

## Job Description for Class Representative (KTV) master/bachelor

### ABBREVIATIONS

MH: Faculty of Medicine and Health Sciences

SR: The Student Council MH

ITV: Department Representative.

SPV: Study Program Representative

KTV: Class Representative

### AUTHORITY

At least two equal KTVs are elected to represent the students in their batch. Where other numbers are suitable, ITV / SPV may grant dispensation for this. The KTVs are responsible for selecting a new KTV if necessary. If a KTV leaves the program, the remaining KTV is responsible for arranging a new election. The elected KTV reports their entry in position to the current ITV / SPV, this can be found on SR's website under «Tillitsvalgte i Studentrådet».

### RESPONSIBILITIES

- The KTV master/bachelor shall be the link between the students of the class and
  - SR
  - The Study Program Council
- The KTV master/bachelor shall work to be visible and accessible to the students in their class, among other things, by arranging the "class hour" regularly and as needed.
- The KTV master/bachelor is responsible for
  - Contributing to a good and inclusive environment in the class, for example by creating an initiative group, etc.
- The KTV master/bachelor shall attend and promote their class' opinions at
  - The Study Program Councils meetings
  - KTV-meetings (arranged by current ITV/SPV)
  - Relevant general meetings
- The KTV master/bachelor has duty to provide information about
  - The Suitability Assessment system
  - The Quality Assurance System
  - The Problem Reporting System
- The KTV master/bachelor is obligated to meet at the KTV meetings with current ITV/SPV. The KTV shall ensure that their class are represented at every KTV meeting. All KTV's are required to participate at least two KTV-meetings each semester in order to get their period approved with a testimonial from SR. The KTV master / bachelor must convene a meeting for the reference groups at the beginning of the semester to inform about the reference group members' tasks.
- The KTV master/bachelor shall strive to promote
  - Student participation in student democracy, such as at general meetings and elections
  - Recruitment processes

### EFFECTIVE

This job description is effective as of March 10<sup>th</sup>, 2021.

### CHANGES

Changes to the job description are adopted during a general meeting of SR MH, the highest body for students at the Faculty of Medicine and Health Sciences. SR MH can make editorial changes to instructions as needed.