

# THE STUDENT REPRESENTATIVES' GUIDE



**An introduction to the role as a student representative at the  
University of Stavanger**

**2022 - 2023**



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## A greeting from the StOr Board!

Dear student representative!

You are essential for the development of UiS. You are the voice of the students - a driving force that fights to push through the students' demands, who changes courses and who speaks up about what students want to those who decide.

We are very pleased that you have chosen to get involved as a student representative. It is engaged students who further develop UiS and make the university better. In addition, as a student representative, you do an invaluable job for the university - because UiS is required to have 20% student representation on all boards, councils and committees where decisions that affect students are made.

But most important is the work you do for your fellow students. You are the one who meets them where they are, who gets first-hand knowledge of how things are doing and has first-hand experience of how things work at your faculty. StOr and the students are completely dependent on you and with your help we hope to achieve breakthroughs together, such as more practice and interning in education.

For us to communicate as well as possible and for you as a student representative to get the best possible conditions for doing a good job, we have established the student representatives' forum. It will be a collaborative forum for all student representatives across fields of study and faculties. The forum shall be an informal meeting place where student representatives can work together to find good solutions and learn from each other.

We look forward to working with you and look forward to getting to know each other better!



Best regards,

**Sara Bianca Beitz**

President of StOr – The Student Organization at UiS

## A greeting from rector!

Dear student representative – we need you!

Inspired by the German philosopher Hannah Arendt, American philosophy professor Elizabeth Minnich believes that it is overwhelmingly important to facilitate an education system that stimulates students to ponder, not over what they learn, but also over their mindsets and behavior. In this way, one can lift education to more than training.

For the University of Stavanger, I want students who are eternally new-fangled, shamelessly committed and focused on knowledge and understanding. Which is not driven by a thought-laden pursuit of gain, but by a reflective search towards truth and reason.

In Strategy 2030, we aim to be an open and innovative university, with high quality in education, research and artistic development work. Our direction will be characterized by a shared responsibility for sustainable restructuring. For students and employees, the goal is to create high well-being. And our commitments are energy, health and welfare and learning for life.

Engaged students are essential for our common success. You are our most important resource! As a student representative, you represent the students on your course, your study program, or the entire student body at UiS. As a student representative, you have a particularly important role in our quality work – the work that makes us strive for even better quality of education. The top student representative, the president of the student organization StOr, has a permanent place in the rector's meeting every Monday.

Together we will conduct an open and informed dialogue on quality and development of subjects, education, and the university as a whole.

It is only in close cooperation with our students that we manage to keep up with society's development and offer good, relevant education and learning methods in what is a rapidly changing environment. It is only in collaboration with the students that we can create a good culture for openness and trust, and a particularly a good learning culture. Therefore, it is only brilliant that StOr has created a handbook like this.

As a student representative, you should know that the work you put in means a lot. Input from you and your fellow students leads to a development for the better, for your course, for your education and for the University of Stavanger. You will find the role as a student representative fulfilling. So, get going, with desire!

I look forward to meeting you – and working with you. Good luck!



Best regards,

**Klaus Mohn**

Rector – University of Stavanger

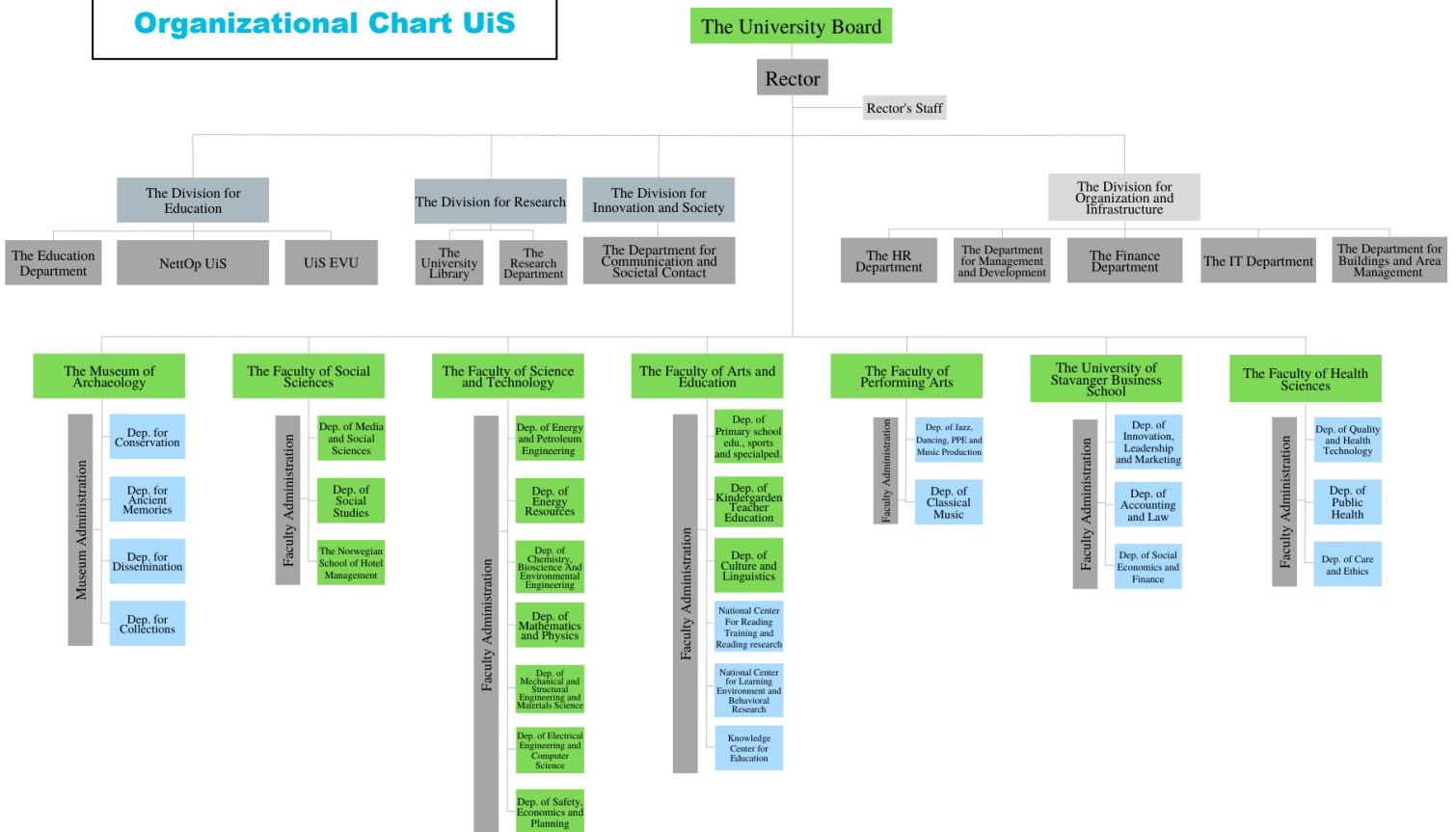
## About UiS

The University of Stavanger (UiS) was established on the 29<sup>th</sup> of October 2004 when Stavanger University College was granted university status. The University of Stavanger has an estimated 12,000 students and 1600 employees. UiS aims to have an innovative and international profile and being a driving force in development of knowledge and change in society.

The ruling body at the University of Stavanger is the University Board. The board is responsible for safeguarding the university's interests and the institution's operations. The top management (rectorate) at the University of Stavanger consists of rector, pro-rector for research, pro-rector for education, pro-rector for innovation and societal contact, as well as director of organization and infrastructure. The rector is the general manager of UiS and works together with the rectorate to implement decisions made by the university board. In many ways, the rectorate is the rector's own committee, where each pro-rector is responsible for an area of work that is important to the university.

Furthermore, the university is divided into seven different faculties, six of which have a local management consisting of a dean, vice dean for education, vice dean for research and faculty director. The faculties are then divided into subunits in the form of various departments.

## Organizational Chart UiS



## Student democracy at UiS

Students at UiS have a right to participate in all decisions that affect them at the university. To ensure that this right is safeguarded, there is a need for a student democracy. Student democracy is a representative democracy – which in many ways resembles the form of government we have in Norway. The students at UiS vote for those who sit in the student parliament, which in turn elects students in various key positions. The student representatives at lower levels are elected by the students at the faculty, study program or course.

## StOr – The student organization at the University of Stavanger

The student organization at the University of Stavanger, StOr, is the union for all students at UiS. StOr safeguards the students' academic, democratic, economic, and social rights and interests. All students at UiS become members of StOr when they pay the semester fee.

One of StOr's main tasks is to run the student democracy at the University of Stavanger. We do this through representation on various councils, boards and committees, but also through other informal channels. In other words, we are represented throughout the university structure. StOr consists of the elected student parliament, and the working committee of StOr, which is the executive body of the student organization.

### Student elections

Every autumn there are Student Elections at UiS. In student elections, all students at the university can run for election and vote. Here, student representatives are elected to sit in the student parliament. The more students who vote in the election, the more power the students that speak up against the UiS management, SiS, the municipality and the Ministry of Education and Research will have!

To run for election to the student parliament, you must be on a list together with other students you want to run for election with. Furthermore, it must be decided what the list will stand for and what one wishes to work for in the following year. Seats in parliament are determined by how many votes the various lists get. In the past, lists have been voted in on matters that deal with important social issues, such as the environment and climate, or issues that are particularly important to students at a specific faculty at the university.

### The Student Parliament

The Student Parliament is StOr's ruling body and is elected by students at UiS through the student elections each autumn. The student parliament consists of 19 student representatives who will represent the students' voice.

At least twice a semester, the representatives and the StOr board meet in a parliamentary meeting. Here, issues that concern students at UiS are discussed and concrete policies are adopted to make everyday student life better. During the academic year, students are also elected to central councils, boards and committees, as well as various working committees. These meetings are open to everyone, which means that all students who wish are welcome as observers. All students at UiS can also present their own cases to the parliament, but the parliament chooses whether they want to consider the cases or not.

The student parliament:

- Chooses who will sit on the StOr board.
- Chooses who will sit on the Fadder-committee.
- Elect student representatives to central boards, councils, and committees.
- Decide what the StOr board will work for.
- Speak on behalf of the students at UiS on matters of principle.
- Adopt policies and other governing documents applicable to the student organization.

### The StOr board – The working committee

The StOr board is the executive body of the Student Organization at the University of Stavanger and is responsible for the day-to-day operation of StOr. The board consists of three students who are all exempted from their studies and who are elected by the student parliament.

Composition of the board:

- President
- Vice President of Education
- Vice President of Learning Environment

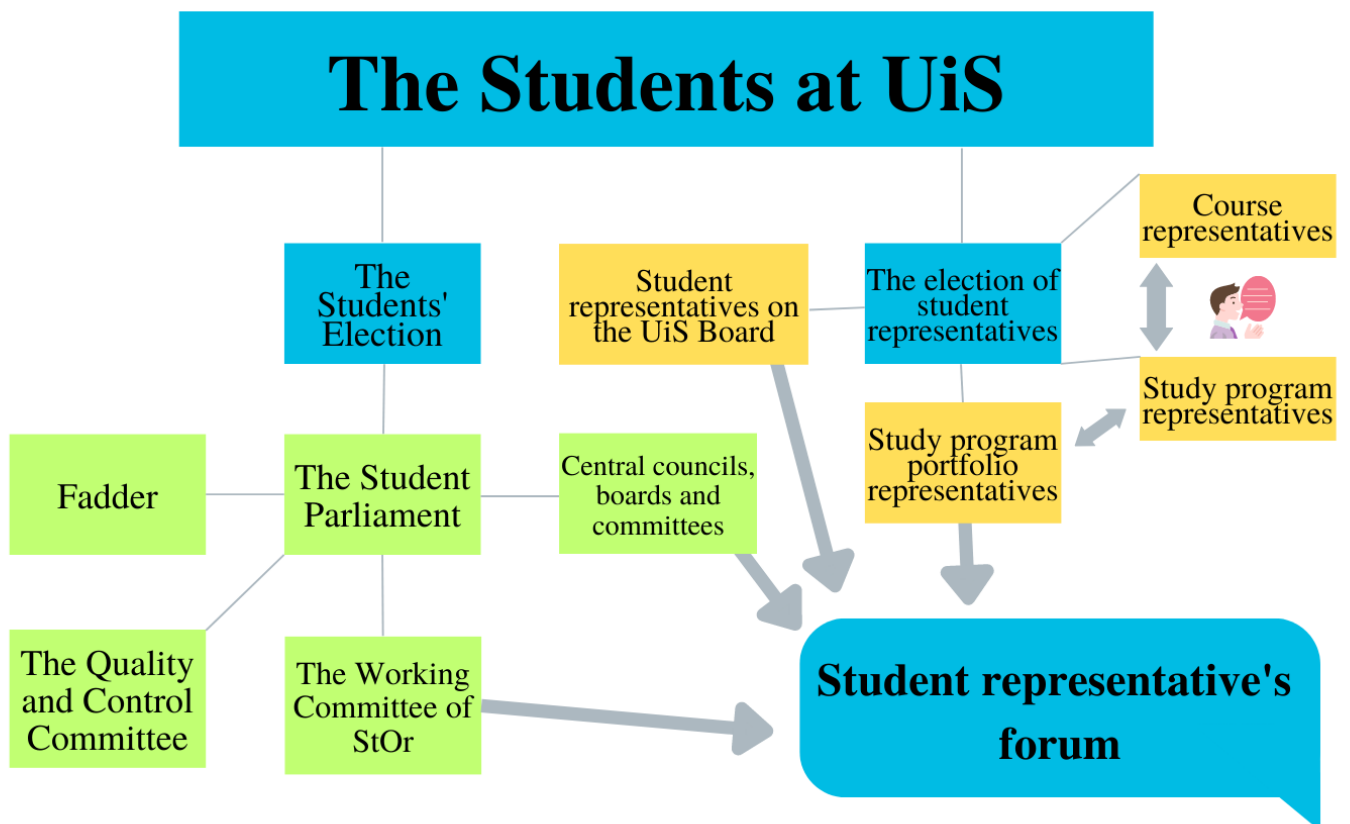
Along with the board, there is also an organizational consultant who is employed by UiS. The person in question acts as an advisor and supervisor. The organizational consultant and the board have a permanent workplace on the second floor of the Students' House. Their office door is always open, and you can stop by whenever you want.



## Student policy nationally – The National Union of Students (NSO)

Students' rights are safeguarded not only at the local level in Stavanger, but also at the national level. The National Union of Students (NSO) is a national union for 33 (2022) various student democracies at Norwegian universities and colleges. Together, these student democracies represent nearly 240 000 students. StOr is one of many member organizations in NSO. NSO's purpose is to safeguard students' interests and rights, engage in national and international educational issues among students – as well as representing their member organizations.

## Elections, councils, boards and committees



## The student democracy

This is a map of our fantastic, but somewhat messy, student democracy. Let's try to explain the connection: we start from the top. The student body at UiS constitutes our student democracy and chooses who will represent them both in the student parliament and in various councils, boards, and committees. The student body at UiS is expected to participate in two different types of elections: The student election and the election of student representatives.

First, let's look at the axis that shows the organizational structures in StOr – that is, the axis of the student elections. As mentioned earlier, student elections are arranged at UiS every autumn semester. Here, the students at UiS choose 19 students to represent them in the student parliament. The elected student parliament represents the students and elects students they see fit to work for the students' priorities in the StOr board, Fadder-committee, The control and quality committee, as well as representatives on central councils, boards and committees on behalf of the student body.

Furthermore, we draw attention to the axis that deals with student representatives at UiS – namely the election of student representatives. The student representatives at UiS shall be elected from their electoral register. This means that the student body at UiS must choose who will represent them at course level, study program level, faculty level and institution level. There shall be continuous dialogue between the student representatives, across different levels. Amongst other arenas, through the student representative's forum.

### About the role as a student representative

As mentioned earlier, according to the Universities and University Colleges Act, students are required to have 20% representation in all institutional committees that are assigned decision-making authority where decisions affect students. This means that you as a student representatives are carrying out a very important task that the university is required by law to facilitate, with the aim of ensuring that the students' voice is heard.

For students at UiS to be able to make use of such a right, a communication link is needed between the students and UiS. These are the elected representatives – and they are needed at all levels of the university's higher education offerings.

As a student representative, your most important task is to convey the students' opinions, thoughts and wishes in the council, board, or committee you sit on. You have the power to be involved in deciding what happens at your level, but it obliges. Student representatives are also a very important part of the quality of education system at the university.

To represent the students in the best possible way, it is important that you are well prepared for all meetings. This means that you have read the case papers, understood the cases and made up your mind, preferably in consultation with the other student(s) you work with in your position. It is also important that student representatives at different levels interact to get information about things that you do not have experience with yourself.

Take the opportunity to talk to fellow students when you have the chance. As a student representative, you are an extended arm for both StOr and UiS, and we at StOr are completely dependent on your help to have a fair overview of what is happening around at UiS. In this way, we can more easily help you with issues that students are passionate about, while you can help us put students' issues on the agenda.

## Student representative's forum

Tillitsvalgforum is a meeting place for the student representatives and actively contributes to creating an even greater engagement among students across positions and faculties.

The purpose of the student representative's forum is to improve the flow of information between StOr and student representatives, and between student representatives at all levels. We want you student representatives to inform us in StOr and each other about which issues are important and relevant for your positions. At the same time, we at StOr will inform you about what we work with, and which issues are particularly important to us. The student representative's forum becomes in many ways a link – and a very important arena for

implementing policies adopted by the Student Parliament. The student representative's forum and interaction is the key to making the quality of education system at UiS work.

## Different types of student representatives

### Course representatives

Being a course representative is an important task. As a course representative, you represent the students on one (or more) courses, and you are the closest contact person for fellow students at course level. As a course representative, you have a shared responsibility for the implementation of early dialogue in the course. The early dialogue can either be led by the course representative or course coordinator and is carried out early in the semester. After completing the course, you will also contribute actively to the course report. This is a summary report after the course has been completed and should express what works well and what should be changed in the course. Course representatives must also cooperate with the program leader, other course coordinators and study consultants, as well as participate actively in coordination meetings and cohort meetings.

### Study program representatives

As a study program representative, you represent the students on a particular study program. You must represent all areas that are part of the study program, and you have a permanent seat on the study program council. When a study program includes several specializations, you also represent all the specializations included in the study program. You will also contribute actively to both study program evaluation and the study program report. Both must be prepared annually after the end of the academic year. Student representatives on courses and study programs have overlapping roles, and often a course representative will also act as a study program representative.

## Portfolio representatives

Portfolio representatives are students who are elected representatives for a study program portfolio. That means representing all the students at a faculty or at the university as a whole. In other words, you are not affiliated with a specific course or study program, and hold positions either on the faculty board, department council, hiring committees, study portfolio committees or in central councils, boards, and committees. Your duties as a portfolio representative may vary depending on which council, board, or committee you sit on. You can read more about the tasks associated with each council, board, or committee below.

## Boards, councils and committees

Students are represented on most councils, boards, and committees at UiS. This means that you have an influence, whether it concerns the learning environment, quality in education or teaching and learning methods, if you choose to get involved as a student representative.

## Central boards, councils, and committees

**Meeting frequency:** 3-4 meetings a semester.

**Length of term:** One academic year (August to July).

### *University Board – 1 male and 1 female student representative*

The University Board is the University of Stavanger's ruling body. The board consists of representatives of the students, employees, and external members. The rector acts as the board's secretariat, while the chairman of the board is external. The University Board is the responsible governing body between the Ministry of Education and Research and the

institution (the university). The board adopts the university's strategy for academic activities and is responsible for ensuring that the academic activities are of high quality. The board is also responsible for the institution's financial resources, and for ensuring that the institution is run efficiently and in accordance with the applicable laws, regulations, and rules. **The student representatives to the board are elected by ballot box where all students at UiS have the right to vote.**

#### *Learning Environment Committee – 5 student representatives*

The Learning Environment Committee works with issues concerning the physical, digital, psychosocial, organizational, and pedagogical learning and study environment. The committee shall actively contribute to continuous improvement of the learning environment at UiS, and to ensuring that the learning environment for each study program meets the minimum requirements. LU is a statutory body appointed by the university board and which reports directly to the Board. **The student representatives to the Learning Environment Committee are elected by the Student Parliament.**

#### *Education Committee – 4 student representatives*

The Education Committee shall contribute to the development of the University of Stavanger as an educational institution and contribute to good quality in education and administration. The committee acts as an advisory body to the university board and the management at UiS when it comes to education-related issues, including the development of the study program portfolio. The committee shall accredit and re-accredit the university's degree programs on behalf of the board and ensure that NOKUT's requirements for the university as a self-accrediting institution are met. **The student representatives to the Education Committee are elected by the Student Parliament.**

#### *Appeals Board – 2 student representatives.*

The Appeals Board considers appeals regarding individual decisions and other appeals for the students. In addition, the Appeals Board considers cases concerning grading, formal errors in examinations and cancellation of examinations or tests. The Appeals Board also

considers cases where there is suspicion of cheating on exams and assignments. **The student representatives to the Appeals Board are elected by the Student Parliament.**

#### *Student Affairs Board – 2 student representatives*

The Student Affairs Board shall assess suitability for early childhood education, primary and lower secondary education, practical pedagogical education, teacher education, child welfare educator, special pedagogics, social work, nursing, and paramedicine. **The student representatives to the Student Affairs Board are elected by the Student Parliament.**

#### *UiS Board of Elections – 1 student representative*

The election board at UiS shall prepare, administer, and carry out the election of internal members (students) to the university board, faculty boards, museum board and department councils. **The student representative to the election board of UiS is elected by the student parliament.**

#### *Election board for the student representative system – 2 student representatives*

The student representative system at UiS has its own election board appointed by the university board on the advice of StOr and the Vice Rector for Education. The election board administers the student representative system on behalf of the university board, in cooperation with the university's election board and the student parliament's working committee. The election board shall cooperate closely with StOr and the various faculties when it comes to organizing and implementing the election of student representatives. **The student representatives to the election board for the student representative system are elected by the student parliament.**

## Local boards, councils, and committees

**Meeting frequency:** 3-4 meetings a semester.

**Length of term:** One academic year (September to July).

### *Faculty Board – 2 student representatives*

The Faculty Board is the ruling body of a faculty. The board is responsible for setting overall goals, priorities, and strategies for the faculty. Through this work, the Faculty Board also deals with matters relating to quality in education. By being a student representative on the faculty board, you also get the opportunity to influence which study programs the faculty should offer, and which focus areas should be prioritized in accordance with research and innovation. **The student representatives to the Faculty Board are elected by ballot box where all students at the faculty have the right to vote.**

### *Study Program Portfolio Committee – 1 – 2 student representatives*

The study program portfolio committee is an advisory body for the Faculty Board that focuses on developing the quality of the study programs offered. As a portfolio representative, your role will be to advise the faculty's educational leadership regarding the many aspects that affect the quality of education, from a student perspective. **The student representatives to the study program portfolio committee are elected by ballot box where all students at the faculty have the right to vote.**

### *Hiring Committee – 1 student representative*

The hiring committee has appointment authority for academic positions and makes decisions regarding the announcement of vacant positions, the appointment of expert committees for the assessment of applicants, appointment, qualification promotion and dismissal. In other words, by being a student representative on the hiring committee, you can participate in the hiring process in a large educational institution in the public sector. **The student**



**representative to the hiring committee is elected by ballot box where all students at the faculty have the right to vote or are appointed by StOr.**

#### *Department Council – 2 student representatives*

The department council is an advisory body for the Head of Department. As a student representative on the department council, you get a unique opportunity to promote your fellow students' interests to the head of department and other decision-makers. By advising the department management on strategic plans, study programs and areas for investment in research, innovation, and dissemination, you can contribute to increasing the quality of your study program. **The student representative to the department council is elected by ballot box where all students at the department have the right to vote.**

#### *Study Program Council – 1 – 2 student representatives*

All study program at bachelor's and master's level must be included in a study program council that will deal with the semester and study program evaluations. The Council is also an advisory body for program leaders and a dialogical arena for the educational leadership and the students in their work on quality of education and the learning environment. **The student representatives to the study program council are elected by ballot box where all students belonging to the study program have the right to vote.**

### Who should you turn to?

- If you have any questions or comments regarding case preparations, case files and practical questions, you can contact the secretariat of the board, council or committee.
- In the role as a student representative, it is important to discuss current issues with others. You can speak with other student representatives and the working committee in StOr.
- For help with case files, difficult cases, or other matters, you can contact the working committee in StOr. We work for the students and are available to you whenever you need help.

- You can use the student representative's forum to let out the big thoughts and for discussions. You can contact both the student representative's forum and the working committee in StOr about overall thoughts or problems.

## Proceedings, complaint possibilities, tips, and tricks

### Proceedings

Different cases are handled in different ways, but here we have tried to illustrate what a procedure can look like from start to finish:

1. Students contact their course representative regarding a problem they experience in everyday student life.
2. The course representative will contact the person responsible for the course, and the person responsible for the course will forward the matter to the program leader.
3. The program leader and student representatives present the case to the Study Program Council.
4. The Council considers the matter.
5. The students in the study program council inform the course representative about the outcome and continues to follow the case.

### Complaint possibilities for students at UiS

As a student at the University of Stavanger, you have many rights. One of these rights is to be able to appeal many of the decisions made by decision-makers at the university and that affect you directly. You can, among other things, complain about the exam grade, formal errors during the examination or practical training and teaching.

- If you are going to complain about grading or formal errors, you can do so on Studentweb. However, it may be a good idea to consult with other students on the

course, the person responsible for the course or the student “ombud” prior to a complaint.

- If you are going to complain about teaching and the like, you should first contact the course representative who can take the complaint to the person responsible for the course or the program leader. You can also express dissatisfaction through early dialogue in the course.
- **The working committee of StOr can also be contacted for help and advice.**

## Tips and tricks for student representatives

- Be critical.
- Be specific.
- Remember to read your student email.
- Help StOr spread information about elections, events, and other things, it benefits all students that everyone gets information about the activities, events and the like that are arranged for and by students.
- **Always remember that students are equal members of a council, board, or committee. Everyone, students and academic staff alike, have the same rights, including the right to speak, propose and vote.**
- Good meeting preparation is key.
- Ask questions! There are no stupid questions.
- Always be factual in discussions. It is important to distinguish between a person and the case.
- Ask for input and opinions from fellow students.
- Solve cases at the lowest possible level.
- Remember to document any issues you have raised. This makes it easier to present the case to others or take the case further.
- It can become policies of your thoughts and ideas! The StOr working committee is happy to listen.
- As an elected student representative, the Universities and University Colleges Act is your weapon! Your rights are defined in this act.
- **Ask for help if you need it! The working committee in StOr always assists if there is something you need help with.**

## Student representatives' annual wheel

### Fall semester

#### August

- Start of semester
- The faculty's annual consideration and report on the study program portfolio – student representatives on the faculty board participate.

#### September

- Deadline for semester registration and registration for the exams for the autumn semester (1<sup>st</sup> of September).
- All student representatives must be elected within four weeks of the start of the semester, with the exception of course representatives, who must be elected within four weeks of the start of the course.
- Early dialogue with the students will be held early in the semester.
- Faculty-wise training of all elected student representatives.

#### October

- Cabin trip for student representatives with schooling and social activities. Will contribute to increased knowledge and unity among all student representatives at UiS.
- In the last week of October, the survey "Studiebarometeret" will be held for 2<sup>nd</sup> and 5<sup>th</sup> year students.

#### November

- The university board considers the matter of quality in the study program portfolio for the whole of UiS by 1<sup>st</sup> of November – representatives in the education committee have adopted a recommendation on the quality report that is sent to the board.

#### December

- Digital course evaluation is conducted at the end of the semester. Each course must be evaluated at least every three years.

- The course report must be written after completing the course – the course representatives have joint responsibility.
- Semester evaluation based on course reports after completing the semester is prepared in the study program council – study program representatives participate.

## Spring semester

### January

- Faculty boards are informed of the faculty's budget.
- Start of semester

### February

- Deadline for semester registration and registration for the exams for the autumn semester (1<sup>st</sup> of February).
- Course and study program representatives must be elected as soon as possible, and no later than four weeks after the start of the semester.
- Early dialogue with the students will be held early in the semester.
- Faculty-wise training of all elected student representatives.

### March

- Cabin trip for student representatives with schooling and social activities. Will contribute to increased knowledge and unity among all student representatives at UiS.

### May

- Study program portfolio representatives at the institutional level are elected by the student parliament.
- Student representatives to the university board are elected by ballot box by all the students at UiS.

### June

- Annual study program evaluations and study program reports are carried out after the end of the academic year in the study program council – study program representatives participate. The deadline for the final report is 1<sup>st</sup> of October.

- Digital student evaluation of the course is carried out at the end of semester. Each course must be evaluated at least every three years.
- The course report must be written after completing the course – the course representatives have joint responsibility.
- Semester evaluation based on course reports after completing the semester is prepared in the study program council – study program representatives participate.

## Abbreviations and explanations of words

- **AU:** Working Committee of StOr
- **KK:** Quality and Control Committee
- **LU:** Learning Environment Committee
- **UU:** Education Committee
- **VT:** The Welfare Council in Stavanger
- **SP:** Student Parliament
- **All-meeting:** Meeting for all students
- **Acclamation:** When there is only one candidate to become a student representative, they are elected through a majority of the crowd clapping
- **Delegate:** Representative of organization/institution at a meeting
- **Decision case:** Case in which a decision is to be made
- **Briefing case:** Case where information is provided and possibly discussed
- **Post:** An opinion on something. (Voice sign: Stretch a finger in the air.)
- **Reply:** Reply to posts, shorter time to speak. (Voice sign: stretch two fingers in the air.)
- **Supplementary information:** Information about a matter that is or has been up for discussion. Must be objective and contain only relevant and correct information. Supplementary information has the voice sign T, i.e., the hands in a T-formation. Supplementary information has the right to be voiced, i.e., it takes priority over all other cases.
- **Study program portfolio:** A study program portfolio consists of all study programs at all levels. When talking about a study program portfolio, one can mean both a faculty's study program portfolio or the entire university's study program portfolio.
- **Universities and University Colleges Act:** The Norwegian law that regulates UiS and all other higher education institutions in Norway.

## Meeting culture

When attending meetings, there are a few things worth keeping in mind. It is a special way you dress and behave in a meeting. It is a formal venue and hence there are a few things that you may want to keep in mind.

- Dress properly. Of course, there is no requirement for a suit or dress, but shower and leave your sweatpants at home.
- Feel free to shake hands with those sitting next to you if you have not met them before.
- Do not use swear words.
- You only have the opportunity to speak when you have been told so. Do not interrupt others. If you want to say something, you must give a voice sign.
- Do not use your phone or read on Facebook during the meeting, listen to what the others have to say. Give others the attention you want to get.

## How do I go about becoming a student representative?

**Would you like to become a student representative for one or more topics?** Course representatives are chosen by the students on the course at the beginning of each semester. The election is conducted either physically in lectures or digitally. You can report your interest in the position in lectures or by contacting the person responsible for the course, the program leader or vice president of education of StOr.

**Would you like to become a student representative for a study program?** Study program representatives are elected by the students on a study program at the beginning of the autumn semester. The election shall be held as early as possible, no later than one month after the start of the semester. The election is conducted digitally. You can report your interest in the position by contacting the program leader or vice president of education of StOr.

**Would you like to be elected to the department council at your department?** Study program portfolio representatives are elected by the students at a department or faculty at the beginning of the autumn semester. The election shall be held as early as possible, no later than one month after the start of the study program. The election is conducted digitally. You can report your interest in the position by contacting the office manager at your or vice president of education of StOr.

### **Would you like to be elected to the Faculty Board or the Study Program Portfolio**

**Committee?** Study program portfolio representatives are elected by the students at a department or faculty at the beginning of the autumn semester. The election shall be held as early as possible, no later than one month after the start of the semester. The election is conducted digitally. You can report your interest in the position by contacting the Vice Dean of Education or the Faculty Director at your faculty. You can also contact the vice president of education of StOr.

### **Would you like to become an elected representative on central councils, boards, and**

**committees?** Representatives on central councils, boards and committees are elected by the Student Parliament at the end of the spring semester. The elections are usually held in mid-May at the student parliament's election meeting. You can report your interest in the position by contacting the vice president of education in StOr.

### **Would you like to become a student representative on the university board?**

Representatives on the university board have previously been elected by the Student Parliament. From 2021 onwards, student representatives on the university board will be elected by ballot box – i.e., by the entire student body at UiS. The election will be held at the end of the spring semester. You can report interest in the position by contacting the vice president of education of StOr.

## The alert system - Let us know

Through UiS's alert system Let us know (Si ifra), you can report things that have happened in class, while you were in practice, or in your spare time - as long as it affects the learning environment. You can report situations involving other students and/or employees.

**ATTENTION: In case of immediate danger to life and health: Contact the emergency services!**

**Fire brigade – 110 | Police – 112 | Ambulance – 113**

**Serious and reprehensible conditions – red category** – *Here you can speak up if someone or something in your learning environment poses a serious danger to people, the environment or material assets.*



**Errors and deficiencies in the learning environment – yellow category** – Here you can report less serious conditions that need to be improved, or errors / deficiencies that need to be corrected.

**Positive feedback – green category** – Do you have praise for your study environment? It can be self-reinforcing and inspire others!

[Click here to report something to the alert system!](#)

### Important information!

As a student you are allowed to report anything that you see fit to the alert system without facing retaliation. You are protected by the University and university colleges act § 4-3 b.

#### § 4-3 b. Studentenes rett til å varsle og forbud mot gjengjeldelse

En student har rett til å varsle om kritikkverdige forhold ved institusjonen. Gjengjeldelse mot studenten som varsler, er forbudt.

0 Tilføyd ved lov [17 juni 2022 nr. 68](#) (i kraft 1 aug 2022 iflg. [res. 17 juni 2022 nr. 1067](#)).

Translation: § 4-3 b. “A student has the right to report about blameworthy conditions at the institution. Retaliation against the student that reports, is forbidden.”

Read this paragraph and the whole University and University Colleges act here:

<https://lovdata.no/lov/2005-04-01-15/§4-3b>

**Since it is Norwegian law, there exists no up to date official translation.**

## The Student “Ombud”

The student “ombud” shall, among other things, guide, advise, and assist students, as well as ensure that cases receive proper and correct treatment. Maren Anne Kvaløy is the student “ombud” at UiS. She is an independent aid person for all students at UiS. Contact her in the following ways:

Email: [maren.a.kvaloy@uis.no](mailto:maren.a.kvaloy@uis.no)

Phone Number: 51831064

## Contact information – StOr

### **President**

Sara Bianca Beitz | Email: [leder@stor.uis.no](mailto:leder@stor.uis.no) | Phone Number: 412 52 574

### **Vice President of Education – contact person for student representatives.**

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### **Vice President of Learning Environment**

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### **Organizational Consultant**

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