

Stockholms
universitets
studentkår



Guide for

Student Representatives



Congratulations on being elected as a student representative!

As a student representative in a preparatory group or decision-making body at Stockholm University, you work with the university's employees and other students to improve the studies and education at Stockholm University.

This guide aims to clarify what is expected of you as a student representative and what you can expect from the assignment. Stockholm University Student Union (SUS) is here to support you in this work.

We want you to feel confident in your role and encourage you to contact the SUS ombud at studentombud@sus.se or the chair of the body/group where you are a representative with your questions.



1. Prior to, during and after meetings

This section explains how you as a student representative can prepare for meetings, what you should think about during meetings, and how and what you must report back to your council after meetings.

Prior to the meeting

About a week before the meeting, you will receive the invitation and meeting documents via email. Read the documents well beforehand so that you have time to ask questions about things you feel are unclear. The meeting documents can sometimes be quite comprehensive.

Our advice is that you focus on reading the bits that affect students and education. You do not need to read all the documents thoroughly. Do not hesitate to ask questions to the chair or the person who sent out the invitation.

Feel free to discuss the questions with your student council and ask for input or help regarding a question or topic you are unsure about. During the meetings with your council, it is a good idea to ask what they want you to bring up at the next meeting with your group. If you cannot attend the meeting - contact your alternate to see if they can attend the meeting instead.



During the meeting

Listen to the discussions and take notes on what you think is important or interesting from a student perspective. Feel free to ask questions and react if you feel that the students' interests are not being considered.

Often student representatives also have a standing information point on the agenda where you can inform about any relevant activities of the council that nominated you.

You can also ask in advance or during the meeting to add items to the agenda if there is something specific you or the council that nominated you want to discuss.

If you do not agree with a decision made during the meeting, you have the right to make a reservation against the decision and have it noted in the minutes.



After the meeting

Report back to the council that nominated you for the assignment. Reporting back to your council is normally done at the upcoming council meeting. If you cannot attend the council's next meeting, you must submit a written report to the chair so that they can read the report in your place.

Your report can be based on your meeting notes and the meeting documents. Examples of things to report:

- Matters that directly affect students and PhD students, for example student rights, major changes to the classes and programs, links with the world of work, financing of PhD students, etc.
- Larger investments or events that the department, the faculty, or any of the sections are planning or have implemented.
- Other information from the university, the government, or other national or international bodies that may affect your education.

Tip!

- Regulations for student influence is the document that regulates student influence throughout Stockholm University. This document contains a lot of useful information about students' rights to influence and how the university supports SUS's work. We therefore urge you to familiarize yourself with the rules governing your work as a representative.
- When the SUS ombud approves your application to a certain group/body, the chair of the body is asked to give you an introduction. Sometimes, however, this can be forgotten. As a representative, you have the right to an introduction, so do not hesitate to point this out.
- How you should be introduced to the body is not regulated in the Regulations for student influence. However, we urge you to schedule a separate meeting with the chair of the body/group.
- It may be difficult to know what issues should be raised on behalf of the students, or which opinions students may have regarding different matters. If you feel uncertain, we recommend discussing topics and questions relevant to your body/group with your student or PhD student council.
- If you have any question about this document or about the role as student representative, do not hesitate to contact us at studentombud@sus.se

2. Rights and obligations

Below you can read about your rights and obligations as a student representative.

Rights

- You have the right to receive meeting documents at the same time as other members in the group (Regulations for student influence 3.2).
- Like other members, you have the right to attend, speak, and vote after SUS has appointed you as a student representative.
- As a student representative from bachelor and master level you are remunerated for your contribution. The amount is regulated in the Regulations for student influence (7.5) and is according to the length of the meeting.
- As a student representative from doctoral level you are compensated for your contribution through an extension of employment. Decisions regarding extension of employment are made by the head of department. Your assignments must always be reported to the head of department in advance and be included in your individual study plan (Regulations for student influence 7.5; Regulations for third-cycle education and summative assessment 2.7)
- You have the right to receive an introduction to the body's work by its chair (Regulations for student influence 3.2). Thus, no prior knowledge is needed to become a student representative.

Obligations

- You must attend the group's meetings and present the opinions that you and your council have discussed and agreed upon.
- You must have read the meeting documents before the meeting.
- You represent all students within the field of activity (department, faculty, area, or across areas).
- You must contact the alternate(s) and chair of the body if you cannot attend a meeting
- You must report back from the body's meeting to the council that nominated you.
- You must immediately notify the SUS ombud, the chair of the body, and the chair of your council if you are unable to complete your assignment.
- You must have your camera on during the entire meeting if you attend a meeting over Zoom.