

# Regulations for student influence

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<b>Responsible administrator</b>	Anna-Karin Björling

**Description:**

This document regulates matter related to student influence at Stockholm University in activities that impact education or the students' situation.

The document also includes local practices for the appointment of student representatives to decision-making and preparatory bodies or groups.

“Student” refers to an individual that has been admitted to and is pursuing higher education studies on a first-, second- or third-cycle level.

*Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.*

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## 1 Purpose and definitions

Students have the right to exert influence over the courses and study programmes provided by Stockholm University, and the University shall work to allow the students to actively participate in the effort to further develop said education. The efforts towards achieving a high level of education quality is a concern to be shared by the university employees and students.

Taking these statements into account, this document regulates matter related to student influence at Stockholm University in activities that impact education or the students' situation. These regulations will list the provisions outlined in national legislation and other statutes for student influence, as well the local regulations regarding student influence.

A section regarding local practices for the appointment of student representatives to decision-making and preparatory bodies or groups can also be found towards the end of the document. This process is mainly overseen by the Student Union.

“Student” refers to an individual that has been admitted to and is pursuing higher education studies on a first-, second- or third-cycle level.

In this document, “University” refers to all levels and parts of Stockholm University, i.e. the university-wide level, scientific area (Human Science Academic Area and Science Academic Area), faculty level and department level, as well as the University Administration.

“Student Union” refers to the student unions recognised as a student union by the University Board. See section 6 “Status as a Student Union” for more information.



## **2 Comprehensive division of responsibility and monitoring**

The President is overall responsible for the students' right to exert influence over the education provided at the University.

The University Director is overall responsible for the students' right to exert influence over the education provided at the University within the University Administration. The University Director is also responsible for following up on and revising an agreement regarding student representation. Such an agreement has been struck between the University and Stockholm University Student Union (SUS) and remains in effect until 1 July 2022. See Section “7.2 Agreement with Stockholm University Student Union concerning student representation in decision-making or preparatory bodies and groups” for more information.

### 3 Support for developing student influence

#### National regulations

The operations of higher education institutions shall be adapted to ensure that high standards are attained in the study programmes and research.

The resources available shall be used effectively to sustain a high standard within the operation.

Quality assurance procedures are the shared concern of staff and students at higher education institutions.

*Chapter 1, Section 4 of the Higher Education Act (1992:1434)*

Students shall be entitled to exert influence over the courses and study programmes at higher education institutions.

Higher education institutions shall endeavour to enable students to play an active role in the continued development of courses and study programmes.

*Chapter 1, Section 4 a of the Higher Education Act*

#### Local regulations

Student influence is an important part of the quality assurance procedures that impact both education and the students' situation. The students should be viewed as active co-creators with an important role to play in affecting and developing their education and study situation. The University shall also encourage, support, and facilitate students wanting to become involved in the work concerning student influence.

#### 3.1 University-wide training and other support material

##### Local regulations

The University should offer one or multiple university-wide courses on student influence, e.g. online, focusing on the legislation, other statutes and regulations that govern student influence, the University's organisation and activities in general. The target groups are student representatives and employees. As a supplement, the University shall, in collaboration with the Student Union, develop and update other support material, e.g. written advice and advice with examples of the types of matters, decisions, and bodies where student representatives should be involved, and examples of where they should not. The Office of the President is responsible for this training and the coordination of other support material.

### **3.2 Introduction to the decision-making or preparatory body's and the group's function and way of working**

#### **Local regulations**

The chair or equivalent in every decision-making or preparatory body or group, or individual decision makers, shall ensure that every new student representative is given an introduction to the body's or group's function and way of working.

Student representatives shall also be given access to meeting documents at the same time as other members or equivalent.

### **3.3 Meetings between administrations and student representatives**

#### **Local regulations**

In order to enable and facilitate efforts related to student influence, regular meetings shall be held between management from different levels and parts of the University and student union representatives and their councils, preferably in connection with the regular meetings.

### **3.4 Student union's consultative body**

#### **Local regulation**

If it is deemed necessary to collect opinions through a referral to one or multiple instances within the university, and the matter in question concerns activities that impact the education or the students' situation, the student unions at the University shall function as a consultative body. See "Arbetsordning vid Stockholms universitet" (Swedish only) under Governing Documents – Rules and Regulations on the University Website.

If SUS has acted as a consultative body for a matter, further consultation with the students is normally not necessary.

### **3.5 Introduction and orientation days**

#### **Local regulation**

The University shall inform new students on the meaning and opportunities of student influence during general introduction and orientation days, for example during the start of courses and semesters at the departments. This is done collaboratively with the Student Union.

### **3.6 Information channel about student influence**

#### **Local regulation**

At the university-wide level and within the University Administration, as well as in every scientific area (Human Science Academic Area and Science Academic Area) and department,



some form of channel for information from the Student Union regarding student influence shall be provided, such as through a course platform<sup>1, 2</sup>, or a space on the relevant website or notice-board.

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<sup>1</sup> On 16 November 2020, the Head of IT decided that team leaders for influence and impact, all student and doctoral student representatives, and a communications officer at SUS should be given authorisation to access Athena (the university course platform) to communicate matters concerning student influence to the affected students and doctoral students at the various departments (ref. no. SU FV-2421-20).

<sup>2</sup> On 18 June 2020, the President decided that student councils and PhD student councils are entitled to use Athena to communicate matters concerning student influence to the affected students and doctoral students at the various departments (ref. no. SU FV-2421-20).

## 4 Contact persons for student influence

### Local regulations

At the university-wide level and within the University Administration, as well as the scientific area level, faculty level, and departmental level or equivalent where decisions or preparations are made that have an impact on the education or the students' situation, there must be one or multiple contact persons for student influence acting as a link to the Student Union, including faculty councils<sup>3</sup>, student councils (subject-specific councils)<sup>4</sup>, and PhD student councils<sup>5</sup>.

The Head of Department or equivalent shall ensure that there is one person or multiple persons at the department or equivalent acting as a contact for the student councils, PhD student councils, or Student Union in matters concerning student influence at the department level.

The Human Science Academic Area and Scientific Area shall respectively ensure that there are one or multiple persons acting as a contact for faculty councils and student unions in matters concerning student influence at the scientific area level or faculty level.

The University Director shall ensure that there is a person acting as a contact for the Student Union in matters concerning student influence at a university-wide level and within the University Administration.<sup>6</sup>

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<sup>3</sup> Faculty councils gather representatives from the student and PhD student councils at their respective faculty. The faculty councils discuss matters brought up by the student and PhD student councils, as well as experience from the different departments and cooperation regarding faculty-wide issues.

<sup>4</sup> Student councils are comprised of students at a department, section, or programme who have organised to exercise influence and improve their studies. The councils are part of the Student Union but are self-governing with regards to the issues they want to focus on and work with.

<sup>5</sup> The counterpart to student councils for PhD students is called a PhD student council.

<sup>6</sup> The University Director has appointed Anna-Karin Björling, Office of the President, to serve as the contact person for student influence on the university-wide level and within the University Administration between 19 December 2019 – 30 June 2022 (ref. no. SU FV-1.1.2-2860-19).

Regardless of what level they are operating on, a contact person shall

- contact the Student Union regarding how and when a new student representative should be appointed to a decision-making or preparatory body or group if the position has been vacant for a long period of time, see Section 9 “Local practice for appointing student representatives to decision-making or preparatory bodies and groups” for more information, as well as
- in collaboration with the Student Union, actively work to form student councils, PhD student councils, or faculty councils, if such a council is missing.

Additionally, a contact person for matters concerning student influence at a university-wide level and within the University Administration (excluding Office of Human Science and Office of Science), and a contact person at the scientific area and faculty levels, shall also

- prepare a list of the permanent decision-making or preparatory bodies and groups<sup>7</sup> at the University where students shall be represented and the number of student representatives in every such body and group, every autumn semester. The list applies to bodies and groups at the university-wide level and within the University Administration, as well as the scientific area and faculty levels and Department Boards or equivalent on the departmental level. See Section “7.2 Agreement with Stockholm University Student Union concerning student representation in decision-making or preparatory bodies and groups” for more information.

Additionally, a contact person for matters concerning student influence at a university-wide level and within the University Administration (excluding Office of Human Science and Office of Science) shall also

- submit the above-mentioned list to SUS before 31 January every year, and
- coordinate the efforts concerning student influence with the contacts at the scientific and faculty levels.

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<sup>7</sup> Permanent bodies and groups refers to bodies and groups whose assignment duration exceeds one year.

## 5 Student organisations for student influence

### 5.1 The Student Union's purpose and mission

#### National regulations

A student union's main purpose must be monitoring and partaking in the development of courses and programmes as well as the conditions applying to studies at the higher education institution.

*Chapter 4, Section 9 of the Higher Education Act*

A student union shall be democratically organised and able to represent the students within the union's area of activity.

*Chapter 4, Section 11 of the Higher Education Act*

A student union shall maintain a register of its members.

A student union shall submit an annual report on its activities to the higher education institution and an account of how many students are members.

At the request of the higher education institution, a student union shall provide the institution with the list of its members.

*Chapter 4, Section 14 of the Higher Education Act*

The higher education institution may issue regulations on how a students' union at the higher education institution account for its activities and number of members.

*Section 6 of the Ordinance on Students' Unions (2009:769)*

#### Local regulations

The student influence at the University is organised through student unions, faculty councils, student councils, and PhD student councils. The student unions at the University are responsible for organising the students. For more information, see the student unions' respective websites.

Which student unions are recognised and their area of responsibility shall be determined by the University Administration through decisions regarding status as a student union. See 6 "Status as a Student Union" for more information.

The Student Union has the right to annually submit a statement regarding their opinion on student influence and how it has developed at the University. This should preferably be done in connection with the submission of the Student Union's annual activity report. The Office of the President is the recipient of the statement.

## 5.2 Student safety representative/study environment representative and equality representative

### National regulations

At a workplace where at least fifty persons are regularly employed, there must be a safety committee consisting of representatives of the employer and of the employees. A safety committee must also be appointed at workplaces with smaller numbers of employees if the employees so require.

At a workplace where there are student safety representatives, two of these must also be included in the safety committee. The student safety representatives decide among themselves which of them will be members of the safety committee.

*Chapter 6, Section 8, first and third paragraph of the Work Environment Act (1977:1160)*

Persons undergoing post-secondary education and adult education other than special education for adults are represented in work environment activities by student safety representatives. A student safety representative must be at least 18 years old.

*Chapter 6, Section 17, fourth paragraph of the Work Environment Act*

Pupil safety representatives are to be appointed by the pupils and student safety representatives by the students.

The entity responsible for the education must ensure that pupil safety representatives and student safety representatives receive the training and the leave required for their function.

Pupil safety representatives and student safety representatives are entitled to the information needed for their function.

*Chapter 6, Section 18 of the Work Environment Act*

### Local regulations

The safety committee at Stockholm University is the Council for Work Environment and Equal Possibilities (RALV). The students are represented in RALV, similar to their representation in the local department councils. Visit the Student Union's website for information about how student representatives are appointed to these councils on the different organisational levels.

Student councils and PhD student councils at each respective department appoint study environment representatives, which are to be considered student safety representatives. These representatives will represent the students in matters concerning the study environment, such as in the departments' committee for work environment and equal opportunities, or equivalent.

These representatives also collaborate with the departments' permanent safety representative. These representatives will represent the students in matters concerning equality, such as in the departments' committee for work environment and equal opportunities, or equivalent. These



representatives also collaborate with the departments' contacts for matters concerning equality and gender equality.

Additionally, a student union can appoint a main student safety representative who is tasked with coordinating the activities, as well as coordinating the activities of the equality representatives.

Student Services, in collaboration with the Student Union, shall ensure that the study environment representatives and equality representatives receive the proper training to fulfil their assignments.

## 6 Status as a student union

### National regulations

A higher education institution shall, upon application, decide that an association of students at the institution may be granted the status of a student union for a specified period if the association fulfils the requirements laid down in (Chapter 4) Sections 9-14.

*Chapter 4, Section 8 of the Higher Education Act*

An association of students that wishes to receive the status of a students' union must apply to the higher education institution. The association must append its rules and any other documents it wishes to cite in its case.

*Section 3 of the Ordinance on Students' Unions*

Under Chapter 4, Section 8 of the Higher Education Act (1992:1434), a decision shall be valid for three years unless otherwise stipulated in Section 5. The decision must state the organisational or geographical area or the organisational parts of the higher education institution for which the association will receive the status of students' union.

*Section 4 of the Ordinance on Students' Unions*

The higher education institution must tie a decision under Chapter 4, Section 8 of the Higher Education Act (1992:1434) to conditions that the association fulfils the requirements laid down in Chapter 4, Sections 9-14 of the Act. The decision may be rescinded if the students' union no longer meets this condition or if the students' union applies for this in writing.

The students' union must be given the opportunity to make a statement before a decision on rescindment is made.

*Section 5 of the Ordinance on Students' Unions*

### Local regulations

The President makes decisions concerning further instructions for applications to be recognised as a student union at Stockholm University. The University Board will then make a decision regarding the recognition of a student union.

The University Board has made the following decision for the period 1 July 2019 – 30 June 2022.<sup>8</sup>

- The Stockholm University Student Union has been recognised as a student union with the whole University as its field of activity, with the exception of

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<sup>8</sup> University Administration, 03/12/2018 (Ref. no. SU FV 1.1.2-2943-18).



- The Department of Computer and Systems Sciences, where the Student Union DISK has been recognised as a student union.

## 7 Student representation

### 7.1 Student representation when decisions or preparations are made in a body or group

#### National regulations

Decisions are to be made by individuals with scholarly or artistic competence if these decisions require an appraisal of

1. the organisation, implementation or quality of a course or programme, or
2. the organisation or quality of research.

If the appraisal referred to in the first paragraph above is to be made by a group of individuals, the majority of them shall possess scholarly or artistic competence. However, a board may decide that such a majority is not required if there are special grounds for doing so.  
*Chapter 2, Section 6 of the Higher Education Act*

The students are entitled to representation when decisions or preparations are made that have a bearing on the courses or programmes or the students' situation. The Government or the authority decided by the Government may, pursuant to Section 7 of Chapter 8 of the Instrument of Government, issue regulations on the number of such representatives and how they shall be appointed.

*Chapter 2, Section 7 of the Higher Education Act*

The students are entitled to be represented by three members of the board of governors. If, pursuant to the second paragraph of (Chapter 2) Section 1, the Government decides that the board of governors will have a chair and ten other members, the students may appoint two members of the board of governors.

*Chapter 2, Section 7 a, second paragraph of the Higher Education Ordinance (1993:100)*

Section 7 of Chapter 2 of the Higher Education Act contains a provision on the entitlement of students to representation when decisions or preparations are made.

If a decision is to be made by a group of individuals pursuant to the second paragraph of Section 6 of Chapter 2 of the Higher Education Act, the students are entitled to representation by at least three members. The number of student representatives in such a group may however be fewer if there are special grounds in view of the total number of members in the group.

In other respects, the higher education institution itself decides on the entitlement of students to the representation stipulated in the first paragraph above.

*Chapter 2, Section 14, first, third and fourth paragraph of the Higher Education Ordinance*

A students' union at a higher education institution may appoint the members of the board that the students are entitled to appoint under Chapter 2, Section 4 of the Higher Education Act (1992:1434). A students' union at a higher education institution may also appoint and dismiss the representatives referred to in Chapter 2, Section 7 of the Higher Education Act.

If there are multiple students' unions at a higher education institution, the task of appointing members of the board of governors, under the first sentence of the first paragraph above, may be conducted in the manner agreed by the students' unions. When students are entitled to representation on a body at the higher education institution that covers areas of activity for multiple students' unions or which is otherwise, in decision-making or investigation, relevant to multiple students' unions, the tasks referenced in the second sentence of the first paragraph above may be conducted in the manner agreed by the students' unions.

If the students' unions are unable to agree the higher education institution may decide, after giving the students' unions a hearing, how the members of the decision-making or preparatory board or student representatives must be appointed.

*Section 7 of the Ordinance on Students' Unions*

A student representative must also represent students who are not members of a union.

*Section 8 of the Ordinance on Students' Unions*

#### *Preparatory work*

The Government Bill “Studentinflytande och kvalitetsutveckling i högskolan” (Swedish only) (Govt. Bill. 1999/2000:28 pp. 28 and 29) states that students should have the right to representation in permanent preparatory bodies and always in preparatory and investigative bodies that are of major significance to the students. These include steering committees, supervisory committees and investigations. The government bill also leads to matters relating to, for example, budget, resources, and administration to be classified as of major significance to the education and the students' situation.

#### **Local regulations**

The University shall give the Student Union an opportunity to appoint their student representatives to permanent decision-making and preparatory bodies and groups, whose activities are of significance to the education and the students' situation. See “7.2 Agreement with Stockholm University Student Union concerning student representation in decision-making or preparatory bodies and groups” below for more information.

The University shall also give the Student Union an opportunity to appoint their student representatives to temporary bodies and groups, whose activities are of significance to the education and the students' situation. Temporary bodies and groups refers to bodies and groups whose assignment duration spans one year or less.

In addition to the stipulations in national regulations and “Arbetsordning vid Stockholms universitet” (Swedish only) (see Governing Documents – Rules and Regulations), the Student Union normally have the right to appoint student representatives to permanent and temporary bodies and groups is, normally pursuant to the following.

- at least 1 regular representative if there are 2–4 other members<sup>9</sup>,
- at least 2 regular representatives if there are 5–7 other members, and
- at least 3 regular representatives if there are 8 or more other members.

A well-functioning student influence is of the utmost importance to Stockholm University. It is therefore always possible to have more student representatives than what is normally regulated pursuant to the indents above<sup>10</sup> in bodies or groups with a particularly large bearing on the education or students' situation.

## **7.2 Agreement with Stockholm University Student Union concerning student representation in decision-making or preparatory bodies and groups**

### **Local regulations**

Ahead of every new union recognition period, Stockholm University shall offer Stockholm University Student Union (SUS) an agreement regarding student representation. The goal is to strengthen student representation at the University and to facilitate the appointment of student representatives in bodies and groups at all levels and in all parts of the University regarding matters concerning decisions and preparations that affect the education or the students' situation.

The University has struck an agreement with SUS regarding the above provisions, which will remain in effect until 30 June 2022. The groups and bodies included are permanent decision-making or preparatory bodies and groups at the university-wide level, scientific areas, and faculty level, as well as the University Administration. The agreement also covers department boards or their equivalent at the departmental level.

The goal is to enter into three-year agreements, which is the equivalent of a union recognition period.

To facilitate the appointment of student representatives at the departmental level, the departments should, in consultation with the Student Union and its councils, develop and communicate an annual list of permanent bodies and groups, including the number of student representatives.

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<sup>9</sup> “Members” refers to regular members, including the chair, but not including support staff, alternates (substitutes for members), and individuals with the right to attend and speak.

<sup>10</sup> I.e. the applicable provisions in addition to the national regulations and “Arbetsordning vid Stockholms universitet” (Swedish only).

When it comes to temporary bodies and groups, with assignment durations shorter than one year, the University is responsible for providing the Student Union with an opportunity to appoint student representatives pursuant to Section 7.1 “Student representation when decisions or preparations are made in a body or group”.

### **7.3 Student representation in decisions or preparations made by one single individual**

#### **National regulations**

Section 7 of Chapter 2 of the Higher Education Act contains a provision on the entitlement of students to representation when decisions or preparations are made.

If decisions or preparations are to be made by one single individual, information is to be provided and consultation take place with a student representative in ample time before the decision is made or preparations concluded.

In other respects, the higher education institution itself decides on the entitlement of students to the representation stipulated in the first paragraph above.

*Chapter 2, Section 14, first, second and fourth paragraph of the Higher Education Ordinance*

#### **Local regulations**

The categories of decisions set to be made by one single individual where student influence must be established are

- decisions made by the President or the University Director, made through a report with established routines for student influence,
- decisions made by a deputy vice president or dean, where the respective scientific area or faculty is responsible for ensuring student influence in a manner equivalent to decisions made by the President or University Director, and
- decisions to be made by one single individual at the departmental level or equivalent

Decisions made by one single individual at the departmental level usually refers to decisions made by the Head of Department or equivalent, but can also be decisions made by the Director of Studies if such a delegation has been decided by the department. Continuous management at the department or equivalent should however not be regarded as decision-making.

Decisions made by one single individual at the departmental level that are to be covered by student influence are

- decisions that concern the education, such as course selection, syllabuses, course literature etc. through delegation from a department board or a head of department, and

- decisions regarding the students' situation, such as physical work environment, access to facilities, computers, equipment etc., and
- decisions regarding the appointment of a director of studies, programme coordinator, course coordinator, and examiner.

The individual making the decision is responsible for ensuring student influence. In the basis for the decision, it should be made clear if, and if so how, information has been provided and how the consultation has been conducted.

Ahead of every decision of a kind that requires student representation, all decision makers shall make sure that this is the matter, either through a personal meeting with the student representatives or by providing the student representatives an opportunity to give feedback regarding a proposal via email, Box, or another electronic service available to them. The student representatives shall also be given ample time to submit their statements.

The act of student representatives being given an opportunity to provide a statement shall also be documented. Local student representatives at departments should primarily be given an opportunity to provide feedback. If there are no such representatives, decision proposals shall be forwarded to the Student Union.

A decision document with information on student representation should be designed according "Mall för beslut fattade av en person vid Stockholms universitet" (template in Swedish). The matters are to be registered. (The template is available as Appendix 1 of Regulations for Student Influence, in Governing Documents – Rules and Regulations.) Multiple decisions can be included in the same decision document and presented to the student representatives on the same occasion. Departments and centres shall upon request be able to present lists of decisions that are significant to the education or the students' situation and which were made by a single individual, and also be able to present this decision.

## **7.4 Students shall not participate in all types of matters**

### **Local regulations**

According to Chapter 2, Section 7 of the Higher Education Act, students are entitled to representation when decisions or preparations are made that have a bearing on the courses or programmes or the situation of students. This means that students should not be participating in all types of decisions or preparations that are processed by decision-making or preparatory bodies, groups or one single individual.

Normally, students shall not participate in

- matters concerning individual students,<sup>11</sup>
- matters concerning a single employee, and
- employment matters, with the exception of what is regulated through “Anställningsordning för anställning som och befordran till lärare vid Stockholms universitet” (Swedish only) (See Governing Documents – Rules and Regulations).

## 7.5 Student representative compensation

### Local regulations

The University shall, regardless of level and part, seek to offer all student representatives fair and equal compensation.

Compensation shall be paid to student representatives in permanent and temporary bodies and groups who make preparations and decisions regarding activities that impact the education or the students’ situation.

For their attendance at meetings, students shall be paid the following minimum level of compensation.

- 1–2-hour meeting: SEK 600
- 3–4-hour meeting: SEK 1000
- 5–6-hour meeting: SEK 1500
- 7–8-hour meeting: SEK 2000

Compensation includes preparatory work, time spent in the meeting, and supplementary work. Compensation shall only be paid to students (committee members, acting substitutes or similar) who are not receiving full-time compensation for student representative tasks, such as full-time allowance from or full-time employment at the Student Union. An additional SEK 150 is paid for every additional, unscheduled hour added to a meeting.

For regulations regarding compensation for doctoral students holding a position of trust, such as student representation, see “Regulations for third-cycle education and examination” in

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<sup>11</sup> With exception made for the Disciplinary Council, where the students have the right to be represented by two members, pursuant to Chapter 10, Section 4 of the Higher Education Ordinance.

Governing Documents – Rules and Regulations.

## **7.6 Certificate of meeting attendance**

### **Local regulation**

Student representatives shall, upon request, be able to obtain a written certificate of them attending meetings with preparatory bodies and groups within the University. The certificate is to be drafted by, for example, the chair or equivalent of the decision-making or preparatory body or group in question.

## 8 Monitoring of and quality assurance procedures for student influence

### National regulations

The operations of higher education institutions shall be adapted to ensure that high standards are attained in courses and study programmes and in research.

The resources available shall be used effectively to sustain a high standard of operation.

Quality assurance procedures are the shared concern of staff and students at higher education institutions.

*Chapter 1, Section 4 of the Higher Education Act*

Students shall be entitled to exert influence over the courses and study programmes at higher education institutions.

Higher education institutions shall endeavour to enable students to play an active role in the continued development of courses and study programmes.

*Chapter 1, Section 4 a of the Higher Education Act*

Higher education institutions shall enable students who are participating in or have completed a course to express their experiences of and views on the course through a course evaluation to be organised by the higher education institution.

The higher education institution shall collate the course evaluations and provide information about their results and any actions prompted by the course evaluations. The results shall be made available to the students.

*Chapter 1, Section 14 of the Higher Education Ordinance*

### Local regulations

In order for student influence to function and develop on all levels and in different parts of the University, it is vital to implement short and long-term monitoring and quality assurance procedures. This is to be accomplished using one of the following methods.

- Course evaluations and reports. See “Regulations for education and examination at first-cycle and second-cycle level” under Governing Documents – Rules and Regulations.
- Regular meetings between student representatives and administrations on different levels and from different parts, as well as collaboration between student representatives and university contacts.
- Education reviews where student and PhD student influence respectively are included as an aspect. See “Regler for utbildningsgranskningar” (Swedish only) under Governing Documents – Rules and Regulations.

- Annual quality-oriented dialogues between the scientific areas and the President, including the annual quality assurance reports submitted by the scientific areas, which are based on education reviews, among other things. This monitoring can in turn result in action plans and good examples on multiple levels, intended to further bolster and develop the student influence.
- Annual statements on the Student Union’s opinion regarding student influence and how it has developed. The statement is submitted to the University by the Union.
- Annual update of the list regarding student representation in permanent bodies and groups.
- Regular topicality reviews and revision of the Regulations for Student Influence when necessary. See “Procedure for Governing Documents” under Governing Documents – Rules and Regulations for more information.
- Monitoring and revising the intended agreement regarding student representation between the University and SUS. A follow-up should be conducted every third year prior to a new union recognition period.

## 9 Local practice for appointing student representatives to decision-making or preparatory bodies and groups

The purpose of this section is to describe the process for appointing student representatives to decision-making or preparatory bodies and groups. This process is mainly overseen by the Student Union. Some parts describe the University's responsibility with the formulation "shall". These parts constitute local regulations.

### 9.1 While waiting for new student representatives

The Student Union normally appoints student representatives to permanent bodies and groups once a year, but it can also make appointments over the course of the year, such as temporary bodies and groups. Preparatory bodies and groups may also go through periods of time without any student representatives, e.g. if all representatives have resigned from their positions or finished their studies. While waiting for the Student Union to appoint new representatives, the University shall, on a departmental level, send summons to meetings etc. to the student council or PhD student councils in question<sup>12</sup>. A copy of the summons shall also be sent to the email address [studentombud@sus.su.se](mailto:studentombud@sus.su.se). For the Department of Computer and Systems Sciences, the copy shall be sent to [studiebevakning@disk.su.se](mailto:studiebevakning@disk.su.se).

While waiting for new representatives to be appointed to preparatory bodies and groups at departments with vacant student representative positions, and preparatory bodies and groups at other levels and within other parts of the University, summons etc. shall be sent directly to [studentombud@sus.su.se](mailto:studentombud@sus.su.se).

### 9.2 Request for student representatives for a new decision-making or preparatory body or group

If a new decision-making or preparatory body or group is formed on the departmental level, whose activities are deemed as having an impact on the education or the students' situation, the chair (or person appointed by the chair) of the body or group shall send a request for one or more student representatives to the student council or PhD student council in question, with a copy being sent to [studentombud@sus.su.se](mailto:studentombud@sus.su.se). For the Department of Computer and Systems Sciences, the request shall be sent to [studiebevakning@disk.su.se](mailto:studiebevakning@disk.su.se).

If the department lacks a student council or PhD student council, and if a new decision-making or preparatory body or group is formed on other levels or within different parts of the

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<sup>12</sup> Contact information for the student and PhD student councils can be found at the SUS website [sus.su.se](http://sus.su.se). Contact information for the Student Union DISK can be found at [disk.su.se](http://disk.su.se).

University, the request is to be sent to [studentombud@sus.su.se](mailto:studentombud@sus.su.se). See Section 7.1 “Student representation when decisions or preparations are made in a body or group” for information regarding the number of student representatives in relation to the total number of members or equivalent.

The request shall be sent well in advance of the first meeting.

A copy of the request shall be sent to the university contact person for student influence on the level in question.

### **9.3 The Student Union receives and responds to requests for student representatives**

The Student Union shall receive all incoming requests for student representatives and respond to these within ten working days. If a request has not been responded to within ten working days, the University is deemed to have a responsibility to announce that the new body or group should be considered complete nonetheless.

Any of the following information should be evident from the Student Union’s response to the chair (or the person appointed by the chair):

1. the representatives (including their name and email address) who have been appointed or when the representatives will be appointed,
2. information regarding how the Student Union has decided to ensure student influence in some other manner, for example by sending documents to the Student Union using the email address above, which the Student Union then responds to with written feedback, or
3. information indicating that the Student Union has decided not to appoint student representatives for the new body or group.

A copy of the response shall be sent to the university contact person for student influence on the level in question.

### **9.4 The Student Union makes a decision regarding student representatives**

The Student Union’s decision regarding student representatives is confirmed through a written decision. This applies to both permanent and temporary bodies and groups, as well as new bodies and groups.

When proposing student representatives for decision-making or preparatory bodies or groups at the departmental or faculty level, this is normally done by the student council, PhD student council or the faculty council in question. The council will submit the names of the individuals they propose as student representatives to the Student Union.

The Student Union shall employ a gender equality perspective when appointing student representatives.

The student representative is, normally, appointed to serve for one (1) year.

### **9.5 The appointed students represent all students**

The students appointed as representatives represent all students, regardless of whether they are members of a student union or not, regardless of what course or programme they are taking, and regardless of which study cycle they are on.

The student representatives should however, when necessary, collect feedback from, secure support for and reconnect with the affected students.

### **9.6 The responsibilities of a student representative**

A student representative has the same responsibilities as the other members of a body or groups, e.g. with regard to attending meeting.

In order to facilitate the representative's participation in the meeting, the meeting hours ought to be scheduled well in advance so that the meeting, whenever possible, does not coincide with an examination or another mandatory course or programme element. See "Regulations for education and examination at first-cycle and second-cycle level" under Governing Documents – Rules and Regulations.

### **9.7 If a student representative retires from their post**

If a student representative retires from their post in a decision-making or preparatory body or group, thus creating a vacancy, the student representative should inform the Student Union as soon as possible that a replacement needs to be found by emailing the address listed above.

Should the post remain vacant for a long period of time, with the representative not providing reasons as to why they cannot attend, the contact for matters regarding student influence at the level in question shall contact the Student Union to discuss whether a new representative should be appointed.

### **9.8 In the absence of a student council, PhD student council or faculty council**

If there is currently no student council, PhD student council or faculty council, but there is a student interested in being a student representative in a decision-making or preparatory body or group at the level in question, the student should notify the Student Union by emailing [studentombud@sus.su.se](mailto:studentombud@sus.su.se).