



Instruktion for representatives of the Programme Advisory

Everything you need to know as a representative of the Programme Advisory.
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Being a representative of the Programme Advisory

Congratulations for having been chosen as a representative of the Programme Advisory!

As a representative of the Programme Advisory you represent your class and you are engaged within your Student Division, hence also the Student Union of Engineering. Your mission is to present the classes opinion about the programme's development and the finished courses at the Programme Advisory Meeting. We have done this booklet to facilitate your work so that you know what you're supposed to do.

We at the Student Union of Engineering hope that you take your task seriously by being present at every Programme Advisory Meeting and that you present your class's opinions to your Education Leader. In that way you help develop your programme for the better. You will get an invitation to the Programme Advisory Meeting by your Education Leader twice every semester.

Besides the Programme Advisory Meetings you will be invited to the Education Committee Meetings by your student divisions Education Coordinator. At these meetings the Education Coordinator goes through the current news from Luleå University of Technology (LTU), the Student Division and from the Student Union of Engineering. You also get to exchange information and experiences with all the Student Divisions representatives of the Programme Advisory.

If issues occur at courses, examinations or similar that need to be solved instantly, create an errand about the issue at utbildningsbevakning.se and afterwards contact your Education Coordinator for further guidance.

Anyone can create an errand at utbildningsbevakning.se and you as a representative of the Programme Advisory have a responsibility to inform your class that they have that opportunity.

Some abbreviations that are good to know:

UO - Utbildningsenhetens ordförande/Head of Education at the Student Union of Engineering

A student that is chosen by other students to work at the Student Union of Engineering. They are responsible for the whole educational unit (UBS, UA, Representative of the Program Council). They work with larger educational subjects that concern all of LTU.

UBS - Utbildningsbevakningssamordnare/Education Coordinator

Responsible for the educational subjects within your student division, solves educational issues reported to Utbildningsbevakning.se, responsible for the education of the representatives of the Programme Advisory, responsible for the Programme Advisory together with UL.

UA - Utbildningsansvarig/Education Responsible from your Programme Association

Works with educational subjects within your Programme Association (if you have one), participates at the Programme Advisory, helps UBS to choose new representatives of the Programme Advisory.

UL - Utbildningsledare/Education Leader

Responsible for your program, employed by the school, responsible for the Program Council together with UBS.

HUL - Huvudutbildningsledare/Head of Education Leader

Responsible for all the Education Leaders within your institute, if the Education Leader mismanaged its power then the Head of Education Leader is responsible for that issue.

What is a Programme Advisory?

The Programme Advisory is an important tool for the quality assurance of our education. It is through the Programme Advisory that you as a student have the opportunity to improve your programme for yourself and future students.

What are the rules?

- Meetings are held 4 times a year, once every course period.
- A summon is sent out at least a week before the meeting occurs.
- There must be an agenda.
- The meeting will be documented, the Education Coordinator and the Education Leader have the responsibility for this.
- At one of the meetings an external guest attends the meeting.

How is a meeting structured?

Template for the Programme Advisory meetings

Approximately like this is how the Programme Advisory meeting should happen - it is obviously different for every programme, but here is a guide of how it can work/should work.

The Education Leader is the president of the meeting and your Education Responsible from your programme Association or the Education coordinator is usually the secretary.

Participants:

Representatives of the Programme Advisory, the Education Leader and the Education coordinator or the Education responsible from your programme Association. A summon is sent out a week before the meeting by the Education Leader.

Duration:

1-2 hours

Recurrence:

4 times a year, at least 4 weeks into the new course period.

1. Opening of the meeting

A short presentation of the meetings participants. A secretary and an adjuster (preferably a Representative of the Programme Advisory) are chosen.

2. Previous meeting

This is a very important part of the agenda.

Here the Education Leader talks about which improvements have been made since the last meeting. The most important are the measures taken to improve the programme in whole.

3. Information from the Education Leader

The Education Leader appoints all the information that concerns the students and/or the programme and also what was said during the GU-meeting (Education Meetings on the institution).

This can be about new courses, gatherings, admission statistics or any other important information.

4. Programme

The most important part of the meeting is discussions about what the students think about their education. Here the meeting goes through opinions from the classes, which the representatives gathered from their class beforehand, and potential suggestions are discussed. You could send in talking points to the Education Leader before the meeting, if the suggestions are bigger changes/thoughts that need to be discussed.

5. Course

The Programme Advisory shall secure the quality of the program. This includes the content of the courses and their implementation, to a certain degree. At this point of the meeting the representatives of the Programme Advisory are supposed to report their classmates' comments on the courses that they have taken during the last course period. All representatives get some time to retell their classmates' opinions.

Try being objective and don't take too much time on the report. Try focusing on the course entirely and don't go into details. Think like: How does this course benefit my programme? Will I learn anything important and will I use this knowledge in the future? Will I learn the things that are in the course plan? The specific course details are intended to be managed by the examiner through the course evaluation for every specific course.

The Education Leader ensures that suggestions are carried on and investigated. Even smaller recurring problems could be interesting for the Education Leader to investigate. The Education Leader is responsible to inform the examiner about the suggestions agreed on during the Programme Advisory.

6. Other questions

If there is anything else that needs to be addressed during the meeting, anything that does not fit in anywhere else on the agenda, you can address it here.

7. Next meeting and concluding formalities

Information about the next meeting is given during this point and afterwards the meeting is closed.

Appendix

Every Programme Evaluation Document with comments is scanned in and attached into the protocol. UL proofreads the document so that no individual persons are mentioned.

TIPS! Suggest that you already at the first meeting can decide on the dates for each meeting during the upcoming course periods so that everybody can put it into their calendar. This makes it easier for everyone to be able to attend and it ensures that the meeting will take place.

Documentation

- The meeting document is adjusted by the Education Leader and a representative of the Programme Advisory that attended the meeting.
- Remind the Education Leader and the Education Coordinator to put the protocol at myLTU and to email it to all the representatives of the Programme Advisory and the Education Coordinator.

Your assignment

Collect opinions

New for this year (2020) is that there is a completely new template for the Programme Evaluations which all the representatives of the Programme Advisory are recommended to use. The reason behind this is that it makes it easier for you and all the concerned parts, it also ensures that all the important information is received so it can be presented during the Programme Advisory Meeting.

This template will be handed to you by your Education Coordinator.

- Speak with your classmates.
- Modify the template so that it fits your courses/program
 - **Remember to put your own name in the first part!**
 - Do you need space for another course? - Duplicate the course questions.
 - Is there a question you want to add? Bring it up with your Education coordinator who will send it onwards to the Head of Education at the Student Union of Engineering.
- Send the Programme Evaluations to your class via Facebook-groups or other social media.

Go to Programme Advisory Meetings

The representatives of the Programme Advisory are expected to go to the Programme Advisory Meetings, this is very important.

If you cannot attend, inform the Education Coordinator **immediately**.

It is also important that you have contact with both the Education Coordinator and the Education Leader throughout the year in order to perform your assignment in the best possible way.

Go to Education Committee Meetings (UU-Meetings)

The Education Coordinator convenes to a larger gathering with the student divisions representatives of the Programme Advisory 2-4 times a school year.

You, as a representative of the Programme Advisory, are recommended to attend these meetings.

During these meetings some of the following are discussed:

- Respective Programme's Programme Advisory, are they working alright?
- How are the representatives of the Programme Advisories assignment going?
- The Education Coordinator answers questions from the representatives.

- The Education Coordinator informs you about what is happening from the LTU perspective, the Student Union's perspective and the Student Divisions perspective.

During the first gathering the Student Union's Management Team may be invited so that all representatives of the Programme Advisory get an opportunity to meet us.

Worth knowing

Several Programme Advisories are wrongly managed

The Programme Advisory is there to develop the program, and nothing else. Many Programme Advisories put too much effort into the courses, the opinions about the courses shall be left in the Course Evaluations. Opinions about whether the courses are relevant for the education are however a totally different thing. These opinions help the programme to be renewed and to improve.

Then there are some Programme Advisories that have not had a meeting or that are not even active - this is simply a rule violation towards LTUs document.

- Point out the flaws directly to the Education Leader or the Education Coordinator - do not be afraid to ask us.
- Speak with the Head of Education at the Student Union of Engineering.

Utbildningsbevakning.se

Utbildningsbevakning.se is a website where you can create an issue if you have questions regarding your education. If something is wrong, you can always create an issue there and ask for help. The ones who handle the issues are the Education Coordinator from the respective student division. This is the easiest way to get help when it comes to, for example, deviations from the course plan or if a teacher is unreachable.

- Ask your classmates to create an issue if there are any concerns regarding your education or study environment.
 - Do multiple errands. One per person - Then we are able to see that there are multiple students who are dissatisfied and therefore we will prioritize that issue.
- The Education Coordinator has the responsibility to answer as quickly as possible when they see a new issue.
- If the Education Coordinator cannot answer, the head of Education at the student Union will manage the errand.

Important documents

There are a lot of important documents that you as a student need to know about. A lot of people do not know that these documents exist. Feel free to look through them when you have some spare time.

Students rights and obligations

This document is about which rights you have towards the school, but also what the school expects from you. It is good to know about your rights and to have read through this document. You can find it by clicking the link below.

Link: <https://www.ltu.se/student/Planera/Mina-rattigheter-och-skyldigheter?l=en>

Examination rules

LTU also has rules regarding the examination procedure that you as a student need to know. These rules can also be found at the LTUs webpage.

Link: <https://www.ltu.se/student/Studera/Tentamen/Viktigt-att-veta-infor-en-tentamen-1.156729?l=en>

Guidelines for investigations of discrimination, harassments and offensive special treatment

LTU has a document that informs you or someone that has been exposed for discrimination what to do.

Link: <https://www.ltu.se/student/Planera/Mina-rattigheter-och-skyldigheter/Diskriminering-trakasserier-och-krankande-sarbehandling-1.191570?l=en>

Past Programme advisory Protocols

There are a lot of older protocols of the Program Council Meetings and you can find them at myLTU.

Link: <https://www.ltu.se/student/Planera/Min-utbildning/Mitt-program/Hitta-programradsprotokoll-1.156430?l=en>