

## Certificate Requirements | Working Community of EFPSA

This document outlines the requirements for volunteers within the European Federation of Psychology Students' Associations' Working Community (EFPSA WC) to receive a certificate at the end of their mandate. These requirements apply to both members of the Executive Board (EB) as well as Member Representatives (MRs).

We kindly ask you to read through these general requirements for a certificate outlined in this document, which are intended to generate a clear idea of one's expectations when holding a position in EFPSA.

To receive a certificate, the members of the Working Community (WC) are expected to satisfy the following points:

### 1) Knowledge Transfer (KT)

- Members of the Working Community are expected to write a Knowledge Transfer (KT) document for their successor.

*The written KT document should summarise their progress within the position, their main tasks and unfinished projects, as well as important information about the individual position and their respective team.*

- In addition to the written KT document, a verbal KT should be delivered to the successor of the position within one month after the successor is elected.

*This verbal KT should take place in the form of an (online) meeting where the predecessor of a position should explain the written KT to the successor verbally, while answering any questions that the successor might have. Within this meeting, the predecessor of the position is also responsible for showcasing best practices for specific work processes (e.g. usage of the Drive Platform of the WC, creating work-related documents and sending them to reviews).*

#### Deadlines:

- The written KT should be completed before the end of the mandate and before the EFPSA Congress.
- The verbal KT should take place within one month after the Congress or after the successor of the respective position was elected.

**Note:** Submitting the written KT and delivering a verbal KT are understood as *total requirements*, meaning that not fulfilling this requirement will automatically restrict the predecessor of a position to receive a certificate for their mandate.

## 2) Meeting attendance

- All teams should meet every 2-3 weeks, depending on the season (e.g. in respect to holidays, exam periods).  
This includes meetings to discuss voting proposals, team evaluation meetings and Congress evaluation meetings (for MRs).
- Team Members and Member Representatives are expected to attend 70% of team meetings.
- Team Coordinators and Responsibles are expected to attend 80% of team meetings.
- **Note:** Instead of strictly counting meeting attendance, Board Responsibles and the respective Team Coordinators should decide based on individual situations (i.e. whether there is sufficient meeting attendance of a given member).

## 3) E-Voting and General Assembly Attendance

- The whole Working Community is the voting body of EFPSA. Thus all members are required to attend all General Assemblies.
- There are at least 10 Votings per mandate (6 General Assemblies & 4 E-Votings). Voting Delegates are required to take part in at least 80% of the Votings.
- If a Member Representative or a Team Delegate cannot take part in a Voting, they are responsible for finding a replacement.

## 4) Team Evaluations & Team Reports

- Throughout the mandate, the Human Resources Office (HRO), if approved as an office (outlined in Proposal 1 of the E-Voting in March 2022), will perform Team Evaluations on two occasions and send short Team Reports on four occasions. All members of the WC are expected to fill in surveys and attend sessions in which a member of the HRO is present.

*Mid-term and end-term Team Evaluations each include a written survey and an at least a two-hour-long meeting session with the whole team, focusing on the team's general activities and atmosphere, as well as major accomplishments and challenges during the mandate.*

*Team Reports include short written surveys and a check-up during a regular team meeting for 15 minutes, focusing on achieved, current and future tasks.*

- All members of a team are expected to fill out the Team Reports at least 3 times; Coordinators and Board Responsibles should give reminders and give the HRO the opportunity to join four team meetings for 15 minutes.
- All members of a team are expected to fill out both Team Evaluation surveys within the given deadline.

Due to the importance of evaluating the team's activities, all members are required to join the Team Evaluation sessions.

## **Outline of Certificate**

1. General part:
  - a. Name, Position, Country of Studies.
  - b. The timeframe in which position was held.
  - c. Display of general requirements that have, or have not, been fulfilled.
2. Individual part:
  - a. Outlining the position, and tasks and projects that they have fulfilled.
  - b. Highlighting exceptional efforts and outstanding achievements.

## **About requirements:**

- Which general requirements have been fulfilled and which responsibilities have not been fulfilled will be stated in the document.
- The handing of a KT is a total requirement, meaning that if there is no KT document handed in and no verbal KT sessions delivered, no certificate can be granted.

## **In case of resignation:**

- Position holders who resign earlier than the official end of the mandate are still eligible to receive a certificate for the given time that they have been working.
- It will be pointed out that their work within EFPSA was not for the full mandate (e.g. for the mandate of April 2021 - April 2022, it will be pointed out that they volunteered from April 2022 - July 2022). The rest of the outline of the certificate stays the same.
- People who resigned can individually ask to receive a certificate. However, they will be asked to write a KT document or at least update the existing KT document they have received from their predecessor, highlighting their most recent tasks. Then, they need to give a verbal KT session to their successor within one month after the successor is elected. Only then do they qualify for a certificate.