

Student Representative Handbook

All you need to know to successfully complete your assignment as a student representative

Last Updated: 2025-03-25



MÄLARDALENS
— STUDENTKÅR —

Contents

1 Purpose	0
2 Mälardalen Student Union (MDSU).....	3
3 Student influence	4
3.1 Formal student influence	4
3.2 Informal student influence	5
3.3 Examples of student influence	5
4 The councils at the university	6
4.1 Program council.....	6
4.2 Academy council	6
4.3 General council	6
5 To be a student representative	6
5.1 How to become a student representative	7
5.2 Expectation as a student representative	7
6 How to work as a student representative	8
6.1 Understand your role and responsibilities	8
6.2 Collect student opinions	8
6.3 To fairly and effectively represent students, you need to actively collect their feedback. Here are some effective methods	8
6.4 Provide feedback to students	8
6.5 Collaborate with other student representatives and organizations	9
7 How to strengthen student influence	9
7.1 Create open and active communication between students and the university	9
7.2 Drive improvements in education.....	9
7.3 Ensure that student influence is taken seriously	9
7.4 Encourage more students to get involved.....	9
7.5 Stay informed about student rights and regulations	10
8 Student influence education committee (SIEC)	10
9 Meeting etiquette	10
9.1 Before meetings	10
9.2 During meetings.....	11
9.3 After meetings	11
10 Summary of how to gather student input.....	12
11 Work hours (Frequently asked questions?)	12
11.1 What counts as work?	13

11.2 What does not count as work?	13
11.3 Who handles the time reports	13
11.4 What to do if you do not have a Swedish personal number	13
11.5 Do you want my bank details?.....	13
12 Communication techniques	13
12.1 Invisibility.....	14
12.2 Ridicule.....	14
12.3 Withholding information	14
12.4 Double punishment.....	15
12.5 Inflicting guilt and shame	15
13 Withdrawal from the position & certificate.....	16
14 Who to turn to for help	16
15 Guidelines for the quiz.....	17
16 Vocabulary list.....	18
17 Quick links.....	19
18 References.....	20

1 Purpose

The purpose of this handbook is to give a summary of all things related to student influence and student representation at Mälardalen University (MDU). This short handbook is aimed at student representatives (SR) appointed by Mälardalen Student Union (MDSU) to give guidance on what it means to be a student representative and provide the resources necessary to successfully complete their assignment. This handbook also serves as a foundation to the quiz which the students must complete to be able to work as student representatives.

2 Mälardalen Student Union (MDSU)

The official and only student union at Mälardalen University is Mälardalen Student Union. It is a non-profit organization with the main purpose to work with student influence which is regulated by Swedish Law. Although we work in close collaboration with the university, we would like to highlight that MDSU is its own organization and exists to monitor MDU in terms of student influence.

The organization consists of students at Mälardalen University and is driven by alumni or students taking a pause in their studies. The union members are at the top of the organization with the highest decision-making power, deciding on the focus areas. We operate like a worker's union, but for students. It is through us you can reach out for support throughout your studies and help ensure the quality of your education. Apart from that, we also arrange a variety of activities in collaboration with the university and other parties to create a memorable and enjoyable time during your studies.

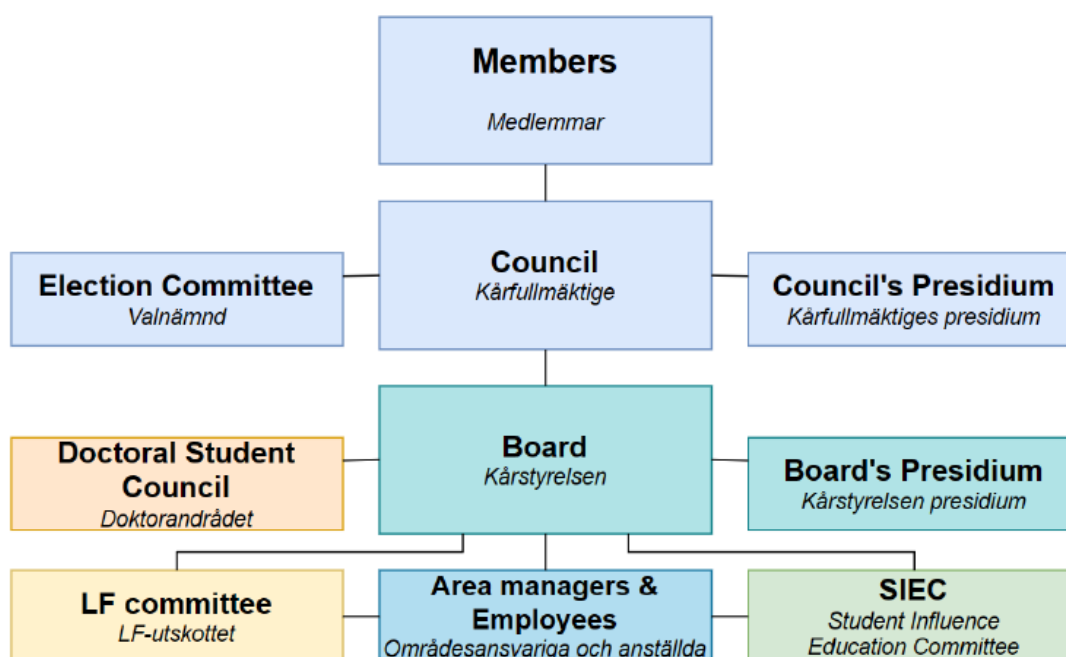


Figure 1: The external structure of the student union

In figure 1 the overall organization structure of the union can be seen. It is the members that make up the council and thereby means that they decide on what the union should focus on. To better administrate the

union and make sure it runs smoothly, there are different support functions as can be seen in figure 1.

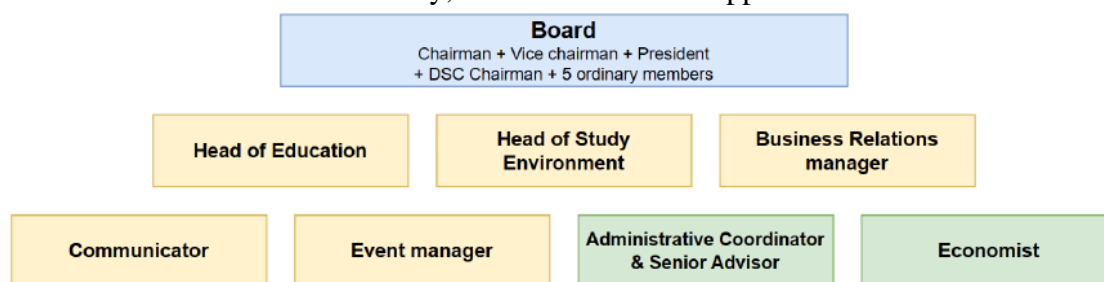


Figure 2: The internal structure of the student union

As seen in figure 2, the Board is the body that ensures that area managers and employees are well cared for, keep MDSU running and that they work toward goals set by the Council and Board. Area managers (yellow) work directly for students while employees (green) work to support the organization internally.

3 Student influence

Student influence means that all students have the right to be represented in preparatory and decision-making bodies at the university. In other words, all students have a legal right to exert influence over their education. Student's study environment is also included. This is a legal right governed by Swedish Law: [Higher Education Act \(1992:1434\)](#) and the [Higher Education Ordinance \(1993:100\)](#). Moreover, the student union has a full mandate in recruiting and appointing student representatives to different councils. This means external parties such as professors, program coordinators, program associations etc. cannot place students in councils at the university without the student having been appointed by the union first. Student influence at Mälardalen University is regulated by a document called [Policies, goals and rules for student influence at MDU](#). As an appointed student representative, you have a responsibility to know about this document and its content.

3.1 Formal student influence

Formal student influence refers to structured and legally recognized ways in which students can impact their education. There are two primary methods of exerting formal influence:

3.1.1 Course and program evaluations

As an individual student, you have the opportunity to complete course and program evaluations. These evaluations allow you to provide feedback on various aspects of your education, such as teaching quality, course content, assessment methods, and overall learning experience. Your input contributes to improvements by highlighting strengths and identifying areas that need development.

3.1.2 Student representation

Student representation goes beyond individual opinions. It involves gathering feedback from a larger group of students and presenting their collective viewpoints to relevant decision-making bodies. Student representatives act as a bridge between students and faculty, ensuring that student concerns, suggestions,

and perspectives are considered in discussions about course design, program development, and institutional policies.

Both course/program evaluations and student representation are governed by laws and regulations, meaning they are recognized as formal ways for students to influence their education. Institutions are required to take formal student influence into account in their decision-making processes.

3.2 Informal student influence

Informal student influence includes all other ways students can provide feedback or impact on their education that are **not legally regulated**. While these methods may still be valuable, they do not hold the same formal recognition or obligation for institutions to act upon them. Examples of informal influence include:

- **Spontaneous Conversations with Teachers and Staff**

Students can share their thoughts, concerns, or suggestions directly with teachers or program coordinators through informal discussions. While this feedback may be considered, there is no guarantee that it will lead to changes.

- **Participation in Workgroups and Project Groups**

Students may engage in various workgroups, committees, or project-based collaborations where they contribute ideas and opinions. However, if these groups do not have decision-making authority or an official role in governance, their influence remains informal.

- **Surveys and Feedback Outside the Formal Evaluation System**

Some institutions may conduct additional surveys or invite students to provide input in other ways that are not legally mandated. While such input can be helpful, it does not carry the same formal weight as structured evaluations or student representation.

Although informal student influence does not have the same legal backing as formal methods, it can still be a **valuable tool for communication** between students and faculty. In many cases, informal feedback can lead to meaningful changes, especially when there is an open and collaborative dialogue between students and staff.

3.3 Examples of student influence

Student influence is a continual process that takes time to accomplish, and it can be discouraging not to see immediate results. However, with the assistance of student representatives, MDSU has accomplished many things, both on a larger scale as well as within each programme. Here are some examples on what we have accomplished through student influence:

- ❖ No exams on weekends
- ❖ Better graduation ceremony
- ❖ Change of program names
- ❖ Extended bus timetables
- ❖ Anonymity on exams
- ❖ Change of courses in a program

4 The councils at the university

At MDU there are three types of councils that students can partake in, namely *program council*, *academy council* and *general councils*. All councils will differ in structure and occurrence as well as participants. The council meetings will follow an agenda and it is very important that student representatives are well-prepared before each meeting. All councils at MDU and the spots offered for student representatives can be found [here](#).

4.1 Program council

Program councils directly relate to the program you study and are usually held 1-2 times per term. In this council, the program as a whole is discussed and decisions are made to improve the education. This can for example be about courses, examinations, course literature, the schedule etc. Here you will also meet the program coordinator, teachers and also other student representatives in your program.

4.2 Academy council

An academy council is bigger than a program council and is held more frequently e.g. once a month. MDU has four academies EST, HVV, IDT and UKK and the academy you belong to depends on your program. Here you will represent $\frac{1}{4}$ of the university and discuss education-related issues on a bigger scale, that is, all education within the academy.

Within the academy councils there are management councils and education councils where student representation is possible in both. The management council works towards the overall functioning of the academy while the education council focuses on the different programs and education offered at the academy. In the academy council you will get to meet the faculty program director, professors and other staff at MDU as well as student representatives in your academy.

4.3 General council

The general councils are a bit different from other councils because they can range from a variety of topics. In these councils, issues are discussed on a very high level and you will be representing the whole university. Here you can sit in meetings with the vice-chancellor, academy chiefs and other staff at MDU specialising in different areas. The occurrence of the general councils can range from once a week, once a month or 2-3 times per term depending on each individual council.

5 To be a student representative

As a student representative, you represent not only your own opinions but also other students' voices. As a result, it is crucial that you gather input from everyone to gain different perspectives. The more voices, the more changes you can make.

As a student representative, you can get paid for the work that you do if you are a member of the student union. [Here](#) you can follow the steps to become a member and get access to many membership benefits. It

is possible to be a student representative without becoming a member at the student union however, you will thereby not be monetarily compensated.

5.1 How to become a student representative

1. To become an official student representative, you need to apply through MDSU's website and submit the form. You can find the application form [here](#).
2. After submitting your application you will receive an email with information and a request for you to submit your CV.
3. After submitting your CV, we will get back to you and suggest an interview time.
4. We will meet for an interview and discuss the council (s) you're interested in and how student representation works.
5. Following a successful interview and assessment of your suitability, you will be required to read the Student Representative Handbook and complete the associated quiz. Upon achieving a satisfactory result, you may then be formally appointed as a student representative within one of MDU's councils. Once they contact you, make sure that you ask for an introduction on the council you will attend.

5.2 Expectation as a student representative

As a student representative, there are certain expectations you must uphold. It is a highly regarded position and you will be representing more than just yourself therefore, it is important that this assignment is taken seriously. The core expectations are marked with "★".

The expectations are:

- ❖ Answering emails (student email)
- ❖ Actively gathering input from other students★
- ❖ Attending council meetings with the university and representing students' opinions★
- ❖ Actively encouraging your classmates to fill in the course/program evaluations.
- ❖ To be a member of the student union throughout your assignment (for those who wish to get paid).
- ❖ Being active on the Teams channel by responding or reacting when you have read the information and actively engage when asked for input (a tip is to download the Teams app on your phone)
- ❖ Attending SIEC meetings once a month with the student union to give input.
- ❖ Making class visits to introduce yourself as a student representative.
- ❖ Keeping notes of the things you do and the meetings you attend.
- ❖ To answer course/program evaluation surveys.
- ❖ Submitting the time report in time. Failure to meet the deadline means you will not be able to get payment until the end of the next semester.
- ❖ Informing the union if you decide to withdraw as a student representative.
- ❖ Reading this handbook and using it for guidance throughout your assignment.

- ❖ Completing the quiz created by the student union and using this handbook as the foundation and gaining at least 80% correct. Link to the quiz will be updated shortly★
- ❖ Redo the quiz at the start of each term and get at least 80% correct.

6 How to work as a student representative

Being a student representative means advocating for students' interests and opinions in various decision-making forums related to education and student life. To be effective in this role, it is important to be engaged, attentive, and well-organized.

6.1 Understand your role and responsibilities

As a student representative, your role is to ensure that students' voices are heard and considered in decision-making processes.

6.2 Collect student opinions

- ❖ You are the **voice of all students**, not just yourself.
- ❖ You participate in meetings with course management, program councils, faculty committees, or other decision-making bodies.
- ❖ Your job is to gather and present student opinions in a clear and constructive manner.
- ❖ You should also inform students about decisions and changes that affect them.
- ❖ Actively participate in meetings and present student perspectives

6.3 To fairly and effectively represent students, you need to actively collect their feedback. Here are some effective methods

- ❖ **Surveys and Questionnaires** – Create short surveys where students can anonymously share their feedback.
- ❖ **Casual Conversations and Discussions** – Talk to students before and after lectures to gather informal input.
- ❖ **Focus Groups** – Organize small group discussions to explore specific topics in more depth.
- ❖ **Social Media and Online Chats** – Use digital platforms to engage with students and capture their opinions.
- ❖ **Student Meetings** – Hold regular meetings where students can express concerns and suggestions.

6.4 Provide feedback to students

- ❖ Review the agenda and meeting documents beforehand so you are well-prepared.
- ❖ Speak clearly and present student feedback based on the information you have gathered.
- ❖ Ask questions about unclear points and request explanations if needed.

- ❖ Collaborate with other student representatives and build strong relationships with faculty and administration.

6.5 Collaborate with other student representatives and organizations

- ❖ Work closely with student unions and other representatives to strengthen student influence.
- ❖ Exchange experiences and strategies with representatives from other programs.
- ❖ Participate in training sessions or workshops on student representation and advocacy.

7 How to strengthen student influence

Student influence is about ensuring that student voices are heard and considered in decisions that affect education.

7.1 Create open and active communication between students and the university

- ❖ Advocate for transparency in decision-making processes and ensure that information is communicated clearly.
- ❖ Suggest regular meetings between students and faculty to discuss educational quality and learning environments.

7.2 Drive improvements in education

- ❖ Use student feedback to identify problem areas and bring them up in relevant forums.
- ❖ Propose concrete solutions and provide examples of best practices from other institutions.

7.3 Ensure that student influence is taken seriously

- ❖ Advocate for student representatives to be included in key decision-making processes.
- ❖ Follow up on decisions affecting students and ensure that promised actions are implemented.
- ❖ If something isn't working – bring it up again and provide strong arguments for necessary improvements.

7.4 Encourage more students to get involved

- ❖ Motivate other students to engage in representation by informing them about its importance.
- ❖ Ensure a smooth transition for future student representatives to maintain continuity in advocacy efforts.

7.5 Stay informed about student rights and regulations

- ❖ Familiarize yourself with the laws and policies governing student influence, such as higher education laws and regulations.
- ❖ Use these as support when advocating for changes or improvements.

Failure to meet these expectations can result in MDSU removing you from your position as a student representative. Additionally, if you do something or behave in a way that causes MDSU or other students to lose trust and confidence in you, MDSU may remove you from your position(s).

8 Student influence education committee (SIEC)

The Student Influence Education Committee (SIEC) is a committee created by the student union to gather all student representatives at MDU. SIEC has no decision-making rights but is rather a support function for both the student union and student representatives.

This is a space for student representatives to discuss different educational matters as well as a forum to get help and support from the union. SIEC meetings are held on the first Monday of each month (except January, July and August). They are digital meetings held on Microsoft Teams but there can be instances where the meetings will be physical.

Before each meeting, an agenda will be sent out in a Google Form that each student representative should read and fill in. This is to ensure we have student input both in oral and written form as well as in cases where a student representative cannot attend a meeting.

During SIEC meetings, the union will bring up current topics at the university for discussion and as a representative, you can come with your input regarding the different matters. We expect all student representatives to attend these SIEC meetings and be active participants.

9 Meeting etiquette

9.1 Before meetings

As an official student representative, you have the **right to attend council meetings**. This also means that you should **receive a meeting invite and an agenda** in advance. The agenda should be accessible to you, either via **email or Microsoft Teams**.

9.1.1 Before the Meeting: Be Prepared

- ❖ **Check your schedule** to ensure you are not double-booked.
- ❖ If you have an **exam or lecture that conflicts with the meeting**, inform the contact person for your council as soon as possible and ask if rescheduling is an option.
- ❖ **Always respond to the meeting invite**, whether you can attend or not, so the organizers know what to expect.
- ❖ **Read all relevant documents and the agenda carefully**. Take notes on key points you want to address and prepare any student feedback you have gathered.

9.1.2 Meeting Location: Know Where to Go

- ❖ Confirm whether the meeting will be held **online, on campus, or at another location**.
- ❖ Meetings may take place at Västerås or Eskilstuna campuses, so it is essential to double-check the correct location.
- ❖ If you are unsure, always reach out to the responsible person in your council for clarification.

By staying informed and prepared, you can effectively fulfill your role as a student representative and ensure that student voices are heard.

9.2 During meetings

9.2.1 During meetings: Be prepared and engaged

- ❖ **Bring a notebook or computer** to take your own notes, even if a secretary is present. This is important because you will need to **submit your notes at the end of the term** along with your **time report**.
- ❖ Before each SIEC meeting, make sure to report in the Google Form agenda as required.

9.2.2 If the Meeting is Online

- ❖ Ensure that all **technical aspects** work properly (camera, microphone, and internet connection).
- ❖ **Turn on your camera** so that people can recognize you. As a student representative, being visible helps establish your presence and credibility.

9.2.3 Speaking and Participating in Discussions

- ❖ Whether the meeting is **online or in person**, always **raise your hand** if you wish to speak and wait for the **chairperson to give you the floor**.
- ❖ **Don't be afraid to speak up** or ask questions—this is a key part of your role.
- ❖ It is your **right** to question topics, provide feedback, and suggest improvements.
- ❖ Your voice is just as important and valuable as anyone else's in the meeting.

By staying prepared, visible, and actively engaging in discussions, you will effectively fulfill your role as a student representative and ensure that student perspectives are heard.

9.3 After meetings

9.3.1 Review and Organize Your Notes

- ❖ Go through your notes while the discussion is still fresh in your mind.
- ❖ If you took handwritten notes, it is recommended that you **type them into a word document** for easier reference and submission later.

9.3.2 Access and Review the Meeting Protocol

- ❖ After the meeting, you should receive the official meeting protocol (minutes) via **email or Microsoft Teams**.

- ❖ Review it to ensure that all key points and decisions align with your notes.

9.3.3 Check the Next Meeting Date

- ❖ Confirm when the **next meeting is scheduled** so you can plan ahead.

9.3.4 Update Your Time Report

- ❖ After each meeting, **log your hours** in the time report to keep track of your participation.

By following these steps, you ensure that your documentation is well-organized and that you stay informed about upcoming meetings.

10 Summary of how to gather student input

Sometimes it can be difficult to know where to begin gathering student input and who to contact. As a student representative it is crucial that you gather as much input as possible since you are representing more than your own opinion. Below are tips on ways you can collect students' opinions. Here's a short summary of chapter 5.3 of how to work as a student representative and how to gather student input.

- ❖ Ask for input from other students in your class
- ❖ Create or join a class group chat
- ❖ Create a survey
- ❖ Make a class visit (contact the course responsible)
- ❖ Ask for input in SIEC
- ❖ Previous course evaluations / program evaluations

11 Work hours (Frequently asked questions?)

As a student representative you get paid 130 SEK an hour and 65 SEK per half hour started if you are a member of the student union. We only pay for the time you have worked while being a member. Once you've started your assignment as a student representative, you can download the time report [here](#) or on the Microsoft Teams channel and start filling it in. At the end of the semester, you submit the time report and get your payment. In order to get approved for payment, make sure you are a member of the student union and submit a document with all your meeting notes or other material that can justify the work you have done.

11.1 What counts as work?

- ❖ Gathering student input and student errands
- ❖ Class visits
- ❖ Council meetings with the university
- ❖ SIEC meetings
- ❖ Preparations before meetings e.g. reading documents
- ❖ Being active on Microsoft Teams and answering emails regarding education-related issues

11.2 What does not count as work?

- ❖ Informal chats or conversations with others not related to education or student influence
- ❖ Travel time with no active work
- ❖ Meetings with student or program associations not related to student influence

11.3 Who handles the time reports

The complete time report should include your name in the file name and be sent in accordance with your meeting notes to the Head of Education at the student union via this email: utbildning@mdsu.se

11.4 What to do if you do not have a Swedish personal number

A personal number is needed for us to make the payments to your account however, if you do not have a Swedish personal number, you can use a so-called “samordningsnummer” issued by Skatteverket.

11.5 Do you want my bank details?

As your personal number is linked to your bank account, we do not need the bank details. However, if you are registered in a bank other than Swedbank you should register [here](#) to get payments directly to your bank account. In the time report you should fill in your personal number.

12 Communication techniques

As a student representative, you will often be in social contexts, both when you collect students' opinions, but also when you present the opinions to the university on various councils and corresponding forums. Being able to make yourself heard and present your opinions in a convincing manner are therefore important skills to have in this role.

It can be challenging to express one's thoughts and reasonings in discussions with others. When you are appointed as a representative, you are suddenly required to attend councils alongside professors, managers, program managers, and others. You should not forget that you play an important role for the university and other students, so don't be afraid to speak up. Furthermore, the dynamics of the discussion can shift based on how different people approach the issue and the topic at hand. The goal of this section

is to help you recognize when someone is using domination techniques so that you can lessen their impact.

Below are five domination techniques that have been identified by Berit Ås (Amnéus et al., 2024).

12.1 Invisibility

This means making someone invisible by ignoring them, which can be shown both through speech, but also through body language and gestures. Some examples are when someone gets the word and suddenly the others in the room start rustling papers, moving chairs, whispering; diminishing the work you did; or talking over you all the time.

12.1.1 Counter strategy: take a seat

One of the most important things is to act calmly and confidently, instead of showing anger and frustration. Verbally point out the invisible behavior that is happening in the moment, e.g. that you would like to finish what you have to say or that you ask for everyone's attention when you are speaking. Formulate your remark as a question rather than an accusation. It's also good to act immediately so that you get the respect you deserve and don't feel diminished for the rest of the meeting. In order to increase visibility for everyone in the room, it is important that you also show your engagement to others, give constructive criticism and listen to them. This way, you help create a culture where everyone feels seen and respected.

12.2 Ridicule

Ridiculing a person or their views by portraying them as unimportant. It can be ridiculing someone's dialect; what they look like; or addressing you as if you were a child etc.

12.2.1 Counter strategy: question

Never laugh along and instead stay cool and logical. Ask the other person to explain exactly what they mean, if you really heard them correctly and repeat back what they had said. Do not let the shame take over and instead take up space and question. To work against ridicule, it is also important that you treat others seriously. Another tip is to be well-read, which makes it harder to ridicule you and your arguments.

12.3 Withholding information

Withholding information from someone is a way of exercising power. An example is decisions made in less formal contexts by a certain group without including everyone in the decision making. Without access to information, one is prevented from acting as one would have done if one had had access to it. This can look like late invitations, not receiving the agenda, protocol and other documents.

12.3.1 Counter strategy: Claim the cards on the table

If you feel that everyone seems to know something you don't, then you should demand to be given the same information as everyone else. Decisions must not be made by the group if someone has not received the necessary information prior to decision-making. Often the lack of information can make you feel stupid, but this is not the case when you have simply not been informed. You can also argue for a better information structure. You yourself can ensure that you always report discussions that everyone else has not taken part in to create equality.

12.4 Double punishment

With double punishment, you get the experience that whatever you do will be wrong. If, as a student representative, you choose to attend a council, but miss an examination opportunity, you have made a mistake by missing it. On the other hand, if you were to miss the council meeting, you would be criticized for it instead. Society's many expectations punish you no matter what you do.

12.4.1 Counter strategy: Break the pattern

You can handle double punishment more easily if you yourself understand your own priorities and communicate these in the right way. First, you must know or otherwise ask for a clear deadline for your tasks or if it's a hurry to finish them. Second, choose your priority, know why it is prioritized and feel confident in it. Then communicate your priority to the other actors whilst showing understanding. If you are not able to commit to a certain deadline you must be aware of the consequences. A tip for you in order not to double punish others is that everyone does the best they can with the conditions they have.

12.5 Inflicting guilt and shame

This is something of a mixture of the previous ruling techniques, all of which have a nuance of shame as a consequence. Feeling ashamed of something that wasn't even wrong. An example is if you have not been officially called to a meeting and are expected to be responsible for finding out when and where the meeting is held.

12.5.1 Counter strategy: intellectualization

It is important that you understand that the shame you feel is not the truth but something that someone else has put on you. Think about what actually happened, why you felt shame and could it be that the inflicted shame comes from someone who themselves experiences shame regarding the same topic? Much of shame stems from norms and culture. To work against shaming, it is important if you accept yourself for who you are and also others around you, and give them your support.

13 Withdrawal from the position & certificate

There is no rule stating how long you must stay as a student representative, you can be active as long as you are a student at MDU. However we do recommend that you stay for at least one year. If you wish to withdraw from your position as a student representative, you can do that at any point. If you feel that being a student representative does not fit you or that you cannot take on the assignment anymore, please email utbildning@mdsu.se with a reasoning and when it will take effect. After you have completed the assignment we issue a certificate as a thank you for your contribution. Please request a certificate by emailing utbildning@mdsu.se.

14 Who to turn to for help

Sometimes it can be difficult as a student representative to know where and who to turn to regarding different matters. Therefore, we have made a table of people and functions at the university and the union to help you find the answer to your questions and issues (see figure 3).

Issue	Who to contact?	Contact Details
<ul style="list-style-type: none"> ❖ Student influence ❖ SIEC ❖ Time reports ❖ Support as a student representative ❖ SR Handbook/ SR Education ❖ Contact details for councils ❖ Recruitment of SR ❖ Withdrawal as an SR 	Head of Education	Email: utbildning@mdsu.se Telephone: 07305970 81
<ul style="list-style-type: none"> ❖ Individual errands: issues with a course, examination, teacher, discrimination etc. ❖ Student rights ❖ Legal questions concerning your education 	Student- and doctoral ombud more info	Email: Ombud@mdsu.se Telephone: 076 006 45 75
<ul style="list-style-type: none"> ❖ Physical environment ❖ Psychosocial environment ❖ Organization environment ❖ Guidance concerning unfair treatment ❖ Student Housing 	Head of Study Environment	Email: studiemiljo@mdsu.se Telephone: 07305970 60

<ul style="list-style-type: none"> ❖ Report injuries or accidents during your studies ❖ Suggestions for improving the study environment 	Aj, Oj, Halloj / Coordinator Student Work Environment more info	Link to forms Email: martin.hersen@mdu.se Telephone: 016153282
<ul style="list-style-type: none"> ❖ In need of someone to talk to ❖ Stress ❖ Insomnia ❖ Low self-confidence ❖ Performance anxiety ❖ Speech anxiety ❖ Bad habits ❖ Support in group work and how to handle conflict 	Student Health Centre more info	Email: studenthalsan@mdu.se Telephone: 021107380
<ul style="list-style-type: none"> ❖ Admissions, exams and other things concerning your studies ❖ Collection of your exam papers ❖ Get a PIN code to reset your password ❖ Booking an appointment with a study adviser ❖ Student car parking ❖ Get access to a guest account ❖ Lost & Found 	Student Centre more info	Email: studenttorget@mdu.se Telephone: 021101310

Figure 3: Table of issues and who to contact

15 Guidelines for the quiz

To be eligible to work as a student representative, one must complete the quiz that is provided in conjunction with this handbook. The quiz can be accessed by going to gosocrative.com and entering the room name “MDSU”. To pass, one must achieve at least 80% correct answers. There is no limit on the amount of attempts one can do, however, it should be completed within one month of being interviewed. There are 24 multiple choice questions in total. Some questions have multiple correct answers. Questions could also have all answers being correct. To get a point, you must select all correct answers. If for example a question has two correct answers but you only pick one of them, you do not get a point. It is therefore very important that you read through the questions carefully and check the handbook before submitting each answer. Those who fail to complete the quiz will be dismissed and thereby not be able to become student representatives.

16 Vocabulary list

Swedish	English	Definition
Adjunkt	Adjunct Professor	A teacher at a high school or university.
Adjungerad	Adjunct	Means to temporarily admit a person as a member of a meeting who is otherwise not a part of the meeting/council originally. Has no voting rights.
Agenda/ Dagordning	Agenda	A list of subjects that will be discussed at a meeting that is often sent out before each meeting.
Dekan	Dean	A dean is the head of the faculty.
Doktorand	PhD/Doctoral Student	A student who studies at third-cycle (research level) and is employed at the university.
Fakultetsnämnd	Faculty Board	The Faculty Board has the overall responsibility for quality issues in the University's research and third-cycle education, as well as first-cycle and second-cycle education. Four committees work with the Faculty Board who consider matters and make certain decisions.
Förberedande och Beslutande Organ	Preparatory and decision-making body	Bodies at the university where students have the right to be represented.
Presidiet	Presidium	Chairman, Vice chairman of education and Vice chairman of collaboration combined.
Protokoll/ Minnesanteckningar	Protocol	The notes taken of what has been discussed during the meeting that will be sent out after the meeting has finished.

Programråd	Program Council	A council directly linked with a program where education-related issues are discussed and how to improve the program.
Rector	Vice-chancellor	The vice-chancellor is the head of the university and decides on how the university will function.
Student- och doktorand ombud	Student- and doctoral Ombud	The Student Ombudsman has the task of guiding you as a student if you are experiencing problems during your time of study. It is a support person that can help with questions about the university's laws and regulations, as well as your rights and responsibilities as a student.
Universitetets Ledningsgrupp (ULG)	University Board	The University Board makes the overall decisions at MDU and its areas of responsibility including the allocation of resources and decisions on strategy and policy issues.
Utbildningsledare	Faculty Program Director	A person (s) responsible for the programs and the courses given at an academy that coordinates the overall education offered.

Figure 4: Vocabulary list and their definitions.

17 Quick links

[Aj Oj Halloj](#)

[Become a member at the student union](#)

gosocrative.com

mdsu.se

[Student representative application form](#)

[Policies, goals and rules for student influence at MDU](#)

[Student Representatives & Councils at MDU](#)

[Studentombudsman](#)

[Student Centre](#)

[Student Health Centre](#)

[Time report file](#)

Mälardalen's Student Union

mdsu.se

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Email: info@mdsu.se

18 References

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<https://www.jamstallt.se/docs/ENSU%20bekraftartekniker.pdf>