

Guidelines for the establishment of a student union

In Swedish: Riktlinjer för inrättande av studentkår

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail

1. Introduction to the guidelines

This policy document describes the procedures for establishing a student union at Stockholm University of the Arts (SKH). The guidelines are based on the regulations in Chapter 4. 9-14 §§ of the Higher Education Act and 3-5 §§ of the Student Union Ordinance.

A student organisation wishing to apply for student union status at SKH must submit an application to the University Board of SKH in accordance with the instructions given in connection with the announcement of the opportunity to apply for student union status.

2. Area of operation of a student union

According to Chapter 4 of the Higher Education Act, the area of operation of a student union may not cover more than one university or college and must coincide with at least one organisational or geographically defined part of the higher education institution. The student union must represent all students in the entire field of study at first cycle, second cycle and third-cycle degree level.

3. Status as a student union

The status of student union at SKH is granted by the University Board deciding that an association of students shall be granted such status upon application. According to Chapter 4 of the Higher Education Act, a student organisation is defined as an organisation that has members, has adopted statutes and has appointed a University Board in accordance with the statutes.

4. Announcement

The announcement is made via SKH's public website after a decision by the vice-chancellor. Information about the call is also published on the intranet.

5. How to apply

Instructions for the application procedure can be found in the Vice-Chancellor's call for applications. The application must be in writing and signed by a designated representative of the organisation.

The application must include

- a description of the organisation of the association
- statutes adopted by the members of the organisation
- an extract from the current membership register (showing the number of members)

In addition to the above, further criteria may be added to the call for proposals. The application may be accompanied by any other documents that the organisation wishes to refer to.

The statutes must state (Higher Education Act, Chapter 4, Section 13)

- the purpose and field of activity of the organisation
- which is the highest decision-making body and how it is appointed,
- how decisions of the highest decision-making body and of the University Board are taken and notified
- the procedure for joining and leaving the organisation
- how the discharge of the University Board is granted
- how the statutes are amended; and
- how the amalgamation is dissolved.

6. Decision-making

The University Board's decision will be based on an overall assessment of the association's ability to represent all students in its field of activity and to meet the other criteria in the call for applications.

The decision to grant a student organisation the status of a student union shall be valid for three years. The decision may be revoked if a student union no longer fulfils the conditions or if the student union so requests in writing. The student union shall be given the opportunity to comment before a decision on revocation is made. .

Decisions to grant an organisation the status of a student union, or that a student union should no longer have such status, may be appealed to the Higher Education Appeals Board.

7. Student representation

The main task of a student union is to monitor and participate in the development of education and the conditions for study at the university. This is mainly expressed through representation in decision-making and preparatory bodies and as a recipient of information and as a consultation partner in matters relating to education.