

## Instructions on educational monitoring

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## 1 Formalities

### 1.1 Summary

These instructions describe how LinTek is to conduct educational monitoring. The instructions are established by the Union Board.

### 1.2 Purpose

The purpose of these instructions is to describe the educational monitoring carried out at course, educational programme and university level, to promote a long-term approach in the organisation and to ensure that the activities continue to be developed in a systematic way.

### 1.3 Scope

These instructions concern the person responsible for student monitoring and representation, usually the education officer, LinTek student representatives and the members of the LinTek Education Council.

### 1.4 History

Draft completed on 2 June 2014 by Hanna Johnsen.

Revised by Sebastian Brandtberg and Albin Mannerfelt 30 October 2014.

Adopted according to decision of Union Board meeting [No. 8, 14/15]

Revisions have been made:

on 9 November 2018 by Viktor Wingqvist. Adopted at a Union Board meeting [No. 4, 18/19]

A full editorial history can be found on [GitLab](#).

## 2 Student representatives

To enable LinTek to carry out educational monitoring at university level, competent student representatives are required. LinTek will actively strive to provide student representatives with the best possible conditions for student representation. LinTek will therefore provide all student representatives with training at least once a semester and keep them updated on relevant events at the University.

LinTek will sign an agreement with the student representatives that regulates their respective roles at LinTek.

### 2.1 Election of student representatives

The appointment of the following student representative positions is at the discretion of the Union Board, where the following positions will be held

<b>Student representative post</b>	<b>Position</b>
Board of the Faculty of Science and Engineering	Union President as a full member, with one Education Officer as deputy member and one Education Officer as a full member with the Union Vice President as deputy member
The Management Group for First and Second Cycle Education	Two Education Officers
The Employment Board for the Faculty of Science and Engineering	One Education Officer
Didacticum Board	One Education Officer
Library Board	One Head of Welfare and Student Support
Programme committees	One Education Officer in each and the other places are allocated to the science and engineering student sections
Equal Opportunities Strategy Group	One Head of Welfare and Student Support
Central Working Environment Representative for Students (The place assigned to LinTek)	One Head of Welfare and Student Support
Student Health Board	One Head of Welfare and Student Support
University Board	Union President
Vice-Chancellor's Management Council (The years LinTek has the place at its disposal)	Union President
Vice-Chancellor's decision meeting (The years LinTek has the place at its disposal)	Union President
President of LUST (The years LinTek has the place at its disposal)	Union President

In addition, the following are delegated

- to the Heads of Welfare and Student Support to decide which Head of Welfare and Student Support sits on which of the student representative seats the Heads of Welfare and Student Support sit on
- to the Education Officers to decide which of the Education Officers sits on which of the student representative seats the Education Officers sit on
- to the Education Officers to decide which science and engineering sections are allocated which seats on the programme committees
- to the Education Officers to fill all other student representative positions.

All delegated decisions will be recorded in the minutes.

## 3 Study monitoring

Study monitoring means the monitoring of education at the course and programme level. This involves identifying and highlighting shortcomings in education, but also highlighting what works well. Study monitoring aims to monitor and improve the quality of individual programmes down to course level.

To enable LinTek to carry out student monitoring, a good connection to each individual student group is required. To improve this connection, LinTek will seek cooperation with the science and engineering student sections and external student organisations.

This cooperation will be formalised by an agreement governing the role of the section and LinTek.

Education officers are responsible for ensuring that clear guidelines are in place for study monitoring and that the activities are carried out in accordance with these. These guidelines put these instructions into practical form and they will be reviewed annually and revised as necessary. Any revision of the guidelines that departs from the purposes and principles set forth in these instructions must be approved by the Union Board.

### 3.1 Study monitoring guidelines

The guidelines will establish a model for the review of the science and engineering student sections' study monitoring activities. This aims to support the work of the science and engineering student sections and, in relation to the guidelines, to further develop the activities.

The study monitoring activities are divided into the following three areas:

- Education Council
- Course evaluations
- Representation

#### 3.1.1 Education Council

LinTek will also, in order to develop education monitoring, run the Education Council. The purpose of the Council is described in the instructions for the LinTek Section Council.

#### 3.1.2 Course evaluations

LinTek's course evaluation process aims to develop courses in discussion with the course management using the views of the science and engineering students as a point of departure. The course evaluation process should fairly represent the views of all the science and engineering students, which should form the basis for a dialogue with the course management on the development of the course. The dialogue is to be documented to allow for follow-up and transparency. The course evaluation process will be an opportunity for all parties involved to reflect on the quality of the course.

The following principles apply to ensure that course evaluations serve their purpose:

- All the science and engineering students will be given the opportunity to participate in the course evaluation
- The course evaluation will be carried out in discussion between the science and engineering students who have attended the course
- The course evaluation should include a meeting between science and engineering students and course management to discuss the implementation of the course and future changes
- The results of the course evaluation must be documented in writing.

## 3.1.3 Representation

LinTek's representation on committees and programme planning groups is intended to represent the interests of science and engineering students in the preparation of issues and decisions, and to contribute to developing the structure of LiTH education programmes. The representation should create confidence in LinTek's quality work and an understanding of the perspective of the science and engineering students.

The following principles apply to ensure that representation on programme committees and programme planning groups meets the above objectives:

- When appointing student representatives to programme committees and programme planning groups, efforts should be made to ensure that all affected programmes are represented.
- Prior to the committee meetings, an Education Officer will, if necessary, hold a preliminary-meeting with the other student representatives.