



LUND
UNIVERSITY

Vice-Chancellor

Policy and regulations for student influence at Lund University

This document comes into force on 1 January 2013.
It replaces the *Guidelines for student influence at Lund University*, established on 15 September 2000 (Reg. no I A9 344/2000).

Introduction

In order to make it easier for students to exercise influence over their education and situation, all regulations governing student influence are gathered in a single document. It consists of Lund University's policy for student influence and the University's regulations for student influence. In addition, a compilation of national regulations on student influence and the provisions set out in the University's Rules of Procedure are also attached.

The term "student" refers to first, second and third cycle students.

Policy for student influence at Lund University

Student influence at Lund University is an important means of achieving the University's overarching goal: the highest quality in education and research. In order to achieve the highest quality in education and research, quality assurance is essential. One prerequisite for quality assurance is real student influence at all levels.

The majority of students will, in the course of their professional lives, have leadership roles at various levels and in different organisations. The University is to prepare students for these tasks and to provide them with opportunities, in the course of their studies, to test and develop their leadership abilities. A well-functioning system of student influence reinforces the Lund University brand. In addition, it is important for the University's reputation and leads to positive effects on student recruitment.

According to the Higher Education Act, "*the students are entitled to representation when decisions or preparations are made that have bearing on their courses or programmes or the situation of students*" (SFS 1992:1434 Chapter 2 Section 7). In compliance with Lund University's view of the significance of student influence for education, the University's rules of procedure grant students the right to

appoint representatives to all decision-making and preparatory bodies with a few exceptions. These exceptions consist of:

"... the assessment of individual students' study performance and the processing of individual human resources matters. However, the students shall be represented in the processing of human resources matters that are regulated in the appointment rules and in the preparations for elections in which students do not have the right to vote or nominate, unless other special regulations apply."

Rules of Procedure for Lund University, Chapter 5

Student influence at Lund University is exercised through the faculty student unions, a doctoral students' union and an umbrella organisation for all of these (Lund University Student Unions – LUS). The student unions exercise student influence within their respective areas of activity. LUS exercises student influence on the University level, according to an agreement between the student unions at Lund University.

The responsibility for maintaining and developing a good dialogue between the various levels of the University and the student unions/umbrella organisation concerned rests with both the unions and the University itself. The University has decided, among other things, that the student unions are to be consulted in matters which are important to education or the situation of students (Rules of Procedure, Chapter 5).

The procedures for the appointment of student representatives are central to student influence. At Lund University, the student unions manage the coordination of formal student influence and appoint student representatives to various decision-making and preparatory bodies as they see fit. This also applies to bodies that cover several student unions' areas of activity according to Section 7 of the Student Union Ordinance (SFS 2009:769).

In cases where there is no student union in a particular area of activity within Lund University, student representatives cannot be appointed as described above. In consideration of the great importance of student influence, the University therefore intends to exploit the possibility offered by Section 9 of the Student Union Ordinance to organise direct or indirect elections of student representatives within the area concerned. Lund University may, on the basis of the section mentioned above, issue rules for how the election of student representatives is to be organised. It is important that the procedure for these elections is as clear as possible, in order to ensure a functioning system of student influence within the entire University.

Regulations for student influence at Lund University

Based on Chapter 2 Section 14, fourth paragraph, of the Higher Education Ordinance, Lund University regulates student influence as follows.

Student representation

The sections below regulate the appointment of student representatives.

Section 1 The student union which has been awarded the status of student union by the University according to Section 8 of the Higher Education Act appoints student representatives to the decision-making and preparatory bodies within that student union's area of activity, with the limitations that may apply according to the Rules of Procedure for Lund University, decided on 11 November 2011 (Reg. no LS 2010/625).

Section 2 The course director is responsible for setting aside time during ordinary tuition hours for the election of course/student representatives.

The student unions at Lund University

The sections below regulate the relation between Lund University and the student unions, including the rights of student representatives and student unions

Section 3 In compliance with the principle of open access to public documents (Freedom of the Press Act, Chapter 2 Section 1) the student unions are to be given access to contact information for admitted and/or registered students.

Section 4 In order to be able to participate in meetings with various university bodies or other bodies that are necessary to fulfil their assignments, elected student representatives are to be given an alternative opportunity to carry out compulsory course components that they have missed, due to obligations related to their role as student representative. These alternative arrangements are to be agreed upon at the time of the missed course component.

Section 5 Student unions at Lund University and LUS are to be permitted to use the University's premises free of charge for activities which promote the unions' aims according to Chapter 4 Section 9 of the Higher Education Act: to monitor and take part in the development of education and the conditions for study at the higher education institution.

Dialogue and consultation process

The sections below regulate student influence outside the formal decision-making and preparatory bodies.

Section 6 The University is to provide a regular consultation process between management at all levels and student representatives. The forms for such consultation are developed together with the student unions concerned.

Section 7 Management at all levels is responsible for ensuring the student representatives and/or student unions receive the information required in order to fulfil their function of representing the students.

Doctoral students

Section 8 As in all other matters affecting education, the students have the right, according to the University's Rules of Procedure, to be represented both in the preparation and decisions affecting matters of admission to third cycle studies and the allocation of funding for research studies.

Section 9 Student union assignments give students the right to an extension of their doctoral studentship. The length of the extension is specified in the Decision on Extension of Employment as a Doctoral Student and Extension of Doctoral Grants, taken on 19 October 2006 (Reg. no I G9 4011/2006).

Regulation of student influence at the national level and in Lund University's Rules of Procedure

Freedom of the Press Act (SFS 1949:105)

Chapter 2 Article 1 Every Swedish citizen shall be entitled to have free access to official documents, in order to encourage the free exchange of opinion and the availability of comprehensive information.

Higher Education Act (SFS 1992:1434)

Chapter 1 Section 4a 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 2 Section 7 The students are entitled to representation when decisions or preparations are made that have bearing on their courses or programmes or the situation of students.

Higher Education Ordinance (SFS 1993:100)

Chapter 1 Section 7/.../ The Ordinance concerning Remuneration for Positions on Government Boards, Committees, Councils, etc. (1992:1299) shall apply to the members of the board of governors of a higher education institution appointed by the students. Ordinance (2010:1064).

Chapter 2 Section 14 /.../ 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.

If a decision is to be made by a group of individuals pursuant to 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.

Ordinance on Student Unions (SFS 2009:769)

Section 7 A student union at a higher education institution may appoint and dismiss representatives for students when they have the right to be represented according to Chapter 2 Section 7 of the Higher Education Act (1992:1434).

When students have the right to be represented in a body at the higher education institution which covers the areas of activity of several student unions, or in decisions or preparations that concern several student unions, the provisions in

the first paragraph are to be fulfilled in the manner agreed upon by the student unions involved.

If the student unions are unable to reach an agreement, the higher education institution may, after consulting the unions, decide how the student representatives are to be appointed. Ordinance (2010:1776).

Section 8 A student representative shall also represent students who are not members of a student union. Ordinance (2010:1776).

Section 9 If there is no student union within one of the higher education institution's areas of activity, the higher education institution is to arrange direct or indirect elections of student representatives among the students within that area of activity.

Higher Education Agency Regulations (HSVFS 1999:1)

Section 4 Special reasons for being allowed to resume studies after approved leave of absence can be social, medical or other exceptional circumstances, such as care of a child, military or civil service obligations or elected office in a student union.

The permission granted by the higher education institution to a student to resume his or her studies after approved leave is to be for a specific period of time.

Rules of Procedure for Lund University (LS 2010/625)

2.1 University Board

/.../

In addition, the University Board itself shall decide on:

- /.../
- whether an association of students at the University may be granted the status of a students' union for a specified period (Ch. 4 Sec. 8 HEA),
- /.../

5. Student Influence at Lund University

Students at Lund University shall have the right to appoint representatives to preparatory and decision-making bodies. This applies to everything except the assessment of individual students' study performance and the processing of individual human resources matters. However, the students shall be represented in the processing of human resources matters that are regulated in the appointment rules and in the preparations for elections in which students do not have the right to vote or nominate, unless other special regulations apply.

If a decision is to be made or drafted 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 drafting concluded (Ch. 2 Sec. 14 second paragraph HEO). If the students' union has not appointed a student representative, information shall be provided to the students' union.

In cases where it is judged that views need to be gathered on a matter through a consultation round to one or more bodies and the matter concerns activities of importance to education or the situation of students, the students' union whose area of operation is concerned shall constitute a consultation body or, if the areas of

operation of several students' unions are concerned, consultation responses shall be gathered from the unions in a manner agreed by the unions.