STUDENT REPRESENTATIVES

This text, authored by current Student Representatives whose publication on the Course website has been authorized by the Degree Course Council, aims to briefly explain the role, the tasks, some (although not all) technicalities and basically what being a Student Representative means. The text is coherent with the current University regulations.

There are “many types of Student Representative” with different roles, as there are various University Governing Bodies with different scope, position in the hierarchy, and importance, in which Students can be elected to represent their peers. For the sake of simplicity, this document focuses on the Consiglio di Corso di Laurea Student Representatives (hereafter referred to as “Student Representatives”).

WHAT DO STUDENT REPRESENTATIVES DO?
The primary role of a Student Representative is to effectively listen, collate and communicate the views of all the students they represent, taking these views to meetings and to Staff to bring about positive changes for your academic experience.

Requests and opinions regarding curriculum and facilities are welcome but mind that Student Representatives are limited to bring the issues towards the University and that all the decisions are taken by the Faculty and Staff.

Student Representatives are here to facilitate the communication between the involved parties which would become chaotic and ineffective if students would individually escalate problems to the administration or if the Faculty needed to communicate with students without an effective point of contact with the class.

Student Representatives are not here to advocate demands by the students, and refuted requests are not to be blamed on the Student Representatives nor to be repeatedly submitted, unless they severely affect the academic life of a substantial number of students (i.e.: students be required to attend an external facility when there is no public transportation available).

WHAT STUDENT REPRESENTATIVES CANNOT DO
Scholarship application – including ER.GO --, immigration papers, housing, and any personal matters are out of the scope of what student representatives can help you with. Remember that all the afore mentioned are of your own responsibility, and be minded that ALL THE INFORMATION you need for the scholarship application are available at ER.GO’s webpage. Please, refer to official institutional webpages for immigration papers.
You can contact ER.GO and the local *Questura* (the police station that deals with immigration) directly, for your individual cases, if the general application procedures do not fit you or you have problems in arranging your documents.

**YOU ARE INVITED TO BECOME A STUDENT REPRESENTATIVE**

Student Representatives are chosen in the most democratic manner, taking into consideration practicality and following rules that are publicly available to all students.

The next Student Representatives elections will take place in spring 2023 (elections for all University Governing Bodies take place every two years).

The work of a Student Representative is demanding and requires you to dedicate several hours a week talking to people, organizing ideas, and participating in meetings.

This is a voluntary work, with no privileges over other students, and it is done out of dedication for our community and the will to improve the students’ academic experience while pursuing all the responsibilities of a student: attending classes, sitting for exams, and passing them too!

As elections take place, usually in spring, every two years, if your cohort starts in an academic year in between elections, you will not be able to elect Student Representatives from your cohort for more than a year. *For example, students from the class that has joined in 2022 will be able to candidate in 2023, 2025, 2027 elections, while students from the class joining in 2023 will only be able to run for a representative post in 2025 and 2027.*

Regardless of the cohort, Student representatives represent the whole student body, so you can reach any of your Student representatives when you need them.

For the sake of practicality, in your first year, you are invited to select Spokespersons from your cohort to take care of communication to Faculty and Staff, etc.

Spokespersons, a priori, are not able to attend official meetings and fulfill other formalities, and therefore are a distinct role from Student Representatives.

*Many Spokespersons decide to bring their efforts to another level and candidate for a Student Representative spot when they have the occasion to!*

**DUTIES AND RESPONSIBILITIES OF STUDENT REPRESENTATIVES**

- Be a voice for the students to ensure that they have a qualitative learning experience at UNIPR.
- Actively engage students within class and campus to enhance all students learning experience and enhance their skills.
- Supporting the University in maintaining discipline in the class and setting a good example for the class in both academic and non-academic areas.
- Assist in the dissemination of information within your relevant class and campus, when requested by the University.
- Awareness of all policies relating to academic and student support and point students to Respective Departments and Bodies (such as ER.GO) for any support needs.
- Make positive contributions in relevant meetings.
- Communicate new ideas and concepts with University teams in the best interest of students.
- Advocate disciplinary, appeals and complaints procedures.
- Identify any learner needs not being addressed and communicate with University.
- Contribution towards monitoring of learner support and needs.
- Act as a Student Representative for external audits and quality purposes.
- Maintain confidentiality and adhere to data protection of any shared information.
- Coordinate with office bearers of student societies.

RESPONSIBILITY OF GENERAL COMMUNICATION
It is the University’s responsibility to formally communicate to all students the names of the Student Representatives of each Course. The University will also inform the Student Representatives of the names and contact details of their fellow representatives in order to facilitate communication where requested.

Student Representatives are expected to communicate with their fellow representatives and also ensure that they communicate with their classmates that they represent.

It is a fundamental responsibility of a Student Representative to ensure that the students they represent are aware of who they are and that they are available for students to share concerns or compliments.
  1. Representatives are a vital channel of communication between the University and students – representing, communicating and giving feedback on University and student matters. They are not the Boss of the class – but act as a representative leader.
  2. Representatives should act as a bridge between the University and students. They are not authorized to make any formal or informal decisions on behalf of the University.

STUDENT REPRESENTATIVES’ FORMAL AND INFORMAL PARTICIPATION
The participation of Student Representatives in meetings allows the student voice to formally contribute to the enhancement of the student experience.

It is the University’s responsibility to inform the Student Representatives of the annual meetings and extraordinary events.

It is the Student Representatives’ responsibility to make every effort to attend these meetings and to bring the matters affecting the students they represent to the attention of the fellow representatives, academic staff members and University management.
The meetings allow Student Representatives to share current issues, practices and proposals in order to work together to best support the student population as a whole. The agenda for the meetings will be sent to Representatives along with an invitation.

Meeting minutes are distributed to the Student Representatives. However, it is the responsibility of the Student Representatives to ensure that the themes and outcomes of the meetings are accurately and promptly related back to the students.

Student Representatives also contribute to the organization of events (field trips, celebratory events etc.), with the supervision and guidance of the University. In such circumstances, it is the responsibility of the University to inform all students of upcoming events by all appropriate means.

As a formal recognition of the importance of the role, UNIPR will provide a reference letter to each Student Representative upon completing their course. The letter will include details regarding the student’s contribution as a Representative.

Student Representatives, upon graduation, could also be attributed additional points: 0,5 graduation points for each year of activity as an elected Student Representative. Please note that any student can get additional graduation points upon graduation by doing any of the applicable extracurriculars as of the “Regolamento Didattico del Corso di Studio” provisions.