

## Guidelines for Departmental Student Representative (ITV)

The ITV is the highest-ranking student representative in their department. For the departments with two ITVs, both are equal and referred to as 1–2.

### ABBREVIATIONS

NTNU: The Norwegian University of Science and Technology

FMH: Faculty for Medicine and Health Sciences

SL: Student Council's Leader Group

ITV: Departmental Student Representative

KTV: Class Representative

### AUTHORITY

The ITVs are elected electronically by the students in the faculty, in accordance with NTNU's election rules and protocol. They represent all the faculty's students outside of the general meetings.

### RESPONSIBILITIES

- The ITV is to be a link between the students via the student council, faculty and student democracy
- The ITV will work to
  - Protect students' interests
  - Ensure a good information flow from the institute to the students
  - Actively seek information (from KTVs and students) when necessary
  - Maintain a close cooperation with other parts of the student democracy
  - Represent the students and be visible on campus
  - Work with and follow up on student political issues
- The ITV is to know about
  - NTNU's deviation system
  - NTNU's quality control system
  - What is happening in their institute
- The ITV is responsible for
  - Coordinating the KTVs in their department and ensuring each class has a KTV
  - Arranging KTV meetings two times per semester
  - Making themselves visible on campus and acting as a contact by referring students further when necessary
  - Promoting their position before the new election and ensuring a good transfer of experience to the new ITV
  - Arranging general meetings
  - Being in charge of two administrative tasks (office and PR), and following up on the Pedagogical Evaluation Committee, which the ITVs will distribute amongst themselves
- The ITV is to be the students' representatives at
  - Extended leader group meetings
  - SL meetings
  - Other relevant meetings

### COMPENSATION

The ITVs receive compensation from the faculty in accordance to the agreement between Studenttinget and NTNU.

### **EFFECTIVE**

These guidelines are effective as of November 16<sup>th</sup>, 2017.

### **CHANGES**

Changes in the guidelines are made by a simple majority vote at SL meetings.