

## Study Programme Representatives at the University of Luxembourg

Study Programme Representatives (SPRs) serve as intermediaries between students enrolled in Bachelor and Master programmes at the University and the teaching, administrative, and managerial personnel of the programme (i.e., teachers, course directors, and study programme administrators).

SPRs also liaise with the Student Delegation to align and convey the needs of students to the University governance.

### Appointment

Each cohort within a study programme is eligible to appoint a representative. For example, a three-year bachelor's programme can have three representatives, one for each study year. In programmes with larger student cohorts, two representatives may be appointed for each study year. Additionally, a single SPR can represent multiple cohorts within the same study programme.

The election procedure is designed to be flexible. SPRs can be appointed either by fellow students in the cohort or by the study programme's management. An appointment by fellow students in the cohort is the preferred option.

If students fail to nominate a SPR, the study programme may appoint one for the cohort. In such cases, it is recommended that the study programme consult with students prior to making the appointment.

SPRs are appointed for a one-year mandate. The mandate of an SPR commences on the day of the appointment and concludes at the end of the academic year.

Students may be reappointed to the role of SPR in subsequent years.

## Main Responsibilities

The main responsibilities of SPRs are the following:

1. Represent the interests and concerns of all students within their programme and cohort impartially, without favouring certain students over others.
2. Address requests, complaints, and suggestions from students and bring them before the relevant persons or committees as needed. They also inform students about the outcomes of these efforts.
3. Engage with the Course Director of their programme at least twice per semester and serve as a point of contact for all student-related matters.
4. Represent students in the Steering/Advisory Committee (*Comité de pilotage*) of the study programme as per Article 70 of the Study Regulations (*Règlement des études*).
5. Organise student involvement in mandatory course evaluations as well as other forms of feedback within the programme.
6. Promote and urge students to participate in the annual Student Satisfaction Survey.
7. Access study programme-related data from course and programme evaluations, student and employability surveys, and regular programme statistics. SPRs help disseminate this data appropriately to students.
8. Promote student life, facilitate student initiatives and involvement, and keep students informed about current events and activities on campus.
9. Coordinate regularly with other representatives within their study programme, and other programmes.
10. Meet regularly with the Student Delegation and student delegates serving on the University's governing bodies.
11. Encourage student voting in Student Delegation elections.
12. Write a summary report of activities at the end of their term and make it available to the Course Director, the students they represent, and the study programme management.
13. Hand over responsibilities to their successors and brief them on past activities and ongoing issues.

## Communication and engagement

SPRs are encouraged to organize at least one student assembly per academic year with the cohort(s) they represent as a forum for discussing student concerns and setting the agenda.

SPRs may organize thematic standing or ad hoc working groups across study programmes and faculties to provide input on issues of general concern to the student body and the University.

During the academic year, the Office of the Vice-Rector for Academic Affairs will organize two on-site meetings with SPRs at the beginning and end of the academic year. Additionally,

the office will engage monthly with representatives through online channels. SPRs are encouraged to participate in these meetings for the purposes of providing and receiving feedback, as well as networking.

SPRs are advised to maintain contact with the alumni network of their programme.

Course Directors are encouraged to initiate contact with SPRs at the beginning of their mandate, introduce newly elected representatives to programme staff, and keep them informed about significant issues and developments within the study programme. Course Directors are committed to thoughtfully addressing concerns presented by SPRs over the course of the academic year.

For support, SPRs may reach out to the Office of Student Life, the Committee for Reasonable Adjustments (*Commission des aménagements raisonnables*), the Dean's Office, the Quality Officer of their faculty, the Student Delegation, and the Office of the Vice-Rector for Academic Affairs. These entities are committed to providing support to the extent that is reasonable and within the scope of their expertise.