

THE STUDENT REPRESENTATIVES' GUIDE



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

Revised 2024

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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 meet their demands, shapes courses and communicates what the students think to decision-makers.

We are very pleased that you have chosen to engage as a student representative. Students like you drive UiS forward and make the university better. Additionally, as a representative, you do invaluable work for the university—UiS is legally required to have 20% student representation in all boards, councils, and committees where decisions affecting students are made.

Most importantly, the work you do for your fellow students is invaluable. You interact with them firsthand, know how things are going, and understand how things work at your faculty. StOr (the Student Organization) and the students are completely dependent on you, and with your help, we hope to achieve great things together, such as integrating more practical experience into education.

To ensure that we communicate as effectively as possible and that you are equipped to do your job well, we have established the Student Representative Forum. This will be a collaborative platform for all representatives across disciplines and faculties. The forum will serve as an informal meeting place where representatives can work together to find solutions and learn from one another.

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



Best regards,

Jakob Meyer Vevatne

Leader of StOr – The Student Organization at UiS

A Greeting from Rector!

Dear Student Representative – we need you!

Inspired by the German philosopher Hannah Arendt, the American professor of philosophy Elizabeth Minnich emphasizes the importance of creating an educational system that encourages students to reflect, not only on what they learn but also on their ways of thinking and behaving. Only in this way can education be elevated beyond mere training.

At the University of Stavanger, I hope to see students who are eternally curious, shamelessly engaged, and hungry for knowledge and understanding. Students who are not driven by a mindless pursuit of gain, but by a reflective quest for truth and meaning.

In our Strategy 2030, we aim to be an open and innovative university, offering high-quality education, research, and artistic development. Our direction is shaped by a shared responsibility for sustainable transformation. For both students and staff, the goal is to create a high level of well-being. Our focus areas are energy, health and welfare, and lifelong learning.

Engaged students are essential for our common success. Here, you are our most important resource! As a student representative, you represent the students in your course, specific study program, or the entire student body at UiS. You play a particularly crucial role in our quality assurance work – the work that drives us toward continually improving the quality of our educational programs. The head of the student organization, StOr, even has a permanent place in the rector's leadership meetings every Monday.

Together, we will maintain an open and good dialogue about the quality and development of courses, education, and the university.

It is only through close collaboration with our students that we can keep up with developments and offer good, relevant education and teaching methods in an ever-changing landscape. It is only in partnership with students that we can create a positive culture of openness, trust, and a particularly strong learning environment. Therefore, it's wonderful that StOr has created a student representative guide like this.

As a student representative, you should know that the work you do is of great importance. Feedback from you and your fellow students leads to improvements, benefiting your courses, your education, and the University of Stavanger as a whole. You will also find a lot of meaning in your role as a student representative. So, dive into your role with enthusiasm!

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



Best regards,

Klaus Mohn

Rector – University of Stavanger

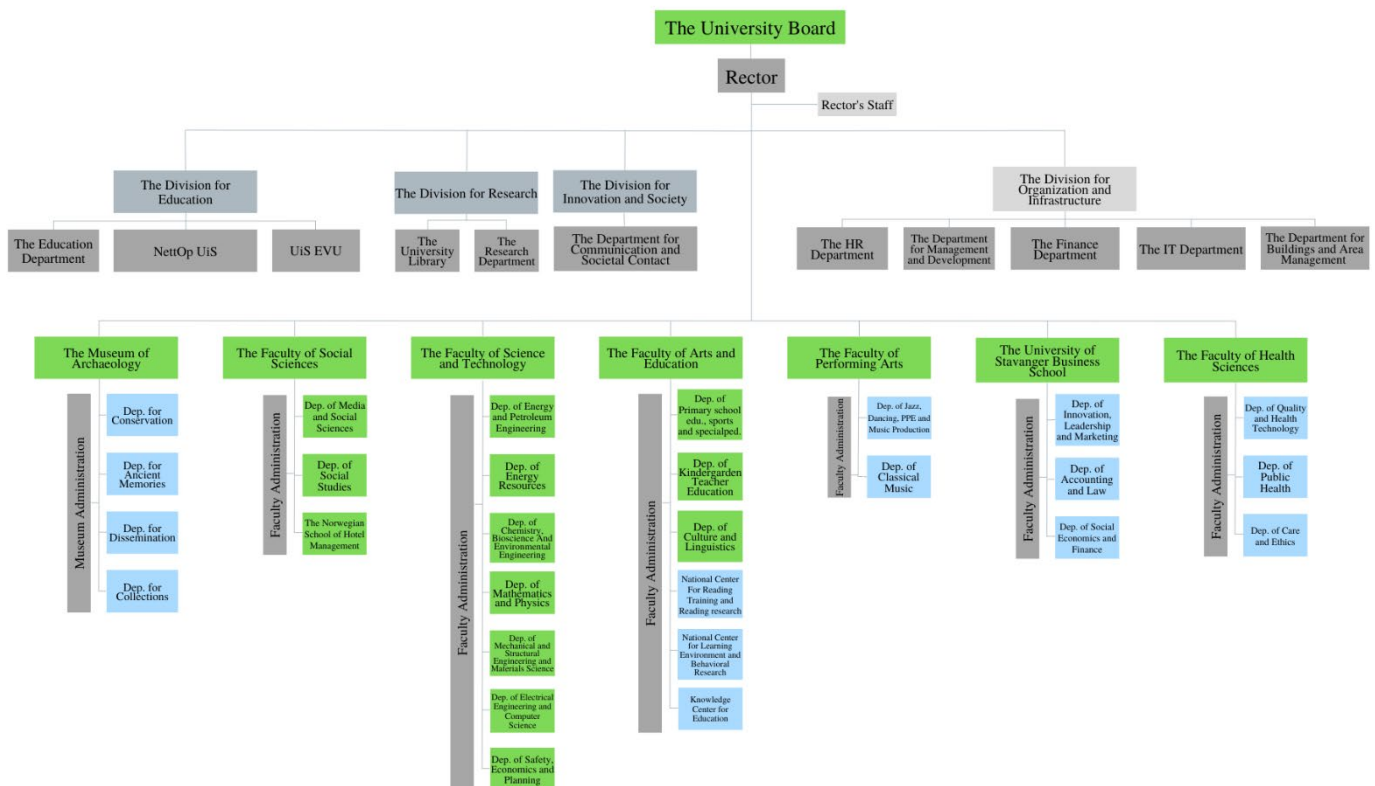
About UiS

The University of Stavanger (UiS) was established on October 29, 2004, when the Stavanger University College gained university status. UiS has more than 12,000 students and 1,600 employees. The university aims to have an innovative and international profile, while also being a driving force in knowledge development and societal change processes.

The highest governing body at UiS is the university board. The board is responsible for safeguarding the university's interests and overseeing its operations. The university's top management (the rectorate) consists of the rector, pro-rector for research, pro-rector for education, pro-rector for innovation and society, and the director of organization and infrastructure. The rector is the general manager of UiS and works with the rectorate to implement decisions made by the university board. The rectorate is, in many ways, the rector's committee, with each pro-rector responsible for a key area important to the university.

Further, the university is divided into seven different faculties, six of which have local leadership consisting of the dean, pro-dean for education, pro-dean for research, and faculty director. The faculties are then subdivided into units such as institutes and departments. The green areas in this chart indicate all the places where student representation is present.

Figure 1. UiS Organizational Chart



National Student Policy – The Norwegian Student Organization (NSO)

Students' rights are secured both at the national and local levels. The **Norwegian Student Organization (NSO)** is a national interest organization for 34 different student democracies at Norwegian universities and colleges. Together, these student democracies represent nearly 312,000 students. The Student Organization at the University of Stavanger is one of the member organizations of NSO.

NSO's purpose is to safeguard the interests and rights of students, promote engagement in national and international educational issues among students, and represent its member organizations. NSO has member organizations at both public and private institutions, including universities, colleges, and specialized colleges. The highest student democracy at every higher education institution can apply for membership in NSO¹.

Student Democracy at UiS

Students at UiS have a legally established right² to participate in all decisions that affect them at the university. To ensure this right is upheld, there is a need for a **student democracy**. The student democracy is a representative democracy, in many ways resembling the governance system in Norway. Students at UiS elect their representatives in the student parliament through digital elections held every autumn. Then, by the end of May, the student parliament elects students to various institutional key positions (Table 1), as well as for the Fadder Committee, and the Executive Committee of the Student Organization at UiS (StOr AU), following StOr's election regulations. Student representatives at lower levels are elected by and among the students at the faculty, study program, or course level.

¹ <https://student.no/om-nso/medlemslag> (2024)

² Act relating to universities and university colleges;
<https://lovdata.no/lov/2024-03-08-9/§10-11, §10-12>

The Student Organization at the University of Stavanger - StOr

All students at UiS automatically become members of the **Student Organization at UiS (StOr)** when they pay the semester fee. StOr is an umbrella and interest organization for all students, student organizations, and academic societies at UiS. One of StOr's most important tasks is to maintain student democracy at the university.

The highest body of the Student Organization is the **Student Parliament**, which sets the direction for its subcommittees – the **Fadder Committee** and the **Executive Committee (AU)**. The Fadder Committee ensures a successful Fadder (buddy) week, while the AU is responsible for implementing the policies passed by the Student Parliament and managing the daily operations of the student democracy. The Fadder Committee and the AU are equal bodies under the Student Parliament.

StOr safeguards the academic, democratic, economic, and social rights and interests of students. This is done through student representation in various boards, councils, and committees (Table 1), but also through other informal channels at UiS. In other words, students are represented throughout the entire UiS organization.

Table 1. Overview of Student Representation at UiS

Level	Representation	Mandatory	Number of representatives	Period	Honorarium
1.Course	Course/Class	Mandatory	Minimum 1 per Course/ Generation	Within 4 weeks after the semester start ³	
2. Study Program	Study Program Council	-	1 - 2	15th September - end of academic year	
3. Study Portfolio					
Faculty	Institute/department	Mandatory	2	15th September - end of academic year	
	Faculty Board	Mandatory	2	15th September - end of academic year	
	Study Portfolio Committee	-	1 - 2	15th September - end of academic year	
	Hiring Committee ⁴	Mandatory	1	15th September - end of academic year	
	Museum Board	Mandatory	1	By the end of Mai, for 1 year.	
Institutional UiS	University Board	Mandatory	2	By the end of Mai, for 1 year.	X
	Education Committee (UU)	Mandatory	4	By the end of Mai, for 1 year.	X
	Learning Environment Committee (LU)	Mandatory	5	By the end of Mai, for 1 year.	X
	Committee for Student Affairs	Mandatory	2	By the end of Mai, for 1 year.	X
	Suitability Committee	Mandatory	2	By the end of Mai, for 1 year.	X
	Election Board for UiS	Mandatory	1	By the end of Mai, for 1 year.	X
	Election Board for the Student Representative Structure	Mandatory	2	By the end of Mai, for 1 year.	X

³ Course student representatives must be elected as soon as possible, no later than 4 weeks after the start of the course and hold this position from the date of election until the ordinary exam in this course has been held. Coal union representatives are elected for one academic year.

⁴ In cases where there is a need to set up an ad-hoc appointment committee for the appointment of academic leaders, the student representatives are appointed by StOr.

Student Elections

Every autumn, the **Student Election** takes place at UiS. In this election, all students at the university can both run for office and vote for who will sit in the **Student Parliament**, the highest representative body for students at UiS.

To run in the election, candidates must be part of a list with at least five members⁵. The list members do not necessarily have to come from the same faculty. Additionally, the list must have a specific political agenda they want to work on for the coming year. This forms the political platform for the list. Parliamentary mandates are determined based on the number of votes the different lists receive. In previous elections, lists have run on issues related to important societal topics, such as the environment and climate, or matters that are particularly important for students at the university.

It is important to participate in the student election because strong voter turnout strengthens the voice of students on issues that matter to them. The more students who vote, the stronger the student representatives stand when advocating for student interests.

The Student Parliament

The **Student Parliament** consists of 19 student representatives, elected through a digital election by and among the students. These representatives are tasked with voicing student concerns in matters that directly affect students, as well as important societal issues. The policies adopted by the Student Parliament are found in StOr's political documents, including the Principles Program, Strategy, Action Plan, and the platforms for Education and Learning Environment and Student Welfare, which are available on StOr's website⁶.

Through the **Executive Committee (AU)**, the Student Parliament collaborates with various relevant stakeholders, such as university management, faculties, the municipality, the Student Welfare Organization in Stavanger (SiS), and Kolumbus, to implement the measures approved by the Student Parliament.

At least twice a semester, the 19 student representatives and StOr's AU meet in a parliamentary session. Here, they discuss issues that concern the students at UiS, and specific measures are adopted. These meetings are open to everyone, meaning all interested students are welcome to attend as observers. Any UiS student can also bring their issues to the parliament. In such cases, the issue will be placed on the agenda, and the 19 student representatives will vote on whether the issue should be addressed.

The Student Parliament is responsible for:

- Electing the members of the AU.
- Electing the members of the Fadder Committee.
- Electing student representatives to institutional boards, councils, and committees.

⁵ StOr's Election Regulations

⁶ <https://www.stavangerstudent.no/>

- Determining the work agenda for the AU.
- Speaking on behalf of the students at UiS on principle matters.
- Adopting policies and other governing documents for StOr.

The Executive Committee (AU)

The **Executive Committee (AU)** in StOr is elected by the members of the Student Parliament and is responsible for the daily operations of StOr, as well as for implementing the policies approved by the parliament. The Executive Committee consists of four students, all of whom are released from their studies to work full-time in their roles.

The composition of the Executive Committee:

- **Leader**
- **Deputy Leader**
- **Education Officer**
- **Welfare and Learning Environment Officer**

In addition to the Executive Committee, there is an **Organizational Advisor** employed by UiS's education department. This person serves as an advisor and mentor to the committee. The Organizational Advisor and the Executive Committee have a permanent office on the second floor of the **Studentenes Hus** and will move to the **SiS building** in early 2025. Their offices are always open.

Elections, Councils, Boards and Committees

Student Democracy

Figure 2. Overview of Key Student Elections

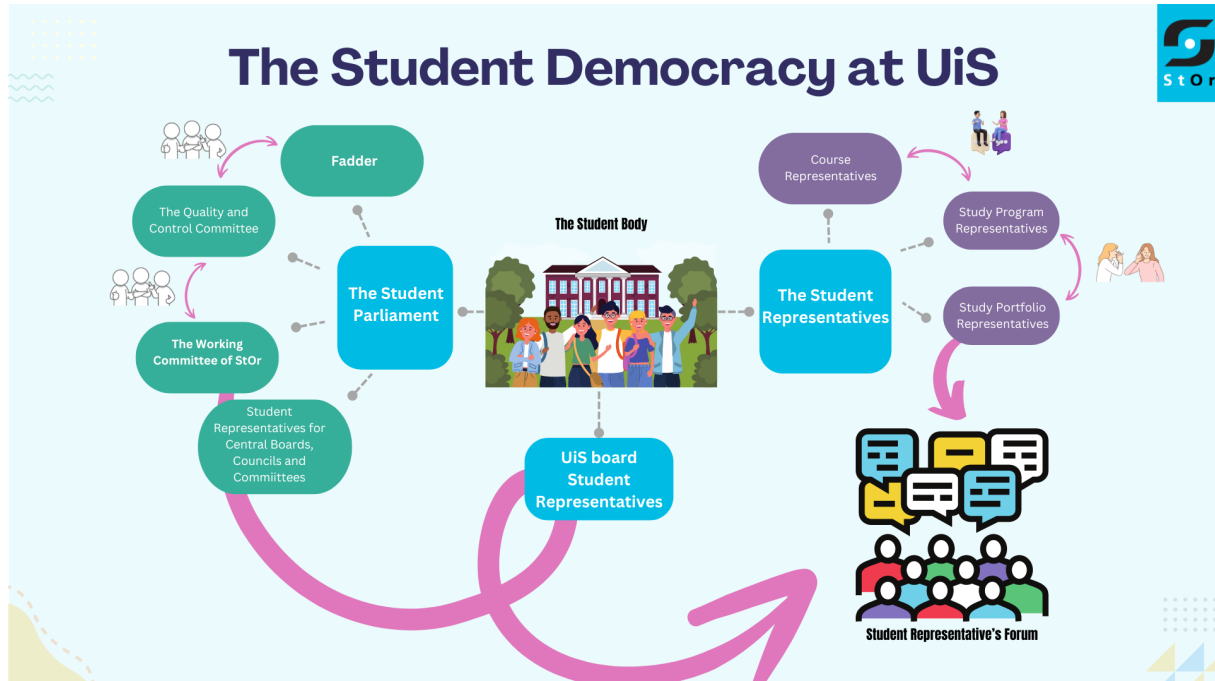


Figure 2. shows the map of our fantastic, though somewhat complex, student democracy. Let's try to explain the connections. Starting from the center: the **student body** at UiS forms the "democracy" in our student system and elects representatives to the Student Parliament and various boards, councils, and committees. All students at UiS participate in three different types of elections: the election for student representatives in **the Student Parliament**, the election of student representatives for **a course, study program, and study portfolio levels**, and the election of student representatives for **the University Board**.

First, let's take a look at the left axis relating to the student election. As previously mentioned, a student election is held every fall semester at UiS, where students elect 19 individuals to represent them in the Student Parliament. The representatives who serve on StOr's Executive Committee, Fadder Committee, Control and Quality Committee, and the various institutional councils, boards, and committees are elected by the members of the Student Parliament.

Next, we shift our focus to the right axis concerning the election of student representatives at UiS. Student representatives at UiS are elected by and among their peers. This means that the UiS student body at a specific faculty elects those who will represent them at the course level, study program level, faculty level, and some positions at the institutional level for this faculty (see Table 1). There is ongoing communication between the student representatives across different levels, both horizontally and vertically. This interaction occurs through the **Student Representative Forum** and various social events where student representatives meet. The **Education Officer** at StOr, in collaboration with the faculties, is responsible for inviting student representatives to courses regarding their role, the Student Representative Forum, and various social events.

Student Representatives Forum - Tillitsvalgthforum

The Student Representative Forum is a meeting place organized by the education officer in StOr for the student representatives. Experience shows that more meeting places for student representatives and increased contact between them actively contribute to creating even greater engagement across roles and faculties. Through the Student Representative Forum, the education officer in StOr gathers information that is either forwarded to the Student Parliament as information or as data used to make decisions. In some cases, the education officer can work directly on the issue based on their mandate.

One purpose of the Student Representative Forum is to improve the flow of information between StOr and the representatives, as well as among representatives at all levels. The forum can also contribute to the sharing of experiences and knowledge, which can increase the competence of student representatives regarding the quality system at UiS and how they can best perform their roles. Experience shows that the forum also boosts the confidence of representatives, as they realize they are not alone in what they experience and engage with.

Another purpose is for student representatives to inform StOr and each other about the issues they are working on and to ask for advice and assistance when needed. At the same time, StOr should inform the representatives about what the Student Parliament has decided, and which issues are particularly important to focus on, so that the entire student representative apparatus can work on implementing the measures the Student Parliament has decided on, where they are relevant.

In other words, the Student Representative Forum is a link—and a very important arena for discussing the student perspective and the measures decided by the Student Parliament. It is also a place where student representatives can bring in information about challenges, they experience at the various faculties so that this information can reach the Student Parliament. The forum and collaboration are key to making the student representative system work as effectively as possible!

About the Student Representative Role

According to the Universities and University Colleges Act §10-12 (2024), students are entitled to 20% representation in all institutional committees with decision-making authority that affects students. This means that student representatives perform a very important task that the university is legally required to facilitate, to ensure that students' voices are heard. The intention behind this provision is a recognition that it is important for students to participate and be involved in decisions that affect their education.

For students at UiS to be able to exercise this right, a communication link between the students and UiS is needed. This communication link is the student representatives, and they are necessary at all levels of the university.

The most important task of a student representative is to convey the students' opinions, thoughts, and wishes in the councils, boards, or committees. The student representatives have the opportunity to influence what happens at their level, but it comes with responsibilities.

To represent students in the best possible way, it is important to be well-prepared for all meetings. This means having read all relevant documents, understood the issues, and formed an opinion, preferably in consultation with the other student(s) you collaborate within your role. It is also important that representatives at different levels interact to get information about issues they do not have experience with themselves. If the issue seems complicated, representatives can consult with the education officer in StOr.

Student representatives must take the opportunity to talk to fellow students. Representatives act as an extended arm for both StOr and UiS, and StOr is entirely dependent on the information representatives have about what is happening around UiS. In this way, the student parliament can work more actively on issues that students are passionate about, while representatives can help StOr put students' issues on the agenda in the education and learning environment committees.

Different Types of Student Representatives

Student participation and influence at UiS require student representatives at all levels of the organization, from individual courses up to the university board. The representative system is comprehensive within the organization and ensures students' ability to participate and influence their education and learning environment.

Course- /Cohort Representative

Being a course or cohort representative is an important and responsible role.

As a course- /cohort representative, you represent the students in one or more courses (or cohorts) and serve as the main point of contact for your fellow students at the course level. Every study program consists of a variety of courses of different sizes. Student representatives at the course level may be responsible for one or more courses or an entire cohort. Whether there should be a course representative or a cohort representative depends on what is most practical to ensure that all students are represented.

You also share responsibility for conducting early dialogue in collaboration with the course coordinator. Feedback from course representatives, which is documented in reports from the early dialogue and course evaluations, is invaluable in the effort to improve the student experience. Without these reports, students' experiences in their studies would not be heard in a systematic and structured way.

Therefore, it is crucial for students, the student organization StOr, and the University of Stavanger that those who choose to become course representatives receive proper training for their role. The early dialogue can be led either by the course representative or the course coordinator and is conducted early in the semester. After the course is completed, you are also expected to actively participate in the preparation of the course report. This report summarizes what has worked well and what should be improved in the course.

As a course- /cohort representative, you will also collaborate with other student representatives, such as program representatives, and communicate with program leaders and study coordinators when necessary. You are responsible at the lowest level of the university's quality assurance system, which means you receive first-hand information about what works or doesn't work in students' daily lives. This makes course representatives an essential part of the quality assurance system.

The Section for Quality and Development of Education at the Education Department of UiS, in its document *Quality System for Education 2023 - Quality Work at UiS*, emphasizes that

"Student engagement and participation in all quality processes are particularly important for quality development."

Study Program Representatives

A study program representative represents students in a specific study program and represents all the specialization branches within the program. They have a permanent seat on the program council. Study program representatives actively contribute to the study program evaluation and report, prepared annually after the end of the academic year. The study program report is based on the data collected from the course reports that are part of the relevant study program. Representatives at the course and study program levels sometimes have overlapping roles. For example, a study program representative can also be a course representative in one or more courses and vice versa (Table 1).

Study Portfolio Representatives

Study portfolio representatives represent students in a portfolio of study programs. They are not tied to a specific course or study program but to the entire portfolio of study programs, either at the faculty or institutional level. This means they represent all students at a faculty or the university and serve as student representatives in various councils and committees. These include the institute council, faculty board, portfolio committee, hiring committee, museum board, election committee for the representative system, UiS election committee, suitability committee, student affairs committee, education and learning environment committees, and the university board (Table 1).

The tasks of a study portfolio representative vary depending on which council, board, or committee they sit on. More about the tasks related to each council, board, or committee can be read below.

Boards, Councils and Committees

Students are represented on most councils, boards, and committees at UiS. This means that students have an influence, whether it concerns the learning environment, the quality of education, or teaching and learning methods if they choose to engage.

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 governance 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 digital election and all students at UiS have the right to vote⁷.**

Learning Environment Committee – 5 student representatives

The Learning Environment Committee (LU) works with issues concerning the physical, digital, psychosocial, organizational, and pedagogical learning and study environment. The committee should actively contribute to continuous improvement of the learning environment at UiS, and to ensure that the learning environment for each study program meets the minimum requirements. LU is a statutory body appointed by the university board, which reports directly to the Board. **The student representatives to the Learning Environment Committee are elected by the Student Parliament⁸. The leader of the student delegation is the Welfare and Learning Environment Officer at StOr.**

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 Parliament⁹. The leader of the student delegation is the Education Officer at StOr.**

Committee for Student Affairs – 2 student representatives.

The Committee for Student Affairs considers appeals regarding individual decisions and other appeals for the students. In addition, it considers cases concerning grading, formal errors in examinations, and cancellation of examinations or tests. The Committee for Student Affairs also considers cases where there is suspicion of cheating on exams and assignments. **The student representatives to the Committee for Student Affairs are elected by the Student Parliament¹⁰.**

Suitability Committee – 2 student representatives

The Suitability Committee assesses the suitability for kindergarten teacher education, primary school teacher education, practical pedagogical education, lecturer education, child welfare pedagogy, special education, social work, nursing, and paramedicine.

⁷ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

⁸ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

⁹ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

¹⁰ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

- Suitability assessment determines whether the student has the necessary prerequisites to practice the profession. A student who poses a potential danger to the life, physical and mental health, rights, and safety of patients, users, kindergarten children, pupils, or others the student will encounter during practical studies or future professional practice is not suitable for the profession¹¹.
- Ongoing suitability assessment of all students should take place throughout the entire study period and be part of an overall assessment of the student's ability to function in the profession. If there is justified doubt about a student's suitability, a special suitability assessment should be conducted. The rules of the Public Administration Act regarding case processing apply to special suitability assessments¹².

Student representatives for the Suitability Committee are elected by the Student Parliament¹³.

UiS Board of Elections – 1 student representative

The election board at UiS shall prepare, administer, and carry out the election of internal members (employees) 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 parliament¹⁴.**

Election Board for the Student Representative System – 2 student representatives

The student representative system at UiS has its 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 parliament¹⁵.**

Boards, Councils, and Committees at the Faculty Level

Meeting frequency: 3-4 meetings per semester.

Length of term: One academic year

Faculty Board – 2 student representatives

The Faculty Board is the governing 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 addresses issues concerning the quality of education. Student representatives on the Faculty Board have the opportunity to influence which study programs the faculty should offer,

¹¹ Forskrift om skikkethetsvurdering i høyere utdanning § 2

¹² Forskrift om skikkethetsvurdering i høyere utdanning § 2

¹³ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

¹⁴ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

¹⁵ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

and which focus areas should be prioritized in 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 vote¹⁶.**

Study Portfolio Committee – 1 – 2 student representatives

The Study Portfolio Committee is an advisory body to the Faculty Board, focusing on the development of the quality of the offered studies. The role of the student representatives is to advise the faculty's educational leadership on the many aspects that affect study quality from a student perspective. **The student representatives to the study portfolio committee are elected by ballot box where all students at the faculty have the right to vote¹⁷.**

Hiring Committee – 1 student representative

The Hiring Committee has the authority to hire academic positions and makes decisions on the announcement of vacant positions, and the appointment of expert committees for the assessment of applicants, hiring, promotion, and dismissal. The student representative in the Hiring Committee can thus participate in the hiring process in a large knowledge 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 StOr¹⁸.**

Institute/Department Council – 2 student representatives

The Institute/Department Council is an advisory body to the head of the institute. As a student representative in the Institute/Department Council, you get a unique opportunity to promote fellow students' interests to the head of the institute and other decision-makers. By bringing the student perspective into the institute's strategic plans, study offerings, and focus areas on research, innovation, and dissemination, the student representative can help improve the quality of studies. **The student representative to the department council is elected by ballot box where all students at the department have the right to vote¹⁹.**

Study Program Council – 1 – 2 student representatives

All studies at the bachelor's and master's levels should have a Program Council that handles semester and program evaluations. However, this is not mandatory. The council is also an advisory body for the program leader and a dialogical arena for the educational leadership and students in the work on study quality and 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 vote²⁰.**

¹⁶ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

¹⁷ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

¹⁸ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

¹⁹ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

²⁰ StOr's Election Regulation, <https://www.stavangerstudent.no/dokumenter/>

Whom 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 relevant board, council, or committee.
- In the role of a student representative, it is important to discuss current issues with others. You can speak with other student representatives and the StOr's AU.
- For help with case files, difficult cases, or other matters, you can contact StOr's AU. 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 StOr's AU 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.
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 study program leader.
3. The study 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 continue to follow the case.

Complaint Possibilities for Students at UiS

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

- If a student is going to complain about grading or formal errors, 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 a student is going to complain about teaching and the like, the student should first contact the course representative who can take the complaint to the person responsible for the course or the study program leader. Students 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.
- Your rights are defined in the Universities and University Colleges Act.
- **Ask for help if you need it! The working committee in StOr always assists if there is something you need help with.**

Meeting Culture

When attending meetings, there are a few things worth keeping in mind. It is a more formal 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 sign.
- Do not use your phone during the meeting, listen to what the others have to say. Give others the attention you want to get.

Student representatives' annual wheel

Fall Semester

August

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

September

- Deadline for semester registration and registration for the exams for the autumn semester (1st of September).
- All student representatives must be elected within four weeks of the start of the semester, except 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.
- Course for all representatives in their role. Institutional student representatives will be offered a cabin trip with training and social activities. This aims to increase knowledge and unity among all representatives at UiS.
- Tillitspils at Tappetårnet with brief training.

October

- In the last week of October, the survey "Studiebarometeret" will be held for 2nd and 5th-year students.
- Tillitspils at Tappetårnet with brief training.

November

- The university board considers the matter of quality in the study portfolio for the whole of UiS by the 1st of November – representatives in the education committee have adopted a recommendation on the quality report that is sent to the board.
- Tillitspils at Tappetårnet with brief training.

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 (1st of February).
- Course 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.
- Tillitspils at Tappetårnet with brief training.

March

- Tillitspils at Tappetårnet with brief training.

April

- Tillitspils at Tappetårnet with brief training.

May

- Study 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.
- Tillitspils at Tappetårnet.

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 1st of October.
- Digital student evaluation of the course is carried out 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.

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 in the course at the beginning of each semester. The election is conducted either physically in lectures or digitally. Students can voice their interest in the position in lectures or by contacting the person responsible for the course, the contact person for student representatives at the relevant faculty, or the head of education at StOr.

Would you like to become a student representative for a study program? Study program representatives are elected by the students of the relevant study program at the beginning of the autumn semester. The election shall be held as soon as possible, no later than September 15th. The election is conducted digitally. The students can voice their interest in the position by contacting the contact person for student representatives at the relevant faculty or the head of education at StOr.

Would you like to be elected to the institute/department council at your department? The student representatives are elected by the students at an institute/department or faculty at the beginning of the autumn semester. The election shall be held as soon as possible, no later than September 15th. The election is conducted digitally. The students can voice their interest in the position by contacting the contact person for student representatives at the relevant faculty or the head of education at StOr.

Would you like to be elected to the Faculty Board or the Study Portfolio Committee? Study portfolio representatives are elected by the students at the relevant department or faculty at the beginning of the autumn semester. The election shall be held as soon as possible, no later than September 15th. The election is conducted digitally. The students can voice their interest in the position by contacting the contact person for student representatives at the relevant faculty or the head of education at 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 voice your interest in the position by contacting the head of education at 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 voice your interest in the position by contacting the head of education at StOr.

Contact for the student representatives at the various faculties.

Read more at <https://www.stavangerstudent.no/vil-du-bli-tillitsvalgt/>

TN faculty: John Petter Nygaard

HV faculty: Rebecca Adele Esaiassen

HH UiS: Monica Lange

SV faculty: Anne Torun Sirevåg

UK faculty: Aslaug Margreth Vasshus

UH faculty: Fredrik Norman Skår

StOr education officer: Marija S. Pedersen

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.

Serious and reprehensible conditions – red category – Here you can report if someone or something in your learning environment poses a 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!

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

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

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 § 10-4²¹.

²¹ <https://lovdata.no/lov/2024-03-08-9/§10-4>

The Student “Ombud”

Universities and colleges must ensure that all students have access to a student ombudsman. The student ombudsman shall provide students with advice and assistance in matters related to their study situation and help safeguard students’ legal rights vis-à-vis the institution.

The student ombudsman cannot be instructed in their work. The ombudsman can decide whether to assist a student in a case. The ombudsman does not have the authority to make decisions in cases.

The student ombudsman has a duty of confidentiality regarding information about personal matters that they become aware of in connection with their work²².

Maren Anne Kvaløy is the student ombudsman at UiS. She is an independent support person for all students at UiS. Contact her in the following ways:

- Email: maren.a.kvaloy@uis.no
- Phone: 51831064

Contact Information – StOr

President

Jakob Meyer Vevatne | E-post: leder@stor.uis.no

Vice-President

Knut Solvig | E-post: nestleder@stor.uis.no

Education Responsible – contact for student representatives

Marija S. Pedersen | E-post: utdanning@stor.uis.no

Welfare and Learning Environment Responsible

Karl Martinsen | E-post: laringsmiljo@stor.uis.no

Organizational Consultant

Mikael Johnsen | E-post: mikael.johnsen@uis.no

²² <https://lovdata.no/lov/2024-03-08-9/§10-8>