representative;
- a permanent organisation's address.

9.2. All requirements stipulated within the template found in Annex B shall be completed without delay.

9.3. Only a soft-copy application is to be accepted within the deadline.

Time Extensions

10. There shall be no time extension awarded to an organisation unless delay has been caused by reasons beyond the control of the organisation and only if the Board deems such reasons sufficiently excusable. The Board should be cautious in creating precedence. Notwithstanding this, any extensions awarded may not exceed 5 days.

Procedure Upon Application

11. When the period has elapsed, the Board shall first consider each application submitted by the student organisations and prepare a Student Organisations' Classification Report.

11.1. The application is to be submitted according to the sections as described in the Points System Criteria hereby attached in Annex A. Penalties will apply if the application is not presented in the order provided in Annex A.

11.2. The Board shall, by applying the Points System Criteria hereby attached in Annex A and the discretion conferred upon it, determine the points to be awarded to each student organisation.

11.3. The point system is to be largely based on past achievements. Points may also be allocated to work planned for the future.

11.3.1. The Board may award points for activities where there is proof that extensive planning, a substantial effort and expenses were made with the aim of fulfilling such plan, but completion of such plan had failed due to justifiable reasons that were beyond the control of the organisation and not due to negligence on the part of the organisation.

Amendments

12. The Board may, after having examined the above regulations, make recommendations or suggestions for amending or improving such regulations.

12.1. This shall apply to all parts of the Regulations including the annexes hereby attached.

12.2. It shall be the duty of Commission to revise, amend or modify the regulations where necessary following discussion held in the KSU Admin Forum.

12.3. Any amendments can only be done before the deadline to submit the application is established. Amendments can also be done once the classification report is published by the Board in such a manner that such amendments will have no influence on the report published by the Board for that particular year.

12.4 Amendments to the regulations shall be discussed in a maximum of two (2) admin meetings. In case a vote is required, this shall be taken during the next Commission Meeting.

Revision and Appeal

13. A request may be sent to the Student Organisations Classification Board once the Report is published by the Board to clarify any issue.

13.1. Such a request shall be in writing and presented to the same Board within 1 working day from the publication of results.

13.2. The Student Organisations' Classification Board is to give a reply within 1 week from the filing of the request. The Board may consider changing the mark of that organisation if any genuine mistake concerning the request is found.

14. All decisions taken by the board are final.

14.1. However, an appeal may be brought against the Board only if it has acted or decided beyond its powers or has not acted or decided in conformity to its procedural regulations as laid down in these Regulations.

14.2. Such an appeal shall be in writing and presented to the KSU Board of Discipline within 3 working days from the alleged breach.

14.3. The KSU Board of Discipline is to give its decision within 1 week from the filing of the appeal.

Publication of Results

15. The Board shall publish the total points awarded to each organisation. A copy of the result sheet shall be posted on the noticeboard in Students' House.

16. All organisations shall be allowed to see the specific points allocated to any other organisation. This is done in the spirit of transparency.

17. The Board has to present to each organisation a document as attached in Annex E showing the points allocated for each event.

18. An organisation may also ask for a meeting with the Board where the Board shall give an account on the Point Allocation of that organisation in question.

19. The Board shall ensure that the Student Organisations Classification Report is published by mid-September of that particular year, unless a particular circumstance arises which requires the report to be published earlier/after.

C. Offices in Students' House

Part 1: Administration

TITLE 1 – Generation Use and Administration

Use and Administration

20. All organisations are entitled to the use and administration of the office allocated to them by KSU. Such use and administration includes access to such office, and the deposit therein of the organisations' assets without compromising the rights of other organisations sharing the same office in case of sharing offices.

21. KSU shall not be held responsible for the safekeeping of the contents of the said offices. Such responsibility rests with the organisation/s that has been allocated that office. KSU holds the right to find the organisation or its members personally responsible for any damages that arise out of the misuse of the office or their contents.

Damages and/or Alterations to Offices

22. Organisations must ensure that no damage or alterations (unless discussed with and approved by the Board at its discretion) be made to the allocated property.

22.1. Organisations have the duty to repair/make good any damage caused or reverse any alterations, voluntarily or through negligence, by any direct or indirect act or omission, caused by any of its members, or persons the organisation is responsible for.

22.2. If damages or unapproved alterations result, a report shall be made immediately by the organisation as to the cause of the damage or the nature of the unapproved alterations. The Board, as established by Part B of the Regulations, shall have the power to examine damages and unapproved alterations. The Board shall also have the power to prepare an assessment of such damages and alterations, expenses relating to the damage and rehabilitation of unapproved alterations and any future expenses that may be incurred in repairing the damages or rehabilitating such alterations. The Board may, if deemed necessary, summon experts to aid it with its assessment.

22.3. An organisation shall not be liable to pay such expenses only if the damage arises from a fortuitous event, a supervening cause or any other event over which the organisation had no control or by a 3rd party who does not have any conjunction with the organisation.

Maintenance

23. Each organisation has the obligation to maintain the office and retain its condition equal to that condition in which the office was received.

23.1. Minor expenses and decorative expenses must be borne by the organisation that voluntarily takes on such expenses.

23.2. Any structural, functional, or aesthetic alterations to the office shall require express consent and approval by the KSU executive.

24. Any duty or obligation incurred by such organisations with respect to that allocated office must be fulfilled by the same organisation.

Reimbursement of Expenses on Termination

25. In the case of any termination of occupancy, whether voluntary or by eviction, no reimbursement shall be due to the organisation for any expenses or improvements incurred by it throughout its period of occupancy.

26. On termination, improvements may only be removed if it is shown that no damage to the office will be caused and the organisation concerned proves it will derive some benefit from such removal. If improvements are removed out of the parameters laid by this regulation, the organisation in question shall be liable to pay for any repairs.

Extraordinary Alterations

27. The KSU Secretary General may order any structural alterations, extraordinary improvements or re-designing of the office or may also change the allocation of any office.

27.1. The re-allocation of offices necessary as a consequence of such structural alterations, extraordinary improvements or re-designing shall follow the procedure in Part II of these regulations (Modes of Terminations of Occupancy).

27.2. Such structural alterations, extraordinary improvements or re-designing or re- allocation should be made only after prior notice of at least two (2) weeks to the organisation/s involved;

27.2.1. The two weeks shall commence as soon as written notification is served on one of the organisation's executive members.

27.2.2. In the case of a shared office, the two weeks shall commence as soon as written notification is served on one of the members of each organisation sharing the office.

27.2.3. The notice should, where possible, give reasons and an explanation for the motive of such alterations.

28. Provided that if the structural alterations or extraordinary improvements are an imminent necessity which cannot wait for the stipulated notification period set in section 19 (1)(b) due to circumstances beyond control, then no prior notification should be necessary.

29. Where any of the events mentioned in 19 (1) occur, the Board, on advice of KSU, shall ensure that an alternative office is allocated to the organisation, where deserved, possible and adequate.

Office Administrator

30. The president (or equivalent) of each organisation allocated an office shall become the "office administrator" ex-officio unless the executive of the specific organisation decides to nominate another person, and be responsible for the use and administration of the office. These organisations shall send the contact details of the office administrator to the KSU Secretary General by no later than seven (7) days upon allocation of the said office.

31. An organisation may substitute the office administrator. In this case the organisation shall inform the KSU Secretary General in a written form. This shall be applicable only upon such notice. If the office administrator is not performing his required responsibilities in good faith, the KSU Secretary General may have the right to request in writing to the said organisation's executive change the office administrator. This shall be done within fifteen (15) days. Should the organisation fail to comply, the Board may order the eviction of the organisation in question.

Report of State of Office

32. Office administrators are bound to draw up a concise report on the state of the office upon allocation of the office and also upon termination of such occupancy.

32.1. The latter report shall include any improvements or repairs which such organisation may have affected in such office.

32.2. A copy of such report shall be signed by the office administrator and the KSU Secretary General.

Students' House Access Out of Office Hours

33. As per the Tenancy Agreement, each Office Administrator shall give the details of a maximum of (3) three of his/her organisations' members to the KSU Secretary General, who shall be allowed to retrieve the Students' House Key for use out of regular office hours from the University of Malta Security. This regulation remains at the discretion of the University of Malta authorities. The respective members who take possession of such key are responsible for anything that may arise with regards to Students' House whilst the key is in their possession.

Deposit of Keys

34. A copy of the allocated office keys shall be deposited at the KSU Office. The key shall be kept in a lockable deposit box, referred to as the "master key". It is understood that this key shall not be relied upon to the access of the members to the office allocated.

35. The KSU Secretary General shall provide the Office Administrator with one copy of the key to the allocated office, upon signing of the Tenancy Agreement.

35.1. The Office Administrator shall make sure that all persons entitled to access the allocated office have a copy of the key. The list of these users shall be given in writing to the KSU Secretary General, within fifteen (15) days of allocation. This list shall be signed by both the Office Administrator and the KSU Secretary General. An updated record of this list must be given to the KSU Secretary General for security reasons. Moreover, all copies must be returned to the KSU Secretary General by the end of the term.

35.2. Under no circumstances should anyone not on the approved list be in possession of a key nor anyone other than the Office Administrator him/herself in person, request the master copy of the key from the Secretary General.

Urgent Access of Office

36. The KSU Secretary General may at any time, upon a reasonable suspicion that these regulations are not being observed, access any office after having informed the Office Administrator in question.

36.1. Such access must preferably be made by the KSU Secretary General who is accompanied by a member of the executive of the respective organisation/s. If this is not possible, the KSU Secretary General may also perform such access in the company of a member of the Board.

37. Nothing contained in this section shall preclude the KSU Executive from accessing an office immediately and unaccompanied in case of reasonable suspected imminent danger.

37.1. This shall apply only if the danger could be caused to property, health or life, as a result of flagrant non-observance of regulations at the moment of entry, or in order to prevent any immoral, illegal or illegitimate use of the premises.

38. Notwithstanding the above, subsequent to any such event of access, KSU must give justifiable reasons for any such entry or access. This shall be done within seven (7) days of such access.

39. University Authorities including the Beadle may access the offices upon any suspicion at any time.

Part 1: Administration

TITLE 2 – Sharing Organisations

Rights of Sharing Organisations

40. Each sharing organisation shall enjoy the full use and administration of the shared office without prejudice to any provisions as laid in these regulations.

40.1. The above shall apply only if the rights of the other sharing organisations are not infringed or in any way limited discriminatorily.

40.2. Where sharing organisations do not reach agreement as to the manner of shared use and administration of the office, the KSU Secretary General shall determine the manner in which the office shall be shared until the organisation reach an agreement or compromise.

Obligations of Sharing Organisations

41. No organisation may use, tamper, meddle, damage or mishandle the possessions of the other organisations sharing the same office without the express permission of such organisation.

41.1. An organisation may raise a letter of complaint claiming forbidden use of their possessions to the KSU Secretary General, who shall subsequently investigate such claim.

41.2. Confirmation of such claim shall result in forfeiture of all KSU services and, at the discretion of the KSU Secretary General (upon consultation with the Board), eviction of the organisation at fault.

41.3 Any such decision must be made known to all parties involved by means of a written letter signed by the KSU Secretary General.

41.4 Subsequent to the KSU Secretary General's decision, any of the parties concerned may file an appeal to the KSU Executive. Such application must be filed in writing to KSU within two (2) weeks from when such decision is made known to the organisations.

41.5 KSU is to accept, review, amend, revise or annul the decisions laid down by the KSU Secretary General. Such KSU decision must be made known within two (2) weeks from the application of the claim.

42. Any necessary expenses for the ordinary upkeep and maintenance of the shared office shall be at the joint expense of the sharing organisations.

42.1. Organisations are free to stipulate different pro rata arrangements as to how expenses are met, so long as such agreement is registered with the KSU Secretary General.

42.2 If an organisation fails to share necessary expenses or contribute to the ordinary upkeep or to contribute to the maintenance of the shared office for no justifiable reason, the Board shall have the discretion to suggest a reduction of a maximum of 10 points for such organisation in the following office allocation, to the new Board.

43. Student organisations should keep the office clean and in good order.

Part 2: Modes of Terminations of Occupancy Commission Meetings

44. Any organisation that fails to appear, without any excuse deemed to be reasonable by the Commissioner, at three (3) Commission meetings shall be evicted. The Commissioner shall inform the KSU Secretary General immediately.

44.1. A notice of Forfeiture and Eviction shall be issued immediately by the KSU Secretary General, to the President and/or Office Administrator of the organization.

Breach of Regulations

45. Organisations that are found to be in persistent breach of any office regulation as stipulated in these regulations or in any other regulations, shall be afforded one week within which to regulate their position and provide a reasonable justification for such failure to the KSU Secretary General.

45.1. Failure to meet the condition laid in 45 above, means the organisation shall entail forfeiture of the right to use KSU services and the use and administration of the office and thus eviction.

45.2. The KSU Secretary General (if possible, in consultation with the Board) may issue an immediate Notice of Forfeiture and Eviction in the case of grave breach of such obligations.

45.3. If an organisation fails to empty the office once an eviction notice is issued, KSU has the authority to empty the office. The same organisation will be legally liable to KSU for any expenses KSU may have to make for such clearance to take place and for any additional expenses which KSU may have to make due to the irregular situation including changing the door lock.

Voluntary Termination

46. Any organisation, whether sharing or non-sharing, may choose to leave an office and relinquish its rights to the use and administration thereof at any time, subject to its duty to leave the office in a condition equal to, or better than, that in which it was found, and subject to its duty to fulfil any obligation it may have incurred with respect to that office.

46.1. The Office Administrator of such organisation shall inform the KSU Secretary General of such decision and shall return all keys in the possession of that organisation.

Termination

47. The use and administration of an office shall be terminated upon the re-allocation of the said office by the KSU Secretary General, in accordance with the criteria laid down in these regulations, as approved by Commission.

Part 3: Caution Money

Caution Money

48. Each organisation shall pay caution money of Ninty Euros (90 Euro) to KSU in recognition of KSU's superior title over the offices. This shall be considered as a requirement of the organisation to be granted initial access to the allocated office.

48.1. This caution money will be refunded the following September if the regulations are respected and if no damages are made to the office and its equipment by the specific organisation.

Part 3: Eligibility to apply and allocation of offices eligibility

49. First, the Board shall confirm that the organisations that have applied are entitled to have an office. This means that the organisation is a student organisation established and recognised by the Senate of the University of Malta according to the compulsory requirements established by the Senate. Moreover, they must be organisations recognised by the Commission of KSU as participating members and not merely as observers, participants or speakers in the commission. Only student organisations that have handed in an Application to the Student Organisations' Classification Board are eligible to apply for an office.

50. The Board shall not allocate an office to any organisation which obtains less than 40 points in that current year.

50.1. Allocation of offices is subject to space available and the amount of applications submitted in that year.

Exception Applicants

51. The Board may, as a result of a recommendation in writing from KSU and/or any appropriate entity including the commission, consider allocating an office to an organisation that has applied for Senate recognition if there is proof that such recognition is highly imminent and certain.

51.1. The particular organisation must also file an application in the time period stipulated by the Board and must, where possible, follow the requirements as established in the Regulations and the 52.2. The allocation of an office in the above case shall only be provisional. This means that the Board shall review the said allocation once the Senate has presented its decision. However, even if recognition is granted, if there is no appropriate office available, reallocation shall only ensure in the following year's allocation. Failure to be recognised shall mean automatic withdrawal of KSU services from the organisation.

Allocation of offices

52. When applications are received and treated by the Board to check eligibility, a KSU Executive meeting is called with immediate effect to decide upon the allocation of offices as per the Report issued by the Board, and as per these regulations.

53. The KSU Secretary General shall ensure that the re-allocation of offices is completed within ten (10) days of the above-mentioned Commission meeting. It is the responsibility of the outgoing office tenants to ensure that no assets pertaining to the respective organisation(s) are left in the offices. This shall by no means hinder the KSU Secretary General's responsibility duty to issue access to the new tenants.

53.1. Organisations are not allowed to exchange offices once the office is chosen by a particular organisation.

53.2. KSU is authorised to empty out the office of any organisation should the organisation fail to do itself within the lapse of 2 weeks from the date stipulated by KSU as the date when all offices should be vacated to be re allocated. The same organisation will be legally liable to KSU for any expenses KSU may have to make for such clearance to take place and for any additional expenses, which KSU may have to make due to the irregular situation including changing

the door lock. KSU will not be held legally responsible for any property belonging to the organisation, which is found in the offices at the time of eviction.

D. Freshers' Week

54. The Room Allocation Report Results and Classification shall be used to rank the order in which the organisations choose the Freshers' week stands.

54.1. In scenarios where the organisations are assigned according to category, this regulation still comes into effect and will serve to create order for selection.