

## Guidelines for Class Representative (KTV) medicine

### ABBREVIATIONS

NTNU: The Norwegian University of Science and Technology

FMH: Faculty for Medicine and Health Sciences

SL: Student Council's Leader Group

SPV: Study Program Representative

KTV: Class Representative

### AUTHORITY

The KTV is chosen by their class to represent the students. The KTV is responsible for ensuring that a new KTV is chosen as needed, and the chosen KTV signs up immediately after the election into the Student Council's systems via the registration form online:

<https://no.surveymonkey.com/r/MK6BDXX>

If the KTV ends his/her studies, the vice-KTV is responsible for arranging a new election.

### RESPONSIBILITIES

- The KTV medicine is to be a link between the students in the class and
  - SL
  - The semester leaders
- The KTV medicine is to be visible and available for the students in their class
- The KTV medicine is responsible for
  - Ensuring that the students receive high quality teaching by
    - Communicating with professors and leaders on the class' behalf
    - Passing on students' feedback
  - Leading "Class' hour"
  - Taking part in the reference group and being responsible for writing semester evaluations
  - Organizing how the work around the classes marked "clinic" in the schedule is done
  - Organizing and ensuring group division as needed
  - Contributing to a good and inclusive environment in the class, for example by creating an initiative group, etc.
- KTV medicine is to attend and promote their class' opinions at
  - Reference group meetings
  - KTV-meetings (arranged by the SPV)
  - Relevant general meetings

### 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.