

Regulations for student influence

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Description:

This document regulates matters related to student influence at Stockholm University in activities that have a bearing on education or the situation of students.

The document also includes local praxis for the appointment of student representatives to bodies or groups.

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1 Purpose and definitions

Students have the right to exert influence over the courses and study programmes at Stockholm University, and the University shall encourage them to actively participate in the further development of their education. The efforts to achieve a high level of education quality constitute a common concern for staff and students at the University.

In view of this, this document regulates matter related to student influence at Stockholm University in activities that have a bearing on education or the students' situation. These regulations will list the provisions outlined in national legislation and other statutes for student influence, as well the local regulations regarding student influence.

The final section of this document, Section 9, concerns local praxis for the appointment of student representatives to bodies and groups. Generally speaking, this process is overseen by student unions.

The term *student* refers to those who have been admitted to and pursue higher education studies at first, second or third cycle.

The term *student representative* refers to an individual appointed by a student union to represent the interests of students. See Section 9.

For the purposes of this governance document, the term *the University* refers to all levels and parts of Stockholm University, i.e., the university-wide level, science area level, faculty and departmental level, as well as the University Administration.

For the purposes of this governance document, the term *student union* or *student unions* refers to the student union(s) recognised as such by the University Board. See Section 6, "Status as a student union", for further information.

2 Comprehensive division of responsibility and monitoring

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

The University Director has the overall responsibility within the University Administration for the right of students to exert influence over the education provided at the University. The University Director is also responsible for ensuring that an agreement governing student representation is followed up, revised and adopted by the President every third year before the University Board's decision to grant the status of student union. Such an agreement has been reached between the University and Stockholm University Student Union (SUS) and remains in effect until 30 June 2025. For further information, see Section 7.2 "Agreement with Stockholm University Student Union concerning student representation in decision-making and preparatory bodies and groups".

3 Support for developing student influence

National regulations

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

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

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

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

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

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

Chapter 1, Section 4 a of the Higher Education Act

Local regulations

Student influence is an important part of the quality assurance procedures that have a bearing on both education and the students' situation. The students shall be viewed as active co-creators with an important role to play in influencing and developing their studies and study situation. The University shall also encourage, support, and facilitate for students who want to become involved in the work concerning student influence.

3.1 University-wide training and other support material

Local regulations

The University shall provide one or more university-wide courses on student influence, for example an online course, focusing on the legislation, other statutes and regulations that govern student influence, the University's organisation and activities in general. The target groups are student representatives and employees. As a complement, the University shall, in collaboration with the Student Union, develop and update other support material, including a staff webpage concerning student influence and a corresponding page aimed at students. Another example is a student representation checklist for staff. The Office of the President is responsible for this training and the coordination of other support material.

3.2 Introduction to the function and working methods of bodies or groups

Local regulations

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

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

3.3 Meetings between management and student representatives

Local regulations

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

3.4 Student union as a consultative body

Local regulation

If it is deemed necessary to seek the views through a consultation with one or more instances within the University, and if the matter concerns activities that have a bearing on the education or the students' situation, relevant student unions at the University shall function as a consultative body. See "Arbetsordning vid Stockholms universitet" (Swedish only) under Governing Documents – Rules and Regulations on the University website.

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

3.5 Introduction and orientation days

Local regulation

During general introduction and orientation days, the University shall inform new students about the meaning of student influence and the possibility to exert it, for example at the start of courses and semesters at the departments. This is done in collaboration with the Student Union.

3.6 Information channel about student influence

Local regulation

At the university-wide level and within the University Administration, as well as in each science area and department, some form of channel shall be provided for information from the Student Union regarding student influence – via a learning platform, for example. Student councils and PhD student councils have the right to a space on Athena (the learning and collaboration platform of the University) to communicate matters regarding student influence to students or PhD students at each department. The technical support necessary to establish and maintain this space is to be provided by each department with the assistance of IT Services (ref. no. SU FV-2421-20). Other channels for information from the student union can be, for example, a space on the relevant website or noticeboard.

4 Contact persons for student influence

Local regulations

At the university-wide level and within the University Administration, as well as the science area level, faculty level, and departmental level or equivalent, where decisions or preparations are made that have a bearing on the education or the students' situation, there must be one or more contact persons for student influence who act as a link to the Student Union, including faculty councils, student councils (subject-specific councils), and PhD student councils. For student organisations, please see Section 5 "Student organisations for student influence".

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

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

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

A contact person, irrespective of the level, shall:

- convey information from the Student Union to relevant bodies or groups regarding newly appointed student representatives;
- contact the Student Union about how and when a new student representative can be appointed to a body or group at the relevant level, if a longer vacancy has occurred. For more information, see Section 9 "Local practice for appointing student representatives to bodies and groups"; and
- in collaboration with the Student Union, actively promote the forming of student councils, PhD student councils, or faculty councils, if there is no such council.

A contact person for matters concerning student influence at a university-wide level and within the University Administration (excluding the science area and faculty offices), and a contact person at the science area level and faculty level, shall also

- each year, during the autumn semester, prepare lists of permanent bodies and groups at the University where students shall be represented, and the number of regular student representatives as well as the number of other regular members or equivalent in such bodies and groups. Permanent bodies and groups refer to those who have an assignment that exceeds one year. See also Section 7.2 in "Överenskommelse med Stockholms universitets studentkår om studentrepresentation i organ och grupper";

- send the above mentioned lists to SUS no later than 31 October. In the years when the science area boards and the faculty boards make their decisions on the composition of bodies and groups at the academic area level and faculty level, the lists shall be sent on 31 January the same year instead of October the previous year; and
- during the autumn semester of each year, update a university-wide list of contact persons for student influence.

A contact person for matters concerning student influence at a university-wide level and within the University Administration (excluding academic area and faculty offices) shall also coordinate work related to student influence with the contact persons at the academic area level and faculty level. The University Director has appointed Anna-Karin Björling of the Management Secretariat at the Office of the President as contact person for the period 1 July 2022 until 30 June 2025 (ref. no. SU FV-1973-22).

5 Student organisations for student influence

5.1 The Student Union's purpose and mission

National regulations

A student union's main purpose shall be to monitor and participate in the development of courses and programmes as well as the conditions of studies at the higher education institution.

Chapter 4, Section 9 of the Higher Education Act

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

Chapter 4, Section 11 of the Higher Education Act

A student union shall maintain a register of its members.

The student union shall submit an annual report on its activities to the higher education institution and the number of student members.

Upon request by the higher education institution, a student union shall provide the institution with its membership records.

Chapter 4, Section 14 of the Higher Education Act

The higher education institution may issue regulations on how a student union at the institution shall report its activities and number of members.

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

Local regulations

Responsibility for student organisations such as faculty councils, student councils, and PhD student councils rests with the student unions at the university. For more information, see the student unions' respective websites.

Which student unions are recognised, and their areas of operation, shall be determined by the University Board. For more information, please refer to Section 6 "Status as a student union".

The Student Union has the right to annually submit a written report on their views on student influence and how it has developed at the University. This should preferably be done at the time when the Student Union submits its annual activity report to the University. The Office of the President is the recipient of the report.

5.2 Student health and safety representatives and gender-equality representatives

National regulations

At a workplace¹ where fifty persons or more are regularly employed, there must be a safety committee consisting of representatives of the employer and of the employees. A safety committee must also be set up at workplaces with smaller numbers of employees, if required by the employees.

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

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

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

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

Student safety representatives are appointed by the students.

The entity responsible for the education shall ensure that the student safety representatives receive the training and the leave required for their assignment.

Student safety representatives are entitled to the information needed for their assignment.

Chapter 6, Section 18 of the Work Environment Act

Local regulations

At Stockholm University, the safety committee pursuant to the first paragraph of Section 8 of Chapter 6 of the Work Environment Act is the Council for Work Environment and Equal Opportunities (RALV). Pursuant to the third paragraph of Section 8 of Chapter 6 of the Work Environment Act, two student safety representatives are included in the university-wide safety committee.

Students are also represented on local departmental safety committees or the equivalent. For further details on how the number of student representatives on a local committee is calculated, please refer to Section 7.1 “Student representation when decisions or preparations are made in a body or group”.

Student councils, PhD student councils or the equivalent at each department appoint student health and safety representatives and gender-equality representatives to represent the interests

¹ The University interprets the term *workplace* to mean Stockholm University in its entirety. (Written information supplied by Åsa Nelhans, legal counsel specialising in labour law at the Human Resources Office, on 21 April 2023.)



of students on, for example, departmental work environment and equal opportunities committees or the equivalent. For the number of student health and safety and gender-equality representatives that can be appointed to local committees, please refer to Section 7.1 “Student representation when decisions or preparations are made in a body or group”.

A student union may also appoint a principal student health and safety representative to represent the interests of students on work environment issues at university-wide level, such as on the Council for Work Environment and Equal Opportunities (RALV).

In cooperation with student unions, Student Services shall ensure that student health and safety and gender-equality representatives receive the necessary training to fulfil their duties.

6 Status as a student union

National regulations

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

Chapter 4, Section 8 of the Higher Education Act

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

Section 3 of the Ordinance on Students' Unions

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

Section 4 of the Ordinance on Students' Unions

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

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

Section 5 of the Ordinance on Students' Unions

Local regulations

The President makes decisions concerning further instructions for applications to be recognised as a student union at Stockholm University.

The University Board has granted the status of student union to the following associations of students for the period 1 July 2022 until 30 June 2025:

- Stockholm University Student Union (SUS), with the entire University as its area of operations with the exception of Stockholm Business School and the Department of Computer and Systems Sciences. Stockholm University Student Union also retains the right to represent all students at the university at university-wide, academic area and faculty levels.
- The Business Association at Stockholm University, with Stockholm Business School as its area of operations.
- Student union DISK, with the Department of Computer and Systems Sciences as its area of operations.

7 Student representation

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

National regulations

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

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

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

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

Chapter 2, Section 7 of the Higher Education Act

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

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

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

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

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

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

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

If there are multiple students' unions at a higher education institution, the task of appointing members of the board of governors, under the first sentence of the first paragraph

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

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

Section 7 of the Ordinance on Students' Unions

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

Section 8 of the Ordinance on Students' Unions

Preparatory work

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

Local regulations

The University shall give the Student Union an opportunity to appoint student representatives to permanent decision-making and preparatory bodies and groups, whose activities have a bearing on the education and the students' situation. See "7.2 Agreement with Stockholm University Student Union concerning student representation in bodies and groups" below for more information.

The University shall also give the Student Union an opportunity to appoint student representatives to temporary decision-making and preparatory bodies and groups, whose activities have a bearing on the education and the students' situation. Temporary bodies and groups are bodies and groups whose assignment duration spans one year or less.

In addition to the stipulations in national regulations and "Arbetsordning vid Stockholms universitet" (Swedish only) (see Governing Documents – Rules and Regulations), the student union normally has the right to appoint student representatives to permanent and temporary bodies and groups, as follows:

- At least 1 regular representative if there are 2–4 other members².
- At least 2 regular representatives if there are 5–7 other members.
- At least 3 regular representatives if there are 8 or more other members.

The term *member* refers to regular members including the chairperson but excluding office support, alternate members (who attend in place of regular members) and those with a right to attend and state an opinion.

A well-functioning student influence is of the utmost importance to Stockholm University. It is therefore always possible to have more student representatives than regulated above (i.e., in addition to the provisions of national rules and rules of procedure) on bodies or groups with a particularly large bearing on students' education or situation in general.

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

Local regulations

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

The University has reached an agreement with SUS regarding the above provisions, which will remain in effect until 30 June 2025 (ref. no. SU FV-2471-22).

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

National regulations

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

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

In other respects, the higher education institution itself decides on the entitlement of

² The exception to this is local committees or the equivalent at departmental level, to which the student union always retains the right to appoint at least two regular representatives.

students to the representation stipulated in the first paragraph above.

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

Local regulations

The categories of decision that are in the remit of a single individual and for which consultation with student representatives must be ensured are:

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

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

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

It should be documented that student representatives have been given an opportunity to submit their comments. A decision document with information on student representation should be designed in accordance with “Mall för beslut fattade av en person vid Stockholms universitet” (template in Swedish). The matters are to be registered. (The template is available as Appendix 1 of Regulations for Student Influence, in Governing Documents – Rules and Regulations.) Multiple decisions can be included in the same decision document and presented to the student representatives on the same occasion.

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

Decisions made by a single individual at departmental level for which consultation with student representatives must be ensured are:

- decisions regarding courses and programmes, such as the range of courses offered, course syllabuses and course literature delegated by a department board or head of department;

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

Primarily the local student representatives at the department shall be invited to do this. If there are no local student representatives, the proposed decision shall be communicated to the student union. Departments and centres shall, upon request, be able to present lists of decisions that have a bearing on the education or the students' situation made by a single individual, and also be able to present these decisions.

7.4 Students shall not participate in all types of matters

Local regulations

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

Normally, students shall not participate in:

- matters concerning an individual student;³
- matters concerning an individual employee; nor
- employment matters, unless regulated in the *Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University* (See Governing Documents – Rules and Regulations). Students may however be represented when decisions or preparations are made concerning the admission and employment matters of new doctoral students.

7.5 Student representative compensation

Local regulations

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

³ With the exception of the Disciplinary Board, on which students are entitled to be represented by two members pursuant to Chapter 10 Section 4 of the Higher Education Ordinance.

Compensation shall be paid to student representatives in permanent and temporary bodies and groups which make preparations and decisions regarding activities that have a bearing on the education or the students' situation.

For their attendance at meetings, representatives of first- and second-cycle students shall be paid the following minimum level of compensation.

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

Compensation is paid for preparatory work, planned meeting time and any necessary work after the meeting. If the meeting overruns by one (1) full hour or more, the student shall be compensated with SEK 150 per full hour that runs over the planned meeting time.

Compensation shall only be paid to students (committee members, alternates attending in their place or similar) who are not receiving full-time remuneration as a student representative, such as full-time employees of the Student Union.

For regulations regarding compensation for PhD student holding a position of trust, such as student representation, see “Regulations for education and summative assessment at third-cycle level” in Governing Documents – Rules and Regulations.

7.6 Certificate of meeting attendance

Local regulation

Student representatives shall, upon request, obtain a written certificate of their meeting attendance with bodies and groups within the University. The certificate is drafted by, for example, the chair or equivalent of the body or group in question.

8 Monitoring of and quality assurance procedures for student influence

National regulations

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

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

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

Chapter 1, Section 4 of the Higher Education Act

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

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

Chapter 1, Section 4 a of the Higher Education Act

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

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

Chapter 1, Section 14 of the Higher Education Ordinance

Local regulations

To make student influence function and develop on all levels and in all parts of the University, it is vital to implement short and long-term monitoring and quality assurance procedures. This is done in a number of ways, including the following:

- Course evaluations and reports. See *Regulations for education and examination at first-cycle and second-cycle level* under Governing Documents – Rules and Regulations.
- Regular meetings between student representatives and management on different levels and from different parts of the University, as well as regular meetings and close collaboration between student representatives and the University's contact persons for student influence.
- Programme reviews that include student and PhD student influence as one aspect, for example assessment of new student representatives' introduction to bodies and groups. See *Regulations for programme reviews* under Governing Documents – Rules and Regulations.
- Annual statement on the Student Union's opinion regarding student influence and how it has developed. The statement is submitted to the University by the Union.

- Annual update of the list regarding student representation in permanent bodies and groups.
- Annual updates of lists of university contact persons for student influence.
- Annual topicality reviews and, when necessary, revision of the Regulations for Student Influence. See *Procedure for Governing Documents* under Governing Documents – Rules and Regulations for more information.
- Monitoring and revising the agreement regarding student representation between the University and SUS. Follow ups are conducted every third year prior to a new union recognition period.

9 Local praxis for appointing student representatives to bodies and groups

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

9.1 While waiting for new student representatives

The Student Union normally appoints student representatives to permanent bodies and groups in November/December each year, but they can also be appointed over the course of the year, such as for temporary bodies and groups. There may also be a period without any student representatives in a body or group; for example, if all representatives have resigned from their positions or finished their studies. Pending the appointment of new representatives by the Student Union, the University shall, on a departmental level, send summons to meetings etc. to the relevant student council, PhD student council or equivalent. Contact details for student and PhD student councils are available on the SUS website at sus.se. Content details to DISK are available at disk.su.se. Content details for the Business Association are available at fest.se. A copy of the summons shall also be emailed to studentombud@sus.se. For the Department of Computer and Systems Sciences, the copy shall be sent to studiebevakning@disk.su.se and for Stockholm Business School studentombud@foreningekonomena.se.

While waiting for new representatives to be appointed to bodies and groups at departments without a student or a PhD student council, and for bodies and groups at other levels and within other parts of the University, summons etc. shall be sent directly to studentombud@sus.se.

9.2 Request for student representatives to a new body or group

If a new permanent or temporary body or group is formed at departmental level, with activities that have a bearing on the education or the students' situation, the chair (or person appointed by the chair) of the body or group shall send a request for one or more student representatives to the relevant student council or PhD student council, with a copy being sent to studentombud@sus.se. For the Department of Computer and Systems Sciences, the request shall be sent to studiebevakning@disk.su.se and for Stockholm Business School studentombud@foreningekonomena.se.

If the department lacks a student council or PhD student council, and if a new body or group is formed on other levels or within different parts of the University, the request shall be sent to studentombud@sus.se. See Section 7.1 "Student representation when decisions or preparations are made in a body or group" for information regarding the number of student representatives in relation to the total number of members or equivalent.

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

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

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

The Student Union shall receive all incoming requests for student representatives and respond to these within ten working days. If a request has not been answered within ten working days, the University is still deemed to have fulfilled its obligation to inform about the new body or the new group.

The Student Union's response to the chair (or the person appointed by the chair) shall be in accordance with one of the following alternatives:

1. the representative or representatives (including their name and email address) who have been appointed, or when the representatives will be appointed,
2. information that the Student Union has decided to ensure student influence in some other manner, for example by having its response sent to the Student Union using the email address above, to which the Student Union then provides written feedback, or
3. information that the Student Union has decided not to appoint student representatives to the new body or group.

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

9.4 The Student Union makes a decision regarding student representatives

The Student Union decides which student representatives (regular and alternates) are to be appointed to a body or group. The Student Union's decision on student representatives is confirmed through a written decision which is submitted to the University. This applies to both existing permanent and temporary bodies and groups and new bodies and groups. However, the University can make requests to the Student Union or its councils or equivalent bodies regarding the cycle (first, second or third), main field of study, subject or programme from which the representative should be recruited.

Proposing student representatives for bodies and groups at the departmental or faculty level to the Student Union, is normally done by the student council, PhD student council or faculty council in question.

Among other things, the Student Union shall apply a gender equality perspective when appointing student representatives.

The student representative is normally appointed to serve for one (1) year from the date of appointment.

9.5 The appointed students represent all students

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

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

9.6 The responsibilities of a student representative

A student representative has the same responsibilities as the other members of a body or group, including with regard to attending meetings.

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

9.7 If a student representative retires from their post prematurely

If a student representative is unable to complete their assignment, thus creating a vacancy, the student representative shall inform the chair of the body or group, the chair of the relevant student or PhD student council as well as the Student Union by emailing the address listed above that a replacement needs to be found.

Should a post still remain vacant for a longer period of time, without the representative requesting to be excused, the contact for matters regarding student influence at the level in question shall contact the Student Union regarding the appointment of a new representative.

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

If there is no student council, PhD student council or faculty council, but a student is interested in being a student representative in a body or group at the level in question, the student should register their interest with Stockholm University Student Union by emailing studentombud@sus.se.