



MEMORANDUM

Reg. No.
STYR 2022/1045

Date 2022-05-25

Student Affairs
Education Strategy Support

Procedures to Ensure Student Influence When One Individual Takes or Prepares Decisions

Education Strategy Support has produced these procedures with the aim of ensuring student influence when one individual takes or prepares decisions at Lund University. The procedures are to be available to offer support to those who take or prepare decisions.

Under the Higher Education Act (1992:1434) Chapter 2 Section 7, students are entitled to representation when decisions or preparations are made that have a bearing on their courses or programmes or the situation of students.

The Higher Education Ordinance (1993:100) Chapter 2 Section 14 second paragraph states that:

If such decisions are to be taken or enquiries conducted by one individual, a student representative must be informed and consulted in good time before the decision is made or the enquiry completed.

These procedures provide a method to ensure student influence in cases where an established process for these matters does not already exist.

Procedures

- When decisions are taken or prepared by a single person, student influence can be ensured either through a face-to-face meeting with

a student representative or through electronic contact by email, for example.

- The person at the University who prepares or decides on the matter initiates contact with the student representative appointed by the student union.
- If the student union has not appointed a student representative, the information is to be submitted directly to the student union (Rules of Procedure for Lund University, Chapter 5).

If the matter concerns a faculty or department, the faculty's student union/doctoral council is to be contacted. If more than one union is involved in the matter, all these unions must be contacted. If the level of the matter is university-wide, the Lund University Student Union Association (LUS) is to be contacted.

- When contact is made electronically, the subject line of the email or equivalent should include the word "Consultation" to make it easier for the student representative to identify requests for consultation.
- The student representative should be given at least five working days to respond.
- The decision is to state that consultation has taken place with a student representative within a particular body/student union/doctoral council, as well as the date and form of consultation, e.g. meeting or email.

Proposal for decision's wording: The student representative of [body/union] was consulted on the matter [at a meeting/by email] on [date].