



Student Representative Handbook

The student organisation of Agder
2023 - 2024

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Congratulations

“ —

Maiken K. Andersen - President of STA

Congratulations with this important position as a class representative. You have taken on the important task of being a spoke person for your fellow students. Your opinions will contribute to UiA becoming the best possible university for all students. In the task of becoming the university of the future, you will be an important voice. UiA wants engaged students who give both criticism and praise, use your voice to be clear with both. And remember that we at STA are always here for you.

STA wishes you the best of luck in this important position!



“ —

Sunniva Whittaker - Rector of UiA

Thank you for undertaking the role as a student representative for your study program. Here at UiA, we see our students as partners in a community of knowledge. That is why student opinion about the studies is important to us. On behalf of your fellow students, you must have a dialogue with your subject teachers and discuss what you think is good, and what you possibly see as opportunities for improvement.

We all have a common goal that the students should both enjoy themselves and learn as much and as best as possible. As a link between the subject teachers and your fellow students, you play a key role in making UiA a rewarding place to be at!



“ —

Emil Gudelis - Officer of the learning environment

Congratulations with your position as a class representative! You have gained the trust of your fellow students and will now represent them in meetings with UiA and STA. Both you and your fellow students are our experts on student life at the university. Only you know how you feel, and therefore you are now one of STA's most important resources to make student life even better.

As the one responsible for learning environment policy, I am your contact person in STA, and we are always here for you. I look forward to working with you, and I will always do my best to help you in your role as a class representative. Thank you for undertaking this role, for the important work you do, and I wish you good luck!



What is a class representative?

"A class representative is an elected person that has gained trust from the fellow students at the University of Agder (UiA) to represent them in processes, meetings and gatherings where the student voice is to be heard. (...)."

**Defined by the Student Parliament of STA,
21st of February 2018.**

Your class elects a class representative during a lecture in the beginning of the semester. The election for class representatives takes place every year.

YOU WILL GAIN BENEFITS SUCH AS:



An exciting social network!

As a class representative you will make new contacts across the different disciplines and develop a network you can benefit from both now and later.



Valuable experience working with people

You will learn how to handle different cases, how to speak with authority figures and how to solve any problems in the best possible way.



A certificate for the CV!

When you're done as a class representative you will get a certificate that confirms your engagement. You can use this certificate to improve your CV when you apply for a job.



The opportunity to decide the university's development!

Som tillitsvalgt jobber man aktivt for sin egen og medstudenters studiesituasjon.



10 credits if you take ORG-123!

As a class representative you get the unique opportunity to get 10 extra credits. Through this class you will learn about involvement and leadership in academia. The class is arranged so it does not collide with your other classes.



And don't forget... It's fun to be a class representative

You meet other engaged students that work for the same goals as you. You will get the opportunity to join activities and events that is only for the class representatives!

THE QUALITY ASSURANCE SYSTEM

The quality assurance system shall contribute to highlight good quality and to reveal failing quality. It shall also contribute to a continuous improvement of quality in subjects and study programs. In accordance with the quality assurance system, evaluations shall be carried out in theory subjects, subjects concerning the supervised professional training, study exchange and study programs.

Your role as a class representative is essential when it comes to carrying out the quality work, this in cooperation with the course coordinator and the study coordinator.

As a class representative one of your most important tasks is to carry out the student evaluations.

You are the one who informs your fellow students about the evaluations, when they will be carried out and encourage them to actively participate in the evaluations.

Evaluation of a subject:

Every time a subject is being offered, at least one student evaluation must be carried out. It is up to you and the study coordinator to set the type of and time of evaluation. Usually, the evaluation is carried out as an evaluation in the middle of the semester, at the beginning of October (week 41) and at the beginning of March (week 10).

Evaluation methods that you can choose:

- Plenary conversation with the students doing the subject or a digital survey (scheme in Canvas). When this is done you will engage in a conversation with the course coordinator about the things that arose in the evaluation.
- A conversation only between you and the course coordinator.
- A conversation between you and the study coordinator.

and you as a class representative

The group shall evaluate the learning outcome, work method, the form of assessment, the scope of work and the learning environment. There is a check list and a survey form for evaluation that you can use. Remember to document/make a summary in the minutes, regardless of what type of evaluation you use. The minutes are to be uploaded in Canvas.

Evaluation of supervised professional training:

For each period of supervised professional training at least one evaluation shall be carried out. You and the study coordinator/programme coordinator set the type of evaluation and whether the evaluation shall be carried out in the middle or the end of semester.

You shall evaluate the learning outcome, the context between theory and supervised professional training, the facilitating, follow up and guidance from the place of the supervised professional training and UiA. There is a check list for student evaluation regarding supervised professional training. Suggestions concerning changes and quality that must be continued, must be brought forward to a meeting between the study coordinator and the course coordinator, and in the studieråd where the class representatives participate.

Evaluation of a study program:

Evaluation of your study takes places in the Studieråd and concern all study programs that are degree-conferring such as bachelor and master. This takes place every year, usually in the autumn semester. Then you evaluate the program, the context, the relevance, the learning outcome, the teaching method, the form of assessment, the scope of work and the learning environment.

TASKS AND RIGHTS

Your tasks:

- As a class representative you are responsible for carrying out the evaluations.
- You are responsible for addressing issues on the behalf of your student group.
- You are responsible for informing others on the information you have been handed.
- Class representatives are represented in the studieråd. The studieråd contributes to improvement of study programs and the students learning environment.
- After you have been elected you will be invited to a course for the class representatives at your faculty/teacher education unit. In addition to this, you will be invited to a gathering once each semester.



Your rights:

- You have the right to be treated as a class representative when meeting employees at the university when you represent the class, the class interests and cases. That means that it is a difference between you as a person and the case, and you shall be able to work with difficult cases without this affecting you as a student.
- You are entitled to get approved absence from lectures and practical courses to do class representatives work.
- As a class representative, you are not responsible for all the collective tasks in your class.
- You will receive a certificate from your faculty/department at the end of your period as a class representative.

YOUR RESOURCES

There are a number of documents that set the framework for everyday study life. As a class representative, it may be wise to have knowledge of some of these:

The study plan is a document that tells you about the study program or the course and how the plan is, how many credits you will get and what grade. It also tells if the study is full time or part-time and which language the lectures are in.

Universitets- og høyskoleloven is a law where you can find the student rights and duties in Norway.

Head of Department/Study coordinator are responsible for the class representatives **at the faculty/teacher education unit**.

This is your contact person that can help you with cases or answer your questions in your work as a class representative.

Studentombud is an independent person with knowledge of the law at the university who can help you and your fellow students with issues where students cannot find a solution on their own.

Officer of the learning environment is your contact person in the Student Organization of Agder (STA). Contact us on stalaringsmiljo@uia.no or sta@uia.no if you have any questions or need help with your role or tasks.

Si ifra translated "Speak up» is a digital system on UiA's website where you can alert the university if something is wrong or not working as it should be. This includes physical situations like lecture rooms, the academic quality and learning environment, and if you experience bullying or sexual harassment. You can alert the university on the behalf of yourself or others.

TIPS FOR YOU!

Always solve a case at the lowest possible level

Contact the course coordinator first. If issues are of importance to many students in the cohort or individually in courses come up, student representatives can forward the case to STA. Here, the office of the learning environment is also a good resource in terms of advice, guidance and practical information.

Is it representative?

When conducting a student evaluation or raising an issue on behalf of your cohort/your fellow students in the course, it is important to consider whether this applies to the whole group, a minority or an individual. For example, a course evaluation must be representative, i.e. the majority opinion of the majority on the programme is presented.

Enrol in the course ORG123!

In this course you will learn more about your role as a shop steward. You will also learn about the working life model in Norway and about leadership in private and public knowledge organisations.
Registration from 1 December

Use the Student rep network

The network of student representatives can be of great help and support. We have our own group on Facebook called "Tillitsvalgte på UiA", where you can share tips and experiences with each other.

Remember!

As a student representative, you are never alone in your tasks. The support person and other student representatives will always have your back!

Remember to document your cases!

Keep emails and other documents from those involved in the case. This makes it easier if you need to present the case to someone or if you need to take the matter further.

In what order should I seek assistance when a student needs my help?

1. Lecturer/ Course coordinator or Study coordinator
2. Head of department/ Programme coordinator
3. STA`s Officer for the Learning Environment
4. Faculty director/ Dean

WHAT IS STA?

STA is the abbreviation for “The Student Organization of Agder” and works for the student’s interests. These are academic, social, economic and welfare interests. We are an organization made for and run by students. STA is an organization with power to influence both local and national politics. STA is also an umbrella organization for student activities at UiA.

You can find us at the building number 24 on campus Kristiansand, and on the second floor in Bluebox at campus Grimstad.

STA has a board that consists of five elected students. The positions are: President, Vice President, Officer of Academic Affairs, Officer of the Learning Environment and Officer of Diversity. The Student Parliament decides the politics that the board will work for. STA has also an Organizational Consultant.

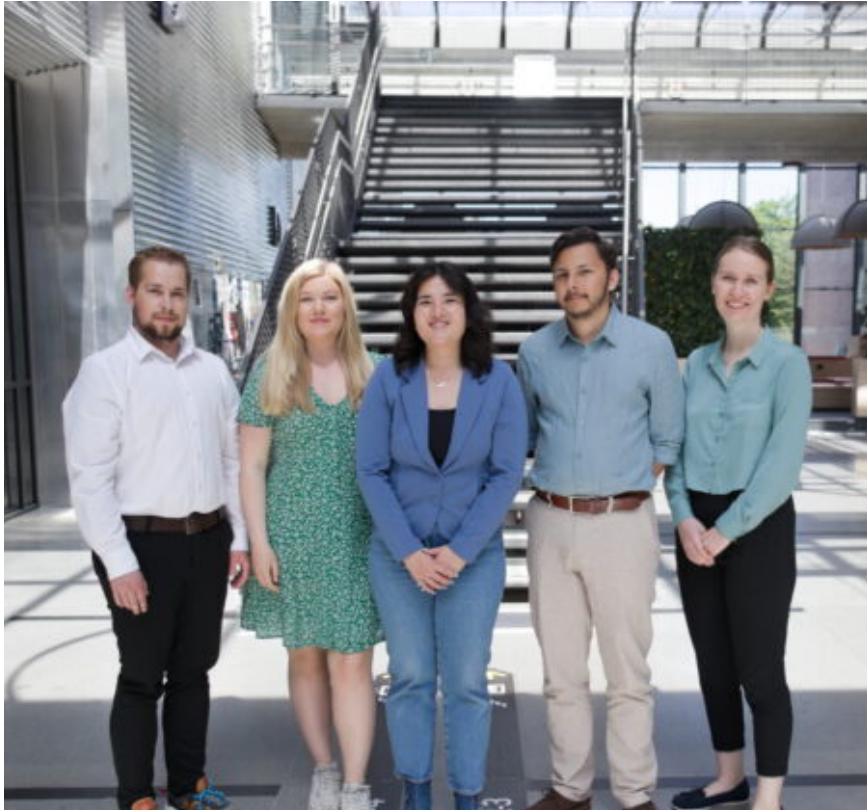
STA and you as a class representative. You are your fellow students voice and you can take part in deciding what STA should work for. Even though the faculty is responsible for the class representatives STA and the Officer of the learning environment will always be there for you and help if the case cannot be solved at a faculty level. The Student Parliament is the supreme student political body at the university and they represent all the students at UiA.

Why are you important for STA?

You are important for STA because you are the link between STA and the individual student. One of the important tasks you have is to spread information to your fellow students, so they know that they can run for election and which positions they can run for. At UiA we have different boards and committees (RSU) all students can run for, and you can read more about them at www.stastudent.no

Run for election! When you are a student at UiA you can run for different positions. You can run for the Student Parliament, the Faculty board and the Teacher education unit board. Then it is your fellow student that can vote for you. When you run for RSU the Student Parliament votes for you.

Contact information



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Useful links

The Student Organization of Agder (STA)
stastudent.no

University of Agder (UiA)
uia.no

Student Welfare Organization of Agder (SiA)
sia.no

The National Union of Students in Norway
student.no