

# Student Representative Manual



NLA  
Høgskolen

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# Greetings

**Dear student!**

At NLA University College, we often say that we offer education with meaning. It is a strong claim, but our studies have one thing in common: They are about meeting places that bind people together. This applies to teacher education, pedagogy, economics, music, theology and philosophy of life, and various international studies. Therefore, many of NLA's students also end up in key positions in society. By engaging in student democracy, you prepare for such key positions, while at the same time helping to make the NLA a better college. Good luck!



**Sigbjørn Sødal**  
Rector

**Congratulations on your role as a student representative!**

Now you have the opportunity to do your absolute best for your own and other fellow students' everyday study. You have a very important role with exciting and learning-filled tasks and days. Good luck in your job and thank you for your commitment!



**Vår Eline Nilsen**  
Leader of the Student Parliament at NLA University College

# Why are student representatives important?

As a student representative, you are an important part of the student democracy, and not least a significant piece in the quality assurance system at NLA University College.

It is you as a student representative who knows best what concerns the students and what challenges need to be solved. For NLA University College to become the best place to study, we need you to be active, committed and not least solution oriented.

As a student representative, you are in a position where you can get many different questions and inquiries. Take your fellow students seriously, show care and be a person you can trust!



# This is what you do as a student representative

## Tasks

- You have a duty to attend student council meetings, section or department meetings and other meetings in the positions you may take on.
- You are responsible for raising issues on behalf of the class.
- You are responsible for disseminating information that pertains to the entire class.
- You have a duty of confidentiality when your fellow students approach you.
- Familiarize yourself with issues and be well prepared for meetings.

**Ensure good communication between students, the school and various bodies!**

## Rights

- In meetings with the university collage staff, you have the right to be taken seriously as a student representative. A distinction must be made between person and position, and you must be able to address difficult issues without it affecting you as a person or the evaluation the teachers make of you as a student.
- It is not the intention that the student representative should take on absolutely all the common tasks for the class.
- You are entitled to a valid exemption from teaching and practice for conducting work as a student representative
- You will receive a certificate confirming your position from the college

# Important tools

There are several documents that set the framework for everyday study, and resources you can use to get advice. As a student representative, it can be good to have knowledge of some of these:

- **The study plan / course plan** is the document that states how a study, or a course is to be designed. The study plan must, among other things, state how many credits the completed study program provides, what degree is obtained, whether it is taught full-time or part-time, and which language it is taught in. It also contains general information about the study. The syllabus must contain the same, but for an individual subject.
- **The study guide** contains more general information about all studies at NLA. It also contains a syllabus / study plan. The study handbook can be a good reference work for academic questions.
- **“Lov om universiteter og høyskoler”** sets the framework for everything that happens at universities and colleges. Here you will find, among other things, the students' rights, and obligations
- **Report it!** is a platform where students can give feedback to NLA if something needs to be improved, such as errors or deficiencies in classrooms / group rooms, poor educational quality or learning environment. This is also a safe place where you can report serious and reprehensible conditions such as sexual harassment and bullying. One can notify on behalf of oneself or others.
- **The student ombud** is a neutral and independent support person who shall contribute to the students' legal security in the study situation. The student ombud has a duty of confidentiality, also towards the college.



# The Quality Assurance System

As a student and a representative, you have an important role in the college's quality work. At NLA University College, important quality work is done. You are therefore encouraged to contribute actively through critical and reflective participation in teaching and evaluation processes. It provides a good starting point for improving and further developing the university college's systematic quality work together.

Specifically, this is done by involving students, university college staff, the field of practice and others in the work of making today's reality visible, reflecting & presenting the result of this so that everyone is informed about where we are and where we want to be. This is done by systematically collecting information through written and oral student evaluations, statistics that show development, as well as reports from students about matters that should be corrected or that deserve praise. This is then discussed in councils and committees and made visible in quality reports and annual reports at various levels, which in turn form the basis for choices, measures, and focus areas.

NLA University College has developed a quality portal. The purpose of the quality portal is to make the systematic quality work available to students, employees, and others. The portal can be found at [www.nla.no/kvalitet](http://www.nla.no/kvalitet)

**By responding to surveys and evaluations, students help make the school even better.**



# Benefits as a student representative

- **Valuable experience!**  
You learn how to proceed in cases, how to talk to authority figures and how to arrive at good solutions.
- **Strenghtens your social network!**  
You make contacts across subjects and study places, and you can build up a network that you can benefit from in connection with job search later
- **Strenghtens your CV!**  
When you have been a student representative for a period, you can get confirmation of the position, which can later be used in connection with job applications.
- **The student electives have significant influence!**  
Through the class representatives, students have the possibility to directly influence how the study programs are going to be. Electives are heard and their viewpoints weighs heavily!

**As a student representative you are an important part of the schools social environment.**

**Embrace your role and contribute to a better everyday life for your fellow students!**

- **5 extra ECTs!**  
Everyone who gets a position should have the opportunity to participate in various courses. Every year, the NLA arranges an organizational course for the student representatives, which gives the opportunity to take 5 extra credits. In addition to this, Samskipnadene offers i.e., courses and counselling for student organizations and students with positions. You do not need to know anything from before. In addition, the Norwegian Student Organization (NSO) offers a few courses.

- **It`s fun!**  
You meet many new and committed people who work for the same thing, namely, to improve students' conditions and study situation at the college. You get to take part in happenings and events that are only for the shop stewards!

# The Student Democracy at NLA

## The Student Councils

The Student Councils (SR) are the student body at the individual study places, and work primarily with local issues. SR is the natural liaison to the classes and is therefore responsible for tackling issues and challenges that individual students bring. SR consists of one representative and one deputy from each class. SR chooses the chairman and the rest of the board's responsibilities. The board prepares cases, has contact with the administration, the academic management, the Student Parliament, and other student organizations. Each SR elects a representative to the Learning Environment Committee (LMU) and representatives to the Welfare Parliament.

## The Student Parliament

The Student Parliament (SP) is the university college's highest student body and works with matters concerning students at all NLA University College's campuses. SP also addresses individual cases that are presented to them. The Student Parliament has representatives on all central councils and committees at NLA University College. SP represents all the students at the college and therefore needs help from shop stewards to be able to be representative of the vast majority. SP also elects representatives to various councils, boards and committees at NLA. Below you will find some important bodies in which the students are represented.

**University College Board** - supreme decision-making body at NLA.

**The Learning Environment Committee** - safeguards and improves the physical and psychosocial learning environment at NLA.

**LOKUT** - local body for quality assurance of higher education at NLA.

**NSO's national meeting** - the national meeting is the highest body in Norwegian student policy that determines the political direction of the student movement. SP at NLA sends delegates to the national assembly.

**The Appeals Committee** - handles complaints and disciplinary cases against and from students.

**Welfare councils** - student political interest organizations

**R&D committee** - research and development

**The Student Parliament and the organizational consultant are always available for help.**

**Do not hesitate to contact us if you have any questions.**

# More information here

Webpage:	Belongs to:	What you will find on the site:
<a href="https://spnla.no/en/">https://spnla.no/en/</a>	The Student Parliament at NLA University College	Everything you need to know about the student democracy at NLA
<a href="https://www.nla.no/en/">https://www.nla.no/en/</a>	NLA University College	Everything you need to know about NLA and links to useful information for students
<a href="https://www.nla.no/en/for-students/your-campus/student-life-and-student-welfare/">https://www.nla.no/en/for-students/your-campus/student-life-and-student-welfare/</a>	The Studentombud at NLA University College	Information and contact detail for the student ombud
<a href="https://www.nla.no/en/about-nla/report-it/">https://www.nla.no/en/about-nla/report-it/</a>	Report it! NLA University College	Here you can report if there is critique worthy conditions at NLA
<a href="https://saih.no/english/">https://saih.no/english/</a>	Norwegian Students´ and Academics´ International Assistance Fund (SAIH)	Information about SAIH and their work and policies
<a href="http://www.isu-norway.no">www.isu-norway.no</a>	International Student Union Norway (ISU)	Student organization for International Students in Norway
<a href="https://student.no/en">https://student.no/en</a>	Norwegian Student Union (NSO)	National student policies
<a href="https://student.no/en">https://student.no/en</a>	Student Welfare Organisation in Agder (SiA)	Information about all the departments at SiA
<a href="https://www.nla.no/en/">https://www.nla.no/en/</a>	Student Welfare Organisation in Oslo and Akershus (SiO)	Information about all the departments at SiO
<a href="https://www.sammen.no/en/bergen">https://www.sammen.no/en/bergen</a>	Student Welfare Organisation in Western Norway (Sammen)	Information about all the departments at Sammen

<a href="https://www.studentveferd.no/english/">https://www.studentveferd.no/english/</a>	Welfare Council in Oslo and Akershus	Information about the Welfare Council in Oslo and Akershus
<a href="http://www.vtvest.no">www.vtvest.no</a>	Welfare Council West	Information about the Welfare Council West
<a href="http://www.vt-agder.no">www.vt-agder.no</a>	Welfare Council in Agder	Information about the Welfare Council in Agder

# Contact us

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## **The Student Council at NLA University College Staffeldtsgate**

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0130 Oslo  
sr.staffeldtsgate@nla.no

## **The Student Parliament at NLA University College**

Facebook: Studentparlamentet ved NLA Høgskolen  
Instagram: @sp\_nla  
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## **The organizational consultant at NLA University College**

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