

# HOW TO STUVER





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**HOW TO STUVER**

|        |  |
|--------|--|
| AAP    | Assisting academic staff                     |
| ATP    | Administrative & technical support staff     |
| AV     | General Assembly                             |
| CKO    | Committee for quality assurance of education |
| DB     | Executive Committee                          |
| DICT   | Managing board of ICT                        |
| DOWA   | Department of Educational matters            |
| DSA    | Department of Student Activities             |
| DSV    | Department of Student Services               |
| EduMa  | Educational Master                           |
| FR     | Faculty Council                              |
| FSA    | Faculty Student Administration               |
| FSR    | Faculty Student Council                      |
| GEDI   | Gender and Diversity                         |
| GIT    | Individual trajectories                      |
| GSR    | Ghent Student Council                        |
| KCO    | Quality assurance committee for educations   |
| MOT    | Model Trajectory                             |
| OAP    | Other Academic Staff                         |
| OC     | Education Committee                          |
| OER    | Education and Examination Regulations        |
| OEVAL  | Education Evaluation                         |
| RvB    | Board of Directors                           |
| SoRa   | Council of Social Matters                    |
| SP     | Credit                                       |
| Stuver | Student Representative                       |
| ZAP    | Independent Academic Staff                   |

**HOW TO STUVER**

# **INFOBROCHURE FOR OC-STUVERS**

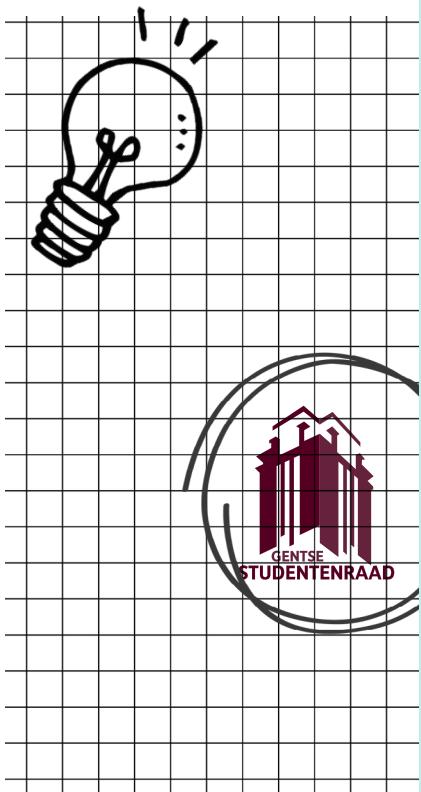
This brochure was made to guide student representatives (stuvers) who want to participate in the educational committee (OC) of their faculty.

In this brochure we will talk about the goals of a OC-Stuver, their rights and responsibilities, tips & tricks, how to tackle problems and contact details. At the start it can be difficult to orient yourself in the educational committee.

We hope that this brochure will ease your first steps along the way! Know that there are students in the faculty council (FR) and in the Faculty Student Council (FSR) who are more than happy to help you.

Don't hesitate to reach out to them if you have any further questions, because an informed student representative is worth two or even more!

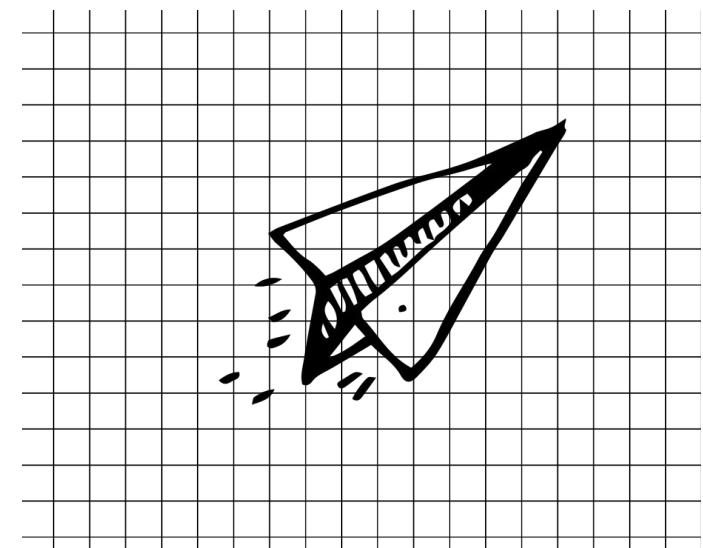
# ELECTED AS OC-STUVER WHAT NOW?



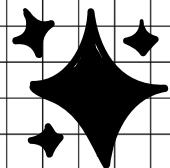
Congratulations! You reached a position in which you can add some significant contributions to the development of our beautiful university.

As an OC-stuver you will need to represent the interests of your fellow students at the educational committee.

For this you will be invited to the meetings of the OC by the chairman of the OC. In this invitation you will find the agenda of the committee where you will find the topics of the meeting as well as the documents that are needed to understand them. Read these documents thoroughly! Some topics will be more important than others and will need more preparation.



A good collaboration between you and your faculty student council and the other OC-stuvers will assure that all stuvers are on the same page. Next to this feedback is also important; Good communication between the OC-stuvers and the Faculty Student Council can help in getting a clear understanding of the opinion of your fellow students with regards to a certain topic. Because at the end as a student representative we need to take the opinion of all students and not just our own.



## RIGHTS & RESPONSIBILITIES



As an OC-stuver you have the right to be updated about the agenda of the OC by the chairman of the OC himself. This does not mean that this will happen everytime. Most of the time the chairman of the OC is also a professor and has some other responsibilities. In short they have a very busy schedule and because of that they could sometimes forget to keep you in loop about certain topics.

If you think that the chairman has forgotten you, do not hesitate to contact him about this. A good stuver is always playing on the field and not waiting at the sideline (when it comes to education). As an OC-stuver **your vote has the same value** as the vote of all the others. Be wary of this and don't be shy to speak up when you don't agree with something.

As a student representative you should represent the voice of the student community. Professors, postdoctoral researchers and phd students can be impressive at a meeting. However don't forget that you have the right to be treated as an equal to them at these meetings!

As far as responsibilities go there are no real 'responsibilities' in the true definition of the word. However now that you have uptaken this role upon yourself it is expected that you go to the OC-meetings and participate in them. Lastly you should also give feedback about these meetings to your faculty student council and colleague OC-stuvers.



When it comes to student organizations we make a distinction between the GSR (Ghent Student Council) and the FSRs (Faculty Student Council).

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The **GSR** is the central student council of Ghent University and represents the opinion of the students to the board of the university. This can go from educational matters (think of the education and examination regulations) to social matters like the student homes and restaurants. At the university level, the GSR stands in close contact with the students in the board of directors and the council of social matters.

The **board of directors** or **RvB** forms together with the executive board the highest operational level. The stuvers of the board of directors help in shaping the university. This is done by helping decide on the vision of the university but also by approving the budget of the different departments and so forth. This board is led by the rector himself!

The **council of social matters** or **SoRa** gives advice to the board of directors in topics regarding social matters. The agenda mostly exists out of student services and other social topics. This can range from meals at the restaurant to the quality of the homes. The SoRa exists out of students and staff in equal parts. This is also the only council that is also led by a student. For this council, once in every two years, 4 candidates are elected from which 2 should be female and 2 should be male.

But since you (as a student representative of the faculty) won't have that much direct communication with the SoRa or RvB we will go back to the GSR. The **GSR** is also present at the faculty level, in the way that they support the eleven FSRs and bring them together in the AV. At this meeting every FSR has one voter (normally the chairman of the FSR unless someone else has their permission). At this meeting most topics of the university are discussed. This is also the ideal place to share information about projects and tips & tricks. For this reason it is best to always go with at least two people of your FSR to these monthly meetings.

## EXECUTIVE COMMITTEE STUVERS 2020-2021



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Chairman



**Dorien Gysens**  
Coordinator



**Thalita De Cuyper**  
Board Member Participation



**Olivier De Bolster**  
Board Member External Affairs



**Ben De Slagmulder**  
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**Emma Moerman**  
Board Member Education



**Nathan Steyaert**  
Board Member Education



**Jarne Ghijssels**  
Policy officer Mental health



**Mathijs van Noort**  
Policy officer Statistics

## COUNCIL OF SOCIAL STUVERS 2020-2021



Olivier De Bolster



Aynur Kabak



Jorn Van Polfliet



Julien Marbaix



Ina Van Maele



Saïd Mabrouk



Sara Helsen



Eva Van Reeth

## BOARD OF DIRECTORS STUVERS 2020-2021

# HOW TO TACKLE PROBLEMS?

## 1. Students come to your FSR with a problem

The first step is logical: students have a problem. Of course you need to know what this problem is. Although most students will send a message directly to your FSR or a stuver they know it is important to keep your eyes and ears open. Do you hear friends whining about the study pressure or are there problems with the infrastructure? Watch and listen closely because these types of problems are ideal to discuss at a meeting with your FSR or OC.

## 2. Talk to students

Most of the problems that students have can easily be solved with a little help from their fellow students. One of your courses is not very clear to you? Maybe one of your fellow students can explain it to you. Give this advice to your co-students because it is the answer to a lot of problems. Is the problem bigger than you thought? Just take it with you to your AV.

## 3. To the teacher

Are there more than one student that has the same problem? Give them the advice to go to the professor or to send an email. Most of the time they are not conscious of the problem and are prepared to find a solution with you. This can range from content of the course to something completely different.

## 4. Role of your FSR

Sometimes it does not help to contact the teacher or students don't dare to contact them themselves. Although it is good practice to let them send an email themselves it is also possible to send an email in the name of your FSR. In the case we as a student council can take a look at the problem and try to find a solution together. It is possible that the students are not right or maybe there were similar problems in the past. For this reason it is always a good idea to consult your FSR about these types of problems.

## 5. To the OC Chairman

It didn't help to contact the teacher through your FSR? At an educational level it is possible to contact the chairman of your OC. Again, encourage the students to do this themselves and ask them to put the FSR in cc. This way the FSR will also be kept in loop about the problem.

## 6. Ombudsman

Did this also fail or is it not possible for the chairman to intervene? Advice the student(s) in this case to send an email to the ombudsman. Because of privacy reasons this can not be done in the name of your FSR.

Is there something not clear in the topics or documents of the agenda of the OC? Don't hesitate to contact the chairman of your OC.

It is among other things for this reason that it is important to have a healthy relationship with your OC chairman. They appreciate it when stuvers take their role seriously. It is therefore a good idea to organise a meeting between the OC chairman and the OC students at the beginning of the semester to get to know each other. At this moment you (as a OC stuver) can show your efforts and plans for this year.

## **TIPS**

Dare to speak, professors appreciate constructive discussions and participation.

It is of utmost importance that you read the report of your OC meeting. After all this is the document that your faculty will use to work with. It is sometimes possible that little mistakes are present in the report. An email to the secretary will set this right.

Watch out with confidentiality of some topics. Use your brains in this case. For instance as a OC-stuver you know the schedule of the exams before it is published. It is forbidden to share this information with students that are not a stuver.

Come together with your OC stuvers and interested students of your FSR before your meeting. This way you can bundle your information and decide on the best plan of action. This is especially important at the beginning of the year since it will be difficult to understand everything on your own. If however you follow these tips, you'll find that the terms used in these meetings will quickly become your own. Lastly as an OC stuver you get a special statute. This allows you to follow every OC meeting regardless of your lesson schedule.

The Ghent Student Council is always at your fingertips through  
**[info@gentsestudentenraad.be](mailto:info@gentsestudentenraad.be)**

The Ghent student is the central student representative organization. It leads the AV of the student representatives and organises meetings about different topics. For instance education, mobility or mental health.

This year the board members of education are Nathan Steyaert, Emma Moerman and Ben De Slagmulder. They have a lot of knowledge about education and are reachable through  
**[onderwijs@gentsestudentenraad.be](mailto:onderwijs@gentsestudentenraad.be)**

Well, now that we have hopefully prepared you for your task it is your time to shine!  
We wish you the best of luck and an educational experience!

