

## Agreement on procedures to ensure student influence at the Faculty of Science

### Background

Students have the legal right to exert influence over the courses and programmes offered by public higher education institutions. The right is regulated in the Higher Education Act, the Higher Education Ordinance and the Student Union Ordinance as well as in the Rules of Procedure for Lund University and the Policy and Regulations for student influence at Lund University.

*The Higher Education Act Chapter 2 Section 7* states “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.”

*The Higher Education Ordinance Chapter 2 Section 14* states “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.”

Pursuant to the *Rules of Procedure for Lund University*, the students 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.

### Procedure at faculty level:

To ensure that Lund’s Science students’ union and the Council of Science Doctoral Students (NDR) are provided with the correct information on which preparatory and decision-making bodies exist at faculty level, the faculty office shall provide the student unions with ongoing information on any changes. The faculty office shall also provide ongoing information on the number of positions available for student representatives within the respective body. Information is to be provided via the generic student union email addresses below.

The student unions shall themselves determine how the positions are allocated.

Once the representatives are appointed, each student union is to provide a general report to the faculty office at [kansli@science.lu.se](mailto:kansli@science.lu.se) detailing which students have been selected and for which positions. Any changes during the term of office shall be reported to the generic email address above.

When decisions or preparations are made that have bearing on courses or programmes or the situation of students by one *single* individual it shall take place in consultation with a student representative. This is managed by information and consultation with the student unions via [luna@luna.lu.se](mailto:luna@luna.lu.se) and [ndr@ldk.lu.se](mailto:ndr@ldk.lu.se). The student unions shall ordinarily have at least one week to respond.

**Procedures at department level:**

To ensure that Lund's Science students' union and NDR are provided with the correct information on which preparatory and decision-making bodies exist at the department, each department (administrative manager or equivalent) shall provide the student unions with ongoing information. The departments shall also inform the student unions of changes to the number of positions available for student representatives. Information is to be provided via the student union generic email addresses.

The student unions shall themselves determine how the positions are allocated. For representation at departments shared with the Faculty of Engineering, the allocation is decided on by Lund's Science student's union and NDR in consultation with the Engineering students' union.

The respective student faculty council and NDR shall inform the administrative manager or equivalent about which students are chosen for which posts. Any changes during the term of office must be reported.

When decisions are made that have bearing on courses or programmes or the situation of students by one single individual it shall take place in consultation with a student representative before the decision is made or preparations concluded. Information is to be provided and consultation take place with Lund's Science students' union and NDR. This takes place via email to [luna@luna.lu.se](mailto:luna@luna.lu.se) and [ndr@ldk.lu.se](mailto:ndr@ldk.lu.se). The student unions shall ordinarily have at least one week to respond.

This agreement is valid until further notice.

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