



Instructions for the Student Councils at NMBU

Approved at Student Parliament 2, 07.03.2022

Purpose of the instruction:

This instruction provides an overall insight into the student councils' purpose, function and organization, and shall contribute to them being run equally across the faculties. It is indicative, and each faculty can adapt it to the local conditions. However, it is strongly encouraged that you follow it as closely as possible. The instruction shall be used in the training of new class representatives after the general meetings. The president and vice-president of each faculty are responsible for following up the instructions.

The Student Council's vision:

The Student Council's primary task is to organize the class representatives at the faculty level and safeguard the students' rights and interests at the faculty. The Student Council is an arena for communication and cooperation between class representatives in various councils / committees and across fields of study. The Student Council shall contribute to good communication between the students and staff at its faculty.

The Student Council's main tasks:

- Be an arena for discussion about local and central issues concerning the students at the faculty.
- To promote the students' interests in all relevant councils and committees at the faculty.
- All members of the student council are responsible for informing the student council about important matters that are discussed in their councils / committees if there is no exemption from the duty of confidentiality.
- Discuss issues that are promoted by the students at the faculty and promote them in the relevant council / committee.
- Communicate important information about current issues to the students at the faculty.
- The student councils will discuss student affairs and stay up to date on what is happening in the Student Democracy in general.
- In collaboration with the Student Parliament's Student Board (AU), ensure that new class representatives are introduced to work tasks and current issues in their new position.
- The Student Council and AU are responsible for ensuring that all members of the Student Council agree with these instructions, as well as other documents that are central to the performance of their duties.
- The Student Council shall follow up the adopted Annual Wheel and Date Plan for the Student Parliament and set up its activities based on these.
- Conduct a faculty general meeting once a semester.
- The Student Council shall contribute to the Student Council in particular, and the Student Democracy in general being visible on campus, especially during the buddy week.
- The Student Council shall also be a social meeting place and is responsible for stimulating academic community for students at the faculty. Where relevant, the student council has the overall responsibility for academic homes.
- The Student Councils shall find student representatives to all positions in committees that where not allocated at the respective general assemblies. In regard to representatives that give notice in the middle of a term, where there is no substitute for the position, the same rule applies. These representatives shall be elected by simple majority at the Student Council meeting.

Composition of the Student Council:

- **President.** Elected for 1 year at the autumn meeting.
- **Vice-president.** Elected for 1 year at the spring general meeting.
- **Student Parliament representatives.** Elected for 1 year at the autumn meeting.
- **Faculty board representatives.** Elected for 1 year in electronic urn election in the autumn (male) and spring (female).
- Student representatives in the faculty's research committee. Elected for 1 year at a general meeting.
- Student representatives in the faculty's teaching committee / study committee. Elected for 1 year at a general meeting
- Student representatives in the faculty's recommendation committee. Elected for 1 year at a general meeting
- Student representatives in the faculty's recruitment committee. Elected for 1 year at a general meeting
- **Program Council representatives.** How they are chosen and how long they sit varies from faculty to faculty.
- **Class representatives** from all classes. Elected in principle for the entire study program at STUD100 in the August block. Possibly other representatives, for example from the programme associations or temporary working groups.

Tasks for all members of the student council:

All members of the student council:

- Has a duty to attend student council meetings and in the respective council / committee and is responsible for calling in substitutes if they are unable to attend.
- Must attend prepared for the meetings - read the case documents and possibly submit your own cases in advance.
- Promote relevant issues in its council / committee.
- Promote relevant issues from its council / committee in the student council.
- Is a person of trust to whom the students at the faculty can contact regarding cases.
- Must be up to date regarding the extent to which you are under a duty of confidentiality in your council / committee.
- To conduct an overlap meeting with a new class representative after the election.

Tasks for each individual position:

President:

- Has overall strategic responsibility.
- Follows up the other class representatives
- Contact person for students and staff.
- Prepares and the chairman of the student councils.
- Attends student council dinners.
- Follow up the mailbox.
- Arranges a general meeting in consultation with the student council.
- Member of the Student Management Team (SLT).
- Has a regular dialogue with the faculty management
- More specific information in "Instructions for the president and vice-president of the student council".

Vice-president:

- Has overall administrative responsibility.
- Take the minutes during the student council meetings and makes the minutes available after the meetings.
- Vice-president convenes meetings and writes minutes.
- Update contact lists and make minutes and notices available on the Student Council's communication platform. The contact information shall be passed on to the faculty's administration.
- Order rooms, food and drinks for the student council meetings.
- Overall responsibility for the promotion of the Student Council. Sits in the working group for the promotion of Student Democracy.
- More specific information in "Instructions for the president and vice-president of the student council".

Student Parliament representatives

- Has a duty to attend student meetings (3 meetings per semester) and meets as a representative from his faculty.
- To promote the Student Council's opinions at the Student Parliament.
- Responsible for student affairs at the Student Council. It is encouraged that the ST representatives are the case presenters on these cases.
- Attend the student council dinner
- Participates in the Kickoff Conference in January-February.

Faculty Board Representatives (FS) - *The Faculty Board is the faculty's highest organ. The faculty board is responsible for setting overall goals, priorities and strategies for the faculty.*

- Has a duty to attend faculty board meetings (2 meetings per semester). Is responsible for calling in a substitute if they cannot attend.
- Promotes students' opinions and views on issues that are discussed in FS.
- Informs the student council about important matters that are not covered by confidentiality.

Representatives in the Faculty's study committee / teaching committee (SU / UU)

- Has a duty to attend meetings in SU / UU (approx. 3-5 meetings in the semester). Is responsible for calling in a substitute if they cannot attend.
- Promotes students' opinions and views on matters dealt with in (SU / UU).
- Addresses issues in SU that are raised in the student council or by individual students.
- Has a duty to report to the student council.

Representatives in the Faculty's Research Committee (FU)

- Has a duty to attend meetings in FU (approx. 3-5 meetings in the semester). Is responsible for calling in a substitute if they cannot attend.
- Promotes students' opinions and views on issues that are dealt with in FU.

- Addresses issues in FU that are raised in the student council or by individual students.
- Has a duty to report to the student council.

Representatives in the Faculty's recommendation committee - *The recommendation committee evaluates applicants for scientific positions. They review applications, conduct interviews and trial lectures, before sending a recommendation on the best candidate (s) to the recruitment committee.*

- Has a duty to attend the recommendation committee. The number of meetings varies as needed. Is responsible for calling in a substitute.
- Attends meetings, interviews and trial lectures on equal terms with the other members of the recommendation committee.
- Informs the student council about important events that are not covered by confidentiality.

Representatives in the recruitment committee - *The recruitment committee hires for scientific positions on the recommendation of the nomination committee.*

- Has a duty to attend the recruitment committee. The number of meetings varies as needed. Is responsible for calling in a substitute if needed.
- Participates in discussions and decisions related to appointments to scientific positions, based on the recommendations from the recommendation committee.
- Informs the student council about important events that are not covered by confidentiality.

Representatives in the program council - *The program council evaluates and further develops the various study programs. There is one program council per study program.*

- Has a duty to attend the program council. The number of meetings varies as needed. Is responsible for calling in a substitute.
- Is responsible for collecting input for improvements to courses and study programs.
- Has a duty to report to the Student Council.

Class representative

- The main task is to convey important information from the Student Council to its class, and from the class to the Student Council. It can be done in chats, at Cava, by email or in class meetings.
- Is a contact person for the students in their class and brings matters forward to the Student Council.
- Is an important link between the student council and the students at the faculty.

Other

- The Student Council has a contact person in the Student Parliament's Student Board. This person must be known to the Student Council as a resource and must be invited to the Student Council.