



Reporting of student representative assignments

Account registration

You need to register your account number with Swedbank so that payment can be made to your bank account. Find instructions via the Student Portal – search for "student influence".

Meeting fees

According to the policy document Rules and Regulations for Student Influence, a fee of 1000 SEK per meeting day is paid for the following bodies: Faculty Board, Head of Department Council, Local Health and Safety Committee, Academic Appointments Board, Department Council and University-wide bodies. For other student representative assignments, a local decision is made about whether compensation is paid and, if so, what amount. Contact the body secretary/coordinator for information.

Compensation is paid for meetings scheduled for at least 1 hour. Attendance at meetings is to be documented in the minutes of meetings or memorandums.

Special form for student representatives who receive monthly fees from the students' union or the co-operation body of the students' union

This form is for reporting student representative assignments. A separate procedure applies for student representatives who receive monthly fees from the students' union or the co-operation body of the students' union.

Find forms, policy documents and more information on the Student Portal

On the page about student influence on the Student Portal, you will find forms, policy documents and other information. Go to studentportal.gu.se and search for "student influence".

To be filled in by student representative

Personal identity number	First name and surname
Address	
Postal code	City
Phone	Email
Date of reporting	

Information about assignment

Name of body/group	
Dates for meetings	
Meeting fee	Total number of meetings

To be filled in by secretary/coordinator

Responsibility	Organisation
Total amount	Additional information

Signatures

Signature Head of Department/equivalent	Date
Signature secretary/coordinator	Date