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KUNGL. KONSTHÖGSKOLAN
ROYAL INSTITUTE OF ART



**GUIDELINES FOR STUDENT PARTICIPATION
AT THE ROYAL INSTITUTE OF ART**

GUIDELINES FOR STUDENT PARTICIPATION

Background

At the Royal Institute of Art student participation forms a significant part of the university's quality work. Through the students' participation in the education, they contribute to both influencing and developing it. Through their influence, the students contribute to maintaining and developing courses that are attractive, relevant and of high quality. Student influence is in practice seen as an ongoing dialogue where the university's employees and students work together to improve joint activities.

This is done partly through participation in the education and related evaluations, and partly through student representation in bodies that decide on the education, its planning and its implementation. According to Chapter 1, Section 4a of the Higher Education Act, students must have the right to exercise influence over the education and the university must work to ensure that students take a significant part in the process of further developing the education. These guidelines will serve as a comprehensive framework for student influence at the Royal Institute of Art.

According to the Higher Education Act, students have the right to be represented on the University Board and those bodies preparing or deciding on the education or the situation of students, see Chapter 2, Section 4, Section 7. According to the Higher Education Ordinance, students have the right to be represented on the Disciplinary Board (Higher Education Ordinance Chapter 10, Section 4).

In accordance with the Higher Education Ordinance and the Student Union Ordinance, the student union is responsible for appointing student representatives (Higher Education Ordinance Chapter 1, Section 7).

Information

KKH and the Student Union are jointly responsible for informing students about the meaning and right to student influence. The forms of this shall be specified in the agreement concluded between the university and the student union. The information to the students shall be made regularly with the start of a new year of operation. Relevant information about rules and control documents concerning the students' situation should be easily accessible to the university's students on the intranet.

Student influence through course evaluation and program evaluations

According to the Higher Education Ordinance (Chapter 1, Section 14) students must have the opportunity to express their experiences and views on a course they have completed/participate in. The respective teachers are responsible to carry out evaluation of the elective parts at the end of the course.

The institution is responsible for carrying out course evaluations and programme evaluations and compiling the results. The university is also responsible for feedback upon the results and any measures decided on it. The results shall be available to the students and feedback shall be made through the responsible teacher.

Student representation

In addition to the right to be represented on the university board and those who prepare or decide on the education or the students' situation, the students should also be informed on an ongoing basis when setting up working groups where student representation is desirable. This is done by sending an e-mail to the student union's function mailbox, stating the following: scope, salary, estimated time and other relevant information. For participation in the preparatory and decision-making body or working group, the student representative is paid 500 SEK per meeting, unless otherwise specified. This is provided by the secretary/contact person for each body. In order to provide other areas of work for the students, such as extra help for the construction of exhibitions, or help in libraries, KKH has developed an agreement.

According to Chapter 2, Section 14 of the Higher Education Ordinance, information must also be provided to, and a consultation be had, with a student representative well in advance of the decision or completion of the preparation.

Study environment

Building and maintaining a good working environment is based on the students' views on the study environment.

KKH's student ombud is available as support, among other things, in the work around the students' study environment.

The students are also represented on the University's Working Environment and Equal Opportunities Council. KKH intends to continue to carry out study environmental surveys every two years in order to be able to get an indication of how the students view the different parts of the study environment and be able to work on developing it.

KKH also provides a student handbook with the necessary information about, among other things, the study environment. This is published on each entrance programme and is easily accessible on the intranet.

Responsibilities

The Student Union is responsible for ensuring that invitations to consultation or participation in appointed bodies are handled and answered promptly. The Student Union is also responsible for informing the university about vacancies regarding representation in different bodies. KKH shall enable the Student Union to hold meetings with the Vice-Chancellor and representatives at least once per semester.

Follow-up of work with student influence

The Student Union has the right to give an account of its views on student influence at KKH and how it has developed. This report should be submitted annually to the Head of Administration in connection with the annual report.

These guidelines have been agreed with the KKH Student Union before making decisions.