

The role of Study Programme Representatives at the University of Luxembourg

Students are a constituent part of the academic community of the University of Luxembourg. As such, they are involved in university governance and in the organisation of academic affairs at all levels.

The University is having two types of student representatives.

1. The representation of students' interests in the central governing bodies of the University is the responsibility of the **Student Delegation**. Delegates are elected by the student body of the three faculties every two years.
2. **Study Programme Representatives** (SPRs) act as the intermediates between the students enrolled in Bachelor and Master programmes of the University and the teaching, administrative, and managing staff of the programme (faculty staff, course director, study and programme administrator). They are elected at the beginning of the academic year for a mandate of one year by each cohort, or combined cohorts when applicable, of the respective study programme.

The main responsibilities of the Study Programme Representatives are the following:

1. Represent the interests and concerns of all students of their programme and cohort in a fair and even-handed manner without favouring some students over others.
2. Treat requests, complaints and suggestions of students of their programme and bring them before the appropriate persons or committees if needed. They inform students of the outcome of their efforts.
3. Interact with the Course Director of their programme at least twice per semester, and act as a point of contact for the Course Director in all matters concerning students.
4. Represent students in study programme Steering Committees.
5. Promote course evaluations and other forms of giving feedback among students and course instructors.
6. Have access to study programme related data as gathered as part of course and programme evaluations, student and employability surveys, and regular programme statistics. They communicate such data to students of their programme in appropriate form.
7. Participate or organize the participation of students of their programme in study programme evaluations and internal quality assurance and enhancement processes.
8. Promote student life, facilitate and promote student initiatives and involvement, and inform students about current events and activities on campus.
9. Regularly meet and coordinate with other representatives of their study programme.
10. Coordinate with student representatives of other study programmes and student delegates serving on the governing bodies of the University.

11. Participate in Study Programme Representatives Plenary meetings
12. Organize and guarantee the functioning of the SPR Steering Committee, and relate pertinent issues of general concern to the members of the Steering Committee
13. Promote elections for Study Programme Representatives at the beginning of the academic year.
14. At the end of their term, write a summary report of activities and make it available to the Course Director, to students of the study programme, and to the Vice-rector for Academic Affairs.
15. At the end of their term, hand over to their successors and brief them about past activities and ongoing affairs.

The representatives of a study programme are encouraged to organize at least one student assembly per academic year as a forum for discussing the concerns of students and their agenda.

Study Programme Representatives can organize thematic standing or ad hoc working groups across study programmes and faculties in order to give input on issues of general concern to the student body and the University.

They are encouraged to maintain contact with the alumni network of their programme.

The **Course Directors** are encouraged to contact the Study Programme Representatives of their programme at the beginning of their mandate after the elections, introduce newly elected representatives to programme staff, and inform them about important issues and developments concerning the study programme. They respond to appropriate concerns brought before them by the Study Programme Representatives of their programme throughout the academic year.

Study Programme Representatives can ask the Office of Student Life, the Dean's Offices of their faculties, the Office of the Vice-rector for Academic Affairs, and the UL's Quality Officers for support where appropriate. The respective office makes such support available as far as it is reasonable, in their competence and resources allow it.