

HANDBOOK FOR STUDENT REPRESENTATIVES

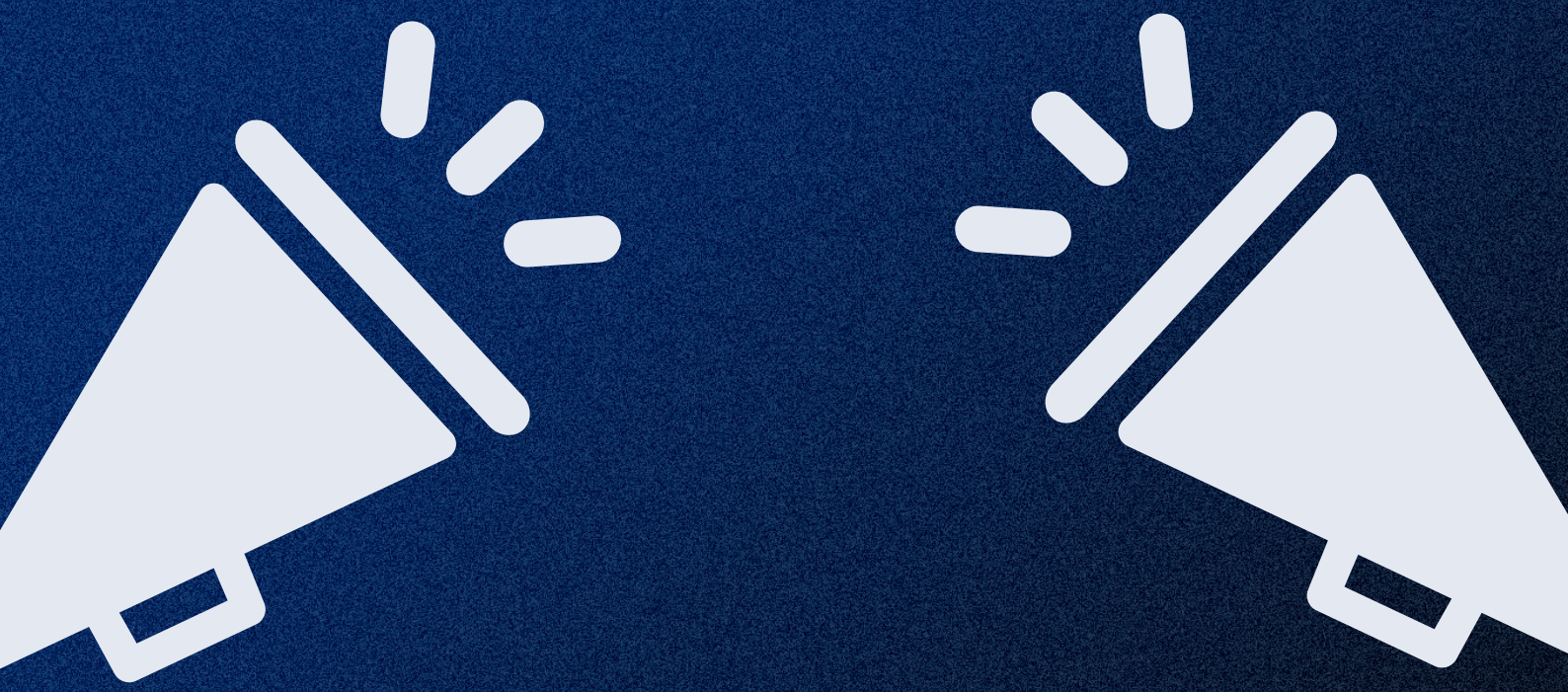


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Welcome to student influence!

We at Uppsala Student Union want to start by thanking you for participating as a student representative! In this guide you will find descriptions, glossaries and a few other goodies. This is meant to give you the tools you need to be able to influence your education. As a student representative, your engagement is among the most important assets we have. Because you are not only acting for yourself, but also for your fellow students. It may seem like a big and heavy task, but we are here to help and support you. The ability to influence your education is, after all, the most important thing we can offer you, and we thank you for taking that chance.

This handbook is based on a text published in 2002 with the title *Right of expression*. In 2010 the text was reworked and was then given the name *Handbook for student representatives* and then updated again two years later as a result of changes in the structure of the Uppsala Student Union. In 2021, the handbook was revised once again as both the University and the Uppsala Student Union have undergone several changes in their operations. The authors, in chronological order, have been Anna Danielsson, Märta Lindqvist, Hanna Victoria Mörck, Fatma Aksal, Hanna Stam, Josefin Lindgren, Louise Ingemarsson, Jacob Färnert, Klara Fröberg, Freja Avrin and Jaroslav Marhun.

Student representation

The right for students to have student representatives in all University group/board is the core of student influence. By being a member of a group/board as a student representative, you are an important part of providing a student perspective on issues that affect you as a student. Student influence is an important part of ensuring the quality of the education, but also a way for you as a student to be a co-creator of your education and contribute with your impressions and experiences. The Higher Education Act explicitly states that the students and the higher education institutions have a joint responsibility for the quality work, and furthermore the higher education institutions must encourage you to participate in the development of your education. The law states that students have the right to be represented in all decision-making and drafting University bodies, which makes student representation a statutory right. As a student representative, you also often sit in a group together with a doctoral student. The doctoral student is also a student representative with whom you can collaborate in pushing issues in the group.

”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.”
(2nd chapter. 7 §, The Higher Education Act)

But what then is a student representative? A student representative is a student who is appointed by a student union to represent the students in a decision-making or drafting body within the University.

Rights and obligations

Rights

As a student representative, you have rights that facilitate your role.

Meeting documents

As a student representative, you have the right to receive meeting documents well in advance of the meeting so you have the opportunity to prepare. Therefore, the meeting documents must normally be sent out no later than one week before the meeting.

Valid absence

To be able to participate in meetings, you may sometimes need to miss a compulsory course opportunity, therefore you as a student representative have the right to miss opportunities that coincide with your meetings as a student representative. To take advantage of it, you contact your responsible teacher and announce that you need to miss the opportunity because you are a student

representative and need to go to a meeting. Then you can have the opportunity to be examined in another way or gain access to the information in another way, and you will receive a valid absence. If the course has an attendance requirement, and there are a limited number of opportunities you can miss on the course, meetings you attend as a student representative should not be included.

Honorary

Uppsala Student Union has long worked for all student representatives to get paid for their work, currently the university has decided that students in faculty boards and department boards should be paid SEK 500 per meeting and per student representative. But departments and faculties may also have decided on their own initiative to, for example, pay student representatives in equal rights committees. Substitutes only receive remuneration when they attend meetings instead of a regular member.

Obligations

As a student representative, you also have obligations in your assignment.

Read documents before meetings

Prior to the meetings, you will be given access to documents that can form the basis for discussions and/or decisions to be made. As a student representative, it is therefore important that you read these documents before the meeting so that you can participate and contribute with a student perspective. It can also be good to get help from an external party to talk about issues, then you can, for example, turn to the faculty coordinators at the Student Union to get support and advice on how you can think about the issue.

Attend meetings (and possibly pre-meetings)

In most groups/boards where student representatives are elected, the majority of the members are staff within the university. It is therefore important that you as a student representative actively participate in meetings to bring the student perspective forward. This can be done by being well read on the documents that have been sent out, addressing important student issues and daring to stand up for students' rights.

Report absence (possibly notify the alternate)

If you are unable to attend a meeting, you should inform the chair or administrator of the group you're in. If an alternate has been elected, you should also contact them to inform them that you can not attend. To get contact information for your alternate, you can either contact the chairman of the body or your faculty coordinator. It is advantageous to inform as soon as you know you can not participate.

Report back to the Student Union

Quality of education and student representation are central issues to the Uppsala Student Union and it is therefore important that we get to know which issues are relevant and which decisions are made that have a greater impact on students. This information is partly done by student

representatives reporting important events to us in the Union, which can be done through the student representative council in your section where each participant may raise current issues within their group/board. If a major decision is made or discussions about such take place within your group, you can also contact your faculty coordinator. In this way, you can get help to address these issues and get help from the experiences of other student representatives.

It is important to have a holistic perspective

As a student representative, you should keep in mind that you represent all students who are affected by the body. For example, if you sit as a student representative on a department board, you represent all students who study at the department.

The university's support for student representatives

The University must work actively to make it easier for student representatives in various groups, as these play a very important part in the decision-making process. Students should never hesitate to express their opinions because they are not familiar with the "rules of the game". Therefore, the chairperson of the group to which you have been elected has the task of helping you.

The body's chairperson is responsible for ensuring that you, as a student representative, receive a relevant introduction to the group/board's function and working methods. An introduction can mean a shorter training or at least a separate introductory meeting. You should receive information about the group/board's forms of meeting, the type of issues that are usually dealt with, explanations of how the budget is read out and so on. The chairman is also responsible for facilitating the student representatives' preparations for meetings. An example of this can be regular meetings, with, for example, the chairperson, where you students have the opportunity to ask questions about what is to be discussed during the next meeting.

Uppsala Student Union

It is important that you know that you can always turn to the Uppsala Student Union to get support in your work as a student representative.

We will first briefly go through the union's different types of activities and our organization. In addition to the appointment and coordination of student representatives, the Uppsala Student Union has other activities that aim to improve the conditions for you as a student. By conducting central and local monitoring of the education, the Uppsala Student Union ensures your and your fellow students' rights and study conditions. The faculty coordinators are responsible for training and coordinating student representatives. You can contact them about work environment and study-related issues and they are your closest contact as a student representative. The faculty coordinators are located in the union building, and we also have student and doctoral student representatives there. Other student representatives can give advice and support if you encounter problems with your education, and can also be a support in contact with the university and other authorities, such as CSN or the Swedish Social Insurance Agency.

PHD-students

Phd-students are also students and as a student representative you are expected to represent all students, regardless of whether they are studying at undergraduate, advanced or postgraduate level (phd-students). phd-students, on the other hand, often have a very different study situation, which means that the priority issues are different. Feel free to have a dialogue with the doctoral students' representative if there is one so that you can collaborate on issues. Uppsala Student Union can also help you with information about important issues for phd-students.

The phd-students organize themselves into phd-student councils at faculty level. In addition, there is the phd-student board, a co-operation body for the faculties' phd-councils, which mainly deals with faculty-wide issues.

Faculty coordinators

Of course, you always have the support of the Uppsala Student Union and the faculty coordinators in matters concerning your tasks as a student representative. If you feel uncertain about a decision that is to be made or need help with how to proceed in an issue, you can turn to the faculty coordinators. To find out what opinions the union represents in various issues, you can also read the union's opinion program.

To get in touch with your faculty coordinator, you can email

fakultetssamordnare@uskar.se.

Training

Uppsala Student Union arranges regular training opportunities for student representatives within the university. The faculty coordinators invite you to a training opportunity after you have been elected. At the training, you will get relevant information for the assignment, opportunity to ask questions and talk to other student representatives.

Help each other

Another thing that may make it easier for you as a student representative is to, in addition to any formal meetings, have informal meetings where only you who are student representatives meet to discuss in peace and quiet. In many cases, it can be easier to express critical opinions in an issue if you know that you have the other student representatives behind you. You can also be helped to collect opinions from your fellow students and check out how the student union has responded to an issue. Sometimes it can feel easier to present what "we" think and that you are not alone with one opinion.

Student representative council

Uppsala Student Union arranges regular meetings for student representatives within your section. These meetings are called student representative councils (STRÅ) and are an opportunity for you to meet other student representatives and your faculty coordinator. The councils serve as a tool for you to get support regarding opinions you want to forward, you can also coordinate with other representatives and the faculty coordinators to work with your opinions at different levels within the university. The councils can also serve as opportunities to expand your knowledge in student representation and the bodies you sit in as student representatives.

The student perspective

As a student representative, you add the student perspective to the issues discussed during the meeting, but it can sometimes feel difficult to know what is right or what is beneficial for the students. What is important to keep in mind is that you as a representative do not have to sit with all the correct answers or have deep knowledge of the various issues. By contacting the chair you can get a better insight into what the issue is about and what it would mean for the student body in practice, and thereby create an idea of how the students view the question. Another way to create an idea of how you as a representative should vote on an issue is to collect the student body's opinions.

Talk to your fellow students

By talking to other students at your department, program, or course, you can bring in other students' thoughts and opinions regarding various issues. Are you going to elect a new professor? Ask if there is anyone you know who has been taught by him to get a student perspective on whether it is a good candidate or not. Are you going to discuss equal terms issues? Talk to your peers about their experiences!

Read course evaluations

By reading course evaluations, you can quickly get a broad insight into the students' thoughts about how their course or program has been during previous semesters. In the course evaluations, students are given the opportunity to raise several different problem areas, such as too little teacher-led time, problems regarding the schedule or examination, and several other thoughts that they may have. Each course evaluations also receive a report where the most important things are summarized and where plans for measures are presented. These are a good complement to work as a student representative.

To take part in the results of a course evaluation, you can ask a course administrator for the current course.

Contact the student union

If you are unsure on any specific issue, you can turn to the Uppsala Student Union's faculty coordinator. The Uppsala Student Union's section chairman can help you get in touch with some of the union associations that are often based at an institution or program if you have an issue you want to discuss with a specific student group, such as nurses, historians, or media scientists. You will find all contact information on the union's website: uskar.se

Public discourse

You can also take inspiration from the public discourse. There are often various debate articles written by students on current topics, perhaps about internships for medical students, more teacher-led hours, or the work environment at the university.

Opinion programme

You can also use the Uppsala Student Union's opinion program if you need support in an issue, the program is written by students, for students! If you are a student representative, the program has been sent to you, but you can also find it on the union's website: : [För studentrepresentanter](#)

Meeting formalities

Going to meetings is central to every student representative role! Here is a guide to how meetings usually proceed.

Before the meeting

No later than one week before the meeting, the summons, agenda, and any documents should be sent to you. This means that you are notified of the time and place of the meeting, as well as who you should notify if you have an obstacle. The documents needed as a basis for a decision should also be sent out with the agenda, as well as a proposal for a decision if that has been prepared. In this way, you can in the best possible way prepare for the meeting and possibly contact other affected students. Take the opportunity and discuss the meeting points with study councils, student associations, the student union and other students. The agenda is drawn up by the chairperson and the secretariat, so if you want to raise something in a meeting you should contact them. Do not hesitate to do this! Often, students can raise issues that employees have not thought about.

Opening of the meeting

The meeting is opened by the chairperson. An adjuster is appointed and a secretary if there is no regular one. If you yourself are appointed an adjuster, it can be good to keep notes during the meeting because you will then check that what is written in the protocol is correct. At the opening of the meeting, the chairperson asks if the agenda and documents have been sent out in time. If this has not happened, the members have the opportunity to speak up and then the meeting can not be held. If the body is quorate, that is if enough people are present, the meeting can still be held with majority votes for this to happen. This is so that all members will have received information in time to be able to have time to familiarize themselves with the issues to be discussed and attend the meeting.

Next, the agenda is set. It is possible to add additional items that are not on the agenda, if those who are present agree. Please note, that decisions may not be made on issues that are not presented on the agenda unless everyone present agrees. The reason for this is that all members must have had time to prepare and rethink their position on all issues. If a matter arises that you are unsure of how to proceed, and which you therefore want to discuss with others, you can therefore protest against the matter being dealt with during the current meeting.

Information and message points

It is common for the meeting to have a message or information point where the members inform about important and relevant issues from the different parts of the university. As a student, you can tell about issues that have been discussed among the students, or about what is happening at the Uppsala Student Union and in your section.

Going through the meeting matters

The next part of the meeting is the handling of the meeting matters. Consideration of each matter begins with a presentation, i.e. a presentation by the chairperson, the secretary or a specially appointed rapporteur. The presentation would also propose decisions in the matter. When the presentation of a matter is completed, the members have the opportunity to ask questions. Then you move on to deliberation when the word is free. As a rule, a list of speakers should be used to ensure that everyone who wants to speak gets a chance to speak. Here you can make a petition (a proposal for a decision) for example, approve or reject the rapporteur's proposal or come up with your own proposal.

Decisions can be made when the list of speakers is empty or when the discussion is closed. The chairperson summarizes the discussion and clarifies the various petitions. The chairperson sets out the various proposals and asks the meeting if they want to approve or reject the proposals. This way of making decisions is called acclamation and is the most common way of making decisions within university bodies. In most cases, there is no major doubt as to which proposal has won. If any member considers that the chairperson's view of the winning proposal has been incorrect, they may request a vote, before the chairperson has ended the procedure. Another reason for requesting a vote may be that for some reason you want to have marked who and how many people voted for which proposal.

Reservation

If you have a strong opinion against a decision that has been made, you can make a reservation against this decision. Making a reservation is a powerful mark and means that you do not want to stand behind or be accountable for the decision. Reservations should be used with caution but should definitely be applied when you find it necessary. You make a reservation by notifying the body that you, and thus the students, make a reservation when the decision is made. Make sure that the person writing the protocol notes this. You can also justify why you make a reservation by having a dissenting opinion recorded in the minutes.

How does Uppsala University work?

The organization of the university

As a student representative, it is good to keep track of the entire university structure and how your own group/board relates to the rest of the University. Here is a review of Uppsala University, from the department to the Vice-Chancellor and the University board. At the end of this handbook, you will also find an organization map of Uppsala University.

What is a student?

A student is a person who is registered for a course at the University. Students may also be enrolled in programs that offer a pre-made package of courses that often result in a specific degree.

Departments

Uppsala University has as many as 50 departments. It is at the departments that the University's research and education are conducted. The department is a workplace for students, teachers, researchers and administrative staff. The department is led by the department board, which is composed of representatives of the employees and students at the department. Even if students can sometimes perceive their program as the central unit, the courses and therefore even the students themselves always belong to a department.

Head of department

The head of department must work to ensure that high-quality research and education is conducted within the department's area of activity and to promote the department's collaboration with the surrounding society. The head of department represents the department within and outside the university.

The head of department decides on matters concerning the department's activities, with the exception of such decisions as are to be made by the Vice-Chancellor or the University board.

Director of studies

The director of studies is responsible for planning, implementing and evaluating the educational assignment in accordance with current course plans and with the resources available. Collaboration and regular contacts within the group and with relevant stakeholders are required.

Program coordinator

The program coordinators are responsible for specific programs. They work, among other things, with layout, quality assurance of the program, content, admission, etc.

Course coordinator

The course coordinator is responsible for a course. They work with implementation, usually a professor or senior lecturer.

Faculty

The department is part of a faculty, a subject area in a broader sense. Uppsala University has nine faculties: Faculty of theology, Faculty of law, Faculty of medicine, Faculty of pharmacy, Faculty of arts, Faculty of languages, Faculty of social sciences, Faculty of science and technology and the Faculty of educational Sciences.

The faculties have the overall responsibility for education and research in the subject area. The decision-making body for each faculty is the faculty board. The Faculty of Medicine and Pharmacy has a joint faculty board. At the Faculty of theology and law, which only has one department each, the faculty board coincides with the department board and what is normally decided in the department falls instead on the faculty.

The faculty board consists of teachers and student representatives from the faculty's departments. The faculty board is responsible for the scientific priorities and the quality of education and research within each faculty. The department management reports in terms of research and education to the faculty board.

Deans

The dean is a chairperson of the faculty board. The dean shall work to ensure that high-quality research and education is conducted within the faculty's area of activity and to promote the area's collaboration with the surrounding community. The dean represents the faculty within and outside the university.

Senior faculty administrator

Planning and follow-up of education and research. The work involves, among other things, preparation and handling of issues concerning education at the undergraduate and advanced level as well as research and education at the graduate level. Senior faculty administrators participate in some cases by leading working groups, doing presentations to various stakeholders within and outside the University and handling organizational and international issues.

Disciplinary research domain

Uppsala University's faculties are divided into three fields of science: humanities and social sciences (social sciences, theology, law, linguistics, historical, philosophical and educational sciences), medical and social sciences, pharmaceutical and technical-scientific fields. These are headed by area committees, each with a deputy vice-chancellor as chairperson.

The area committee is responsible for the science area's activities, within the framework of the consistory (see below) and the principal's instructions. Among other things, they annually submit documentation to the consistory before decisions are made on the distribution of resources between the fields of science, as well as documentation for the university's annual report and budget documentation for the government. Within the science areas for medicine and pharmacy as well as technology and science, the area board and the faculty board coincide.

Deputy vice-chancellor

The deputy vice-chancellors are chair of the respective area committee at Uppsala University's three science areas. They are part of the rector's management council and participate in university-wide commitments.

The university management

The university management consists of the Vice-Chancellor, pro-vice-chancellor and the university director. Every week, the Vice-Chancellor's decision meeting is held. At these meetings, the Vice-Chancellor makes decisions, while the pro-vice-chancellor, university director and deputy university director and the chairperson of the Uppsala Student Union have the right to attend and express themselves. The decision-making meeting is also a preparatory body for the consistory's meetings. It is the principal who answers referrals on behalf of Uppsala University and decides on the appointment of certain positions, for example professors. The Vice-Chancellor also makes the decision-making meeting decisions on the appointment of working groups and investigations, the appointment of certain university representatives and on general rules for the university.

The principal's Management Council is a supportive and advisory body for the Vice-Chancellor. The management council consists of the Vice-Chancellor, pro-vice-chancellor, the deputy

vice-chancellors, the university director, a number of representatives from the university administration's management and three student representatives. The council does not make decisions but is a body where the principal consults on fundamental and strategic issues.

Vice-Chancellor

The Vice-Chancellor is the university's head of authority. The principal works to lead the university's direction and operations.

Pro-vice - Chancellor

The Vice-chancellor's pro-Vice-Chancellor serves in the Vice - Chancellor's place when he is not in office, and otherwise replaces the Vice - Chancellor to the extent determined by the Vice - Chancellor.

University director

The university director is the head of the university administration. The university-wide administrative management responsibility goes from the Vice-Chancellor via the university director to the department heads within the university administration.

The Consistory

Uppsala University's board is called the consistory. It is the highest decision-making body and has the overall responsibility for the long-term planning and implementation of all the university's affairs: scientific, financial and administrative. The majority of the members of the consistory are appointed by the government, which means that they are externally appointed. The student representatives are jointly appointed by the student unions.

The University Administration

The university administration performs the university's central administration and is headed by the university director. The administration consists of several different departments which in turn are divided into different units. They often assist in preparing cases and enforcing decisions made by various University bodies.

The University Library

Within the framework of the university's function, there is also the university library, whose mission is to be responsible for the scientific information supply and to be a support function for research and education at the university.

The head librarian is the director of the library and is appointed by the principal. The head librarian has the operational responsibility for management, development, coordination, accounting and quality assurance of the university's library activities.

Student influence in library issues is important as libraries have a support function that has a major impact on the quality of education and conditions for studies.

Campus management (Intendenturen)

Those who are responsible for the work environment on campus are the departments and the heads of department, who take care of the department's own premises. The Campus management is responsible for the public areas on campus, corridors, group rooms, kitchenettes, and for common areas such as lecture halls. Simplified a bit, you can say that each campus has a Campus management who is led by a Campus management board.

The Board of Supervisors consists of the heads of departments in the area, heads of units directly under the Vice-Chancellor or faculty boards and student representatives. The Campus management is responsible for coordinating the departments support functions for the education, for example issues relating to premises, safety and technical-physical work environment. Campus management has an area Intendent who executes decisions made by the management board.

The University Finances

Whether you sit as a student representative on a department board, an equal conditions group or the faculty board, it can sometimes be good to keep track of how the university's finances work. We will here go through how the allocation of funds from the government is done through the current resource allocation system and then how the money is distributed internally within the university.

The University's Distribution of Funds

How much resources the university may have is based in part on how many full-time students and full-year achievements the university has. Each university distributes its own resources within the organization. The consistory distributes the resources between faculties, which in turn distribute the funds between their departments. The funds will cover costs for teachers and administrative

staff, operating and premises costs, as well as common costs for libraries, administration and the university's administrative unit.

**CAMPUS
MANAGEMENT**

FACULTY

Overarching responsibility
for education

- Executive committee
- Education committee
- Recruitment committee
- Equal Opportunities Advisory Board
- Board for Appointment of Distinguished University Teachers
- Scholarships Committee

DEPARTMENT

Responsibility for
programmes and courses

**EDUCATION
EVALUATION**

- Programme board
- Equal opportunity board

PROGRAMME/COURSE

Educates students

Tricky situations

Here you will find some tricky scenarios that can arise among student representatives, and tips on how to deal with them should it arise against all odds.

Scenario 1. A student has been treated badly and wants you to talk about it with the teacher, because you are the student representative.

What are you doing? You're a student representative but this kind of conversations should be handled with the faculty coordinators. Refer the person to them instead.

Scenario 2. A teacher holds you accountable for the report that the Student Union wrote! It says a lot of things about the teacher's institution and the teacher feels designated.

What are you doing? You are a student representative, not a Student Union representative. Refer the teacher to the faculty coordinator, or to the presidium, they will guide the teacher on to the right person. If it's a threatening situation, say you do not want to join the conversation calmly and quietly and leave. You do not have a obligation to receive barking or whining. If it happens during a meeting, request that the chairperson steps in, or request a break so that the teacher gets a chance to calm down.

Scenario 3. You say something at a meeting and another member gets angry. He wants you to meet and talk about it.

What are you doing? Request that the faculty coordinator be involved! You also have the right to refuse meetings, you are only elected to sit in those meetings as you are called to. You do not have to attend other meetings.

Assembly-wordlist

Acclamation (Acklamation)

The decision is made without a formalized count of votes. Members answer yes either to the question of whether they are in favor or to the question of whether they are opposed to accepting the proposed decision.

Adjunction (Adjungering)

To allow an outsider, i.e. a person who is not a member of the body, to attend a meeting.

Continuing (Ajournering)

The meeting is postponed to a later occasion.

Preparation (Beredning)

Production of factual material in an issue, which is then discussed among the members.

Quorate (Beslutsmässig)

A body is quorate when it meets the requirements of the statutes for how many of the members must be present in order to make a decision.

Postponement (Bordläggning)

The decision is postponed to the next meeting. For example, you can table an election case where there is no candidate for the current position.

Agenda (Dagordning)

Talks about which committee / board is to meet, place and time, as well as a list of the matters to be taken up at the meeting.

Delegation

Transfer of decision-making power. A board can, for example, leave it to an employee to decide certain things.

Rapporteur (föredragande)

The one who reports on a case and makes proposals for decisions.

Agenda (Föredragningslista)

See agenda

Interpellation

A written question from a member to the chairperson of a board. The answer must also be in writing and taken up at a later meeting.

Adjustment (Justering)

A protocol must always be adjusted. One or more of the members is appointed to adjust, i.e. to certify that the minutes correspond to what happened during the meeting by signing the minutes. This is thus a final approval of how the protocol is to be formulated. Decisions take effect only when the minutes have been adjusted.

Conflict of interest (Jäv)

May arise if one of the members or a close relative of the member is personally affected by a matter and the member is thus not judged to be sufficiently objective. If this is the case, he may leave the room when the case is processed.

Summons (Kallelse)

Usually sent to a committee member about one week before the meeting. The notice mentions where and when the meeting takes place. Usually an agenda is sent which tells which matters are to be dealt with together with the summons.

Immediate adjustment (Omedelbar justering)

When the board or the board does not consider itself able to wait for the protocol to be adjusted as above, it can be decided that an item is immediately adjusted and thus valid.

Proposition order (Propositionsordning)

The order in which the chairperson presents the proposals for the vote. If there are more than two proposals for decisions in a case, it can be of great importance in which order the proposals are set against each other. The proposals must be designed so that they can be answered with yes or no.

Protocol (Protokoll)

Written report, usually divided into paragraphs (§), on who participated and for what occurred and was decided at the meeting.

Statements entered in the protocol (Protokollsanteckning)

When a member wants a special explanation of, for example, their own actions or a remark taken to the protocol. Usually submitted in writing.

Referral (Remiss)

Dispatch of proposals for assessment and opinion from, for example, UKÄ, the student union, the principal. This thus gives

the body (the board / group) a chance to comment on the matter.

Reservation

When a member reports that they are against the decision made by the body. Any reservations must always be taken to the protocol.

Nominating committee (Valberedning)

Specially appointed group with the task of selecting candidates for various positions and assignments, such as ordinary board members, deputies, auditors and more.

Voting (Votering)

Voting (with counting of votes). If someone requests a vote, the votes shall be counted and included in the protocol.

Petition (Yrkande)

Petition means that a member wants a change in the main proposal. A petition is thus a proposal for a decision. Formal petitions can be requests for adjournment, boarding and more. Substantive petitions refer to a position on substantive issues, such as approval or rejection.

Report referred back (Återremiss)

Then the board sends back the case for new preparation. The case must then be re-investigated before it is taken up in the body again.

Request (Äska)

The word is most often used in the sense of "requesting money" (for example for financing projects or the like).

Appeal

A decision that has been made can in certain cases when it is a matter of exercising authority against an individual be appealed to a higher instance by the person who has been

subjected to the decision. The Higher Education Ordinance contains a list of cases where an appeal may be justified

Some more information

Laws and regulations

Higher Education Ordinance
The Higher Education Act
Work Environment Act
The Public Administration Act
Student Union Ordinance
Regulation letter for colleges and universities
Regulation letter for Uppsala University

Uppsala University's regulations, guidelines and policies

Guidelines for students' working conditions
Guidelines for summons and meeting procedure
The educational program

Authorities within the university area

UKÄ, Swedish higher education authority:
Supervisory authority for higher education issues. Gives the universities permission to issue degrees, examines the universities and can receive applications from students.

The Swedish Work Environment Authority:
The student is covered just like the employees by the Work Environment Act and has the same right to a good and safe, physical and psychosocial work environment as the employees at the university.

Contact information

Do you want to talk to our faculty coordinators?
Contact them at: Fakultetssamordnare@uskar.se

