

# **Overview of roles and activities of the Student Assessor**

**University of Twente**

Version 4: 05-03-2020

## 1. Definitions

BBR	Bestuurs- en beheersreglement of the University.
BOB	Office for Educational Support (EEMCS)
CEO	Convention Educational Officers. Monthly meeting with all Educational Officers of the study associations of the University.
College van Assessoren	Biweekly meeting with all Student Assessors of the University.
College van Beta Assessoren	Quarterly meeting with Student Assessors from multiple beta faculties from various Dutch universities
EER	Education and Examination Regulations
Faculty Board	Board of the faculty as defined in the BBR.
Faculty Council	Participant Body of the Faculty defined in the Faculty regulations of the different faculties.
ITK	Institutional Review Quality Assurance
NSS	National Student Survey
OS	Organizan of Study Associations
Quality Agreements	Quality Agreements based on the Higher Education Study Advance Act
WSV	Wet studievoorschot
VoJo/NaJo	Half-yearly meeting between the Faculty Boards and the Executive Board of the University.

## 2. Job Description

The Student Assessor has an advisory role in the Faculty Board, can attend board meetings and is an important channel for enhancing its interaction with the student population. The Student Assessor is appreciated as a full board member. Within the Faculty Board, the Student Assessor represents a student perspective, but not a specific group of students. According to the *Bestuurs- en beheersreglement (BBR)* of the University of Twente, the Executive Board appoints the Assessor, after nomination by the Faculty Board. The Student Assessor is not elected by students like student members of the Faculty Council are elected.

The function of a Student Assessor contains proactive and reactive components. The proactive components include attending all meetings of the Faculty Board, suggesting agenda topics for the board meetings, actively advising on student related topics and keeping in touch with various study bodies. The reactive component includes the representative role of the Student Assessor, where they provide the student perspective. Depending on personal interest and skills, the Student Assessor can take on specific tasks in consultation with the Faculty Board, if this does not conflict with the BBR. Due to its advisory role, the Student Assessor has no formal responsibilities, aside from properly handling the confidential information discussed within the board. The assessor has the right to receive all required information discussed within the Faculty Board.

The position of the Student Assessor is a part-time position with an average workload of 8 hours per week. This part-time position facilitates the student to participate in their study program and be an active part of the student population throughout the year.

## 3. Execution of the function

### 3.1 Role and possible tasks

*These core tasks are identical for each Student Assessor.*

- Give advice to the Faculty Board.
  - Providing the student perspective in decision-making process within the faculty.
  - Bring visibility of the faculty and the Faculty Board to students and employees.
- Connecting role between various university bodies and student bodies.
  - Link between various services (e.g. M&C) and students.
  - Contact with Study Associations
  - Contact with Participatory Bodies
- Contribute to student-related developments on a faculty level from a management perspective (e.g. being a point of contact for study associations)

#### 3.2.1 Main activities

*Certain activities are applicable for all Student Assessors i.e. all Student Assessors participate in these activities. With every activity, an indication is given of the duration and frequency. These activities are:*

- Attend and prepare Faculty Board and Management Team meetings  
(~ 3 hours per meeting, varies per faculty)
- Attend VoJo and NaJo  
(~ 2 hours per meeting, twice a year)
- Attend College van Assessoren  
(~ 2 hours per meeting, once every two weeks)
- Attend faculty council meetings  
(~ 2 hours per meeting, once every six weeks)
- Take on projects that are relevant for the students on a faculty level such as the NSS promotion, Quality Agreements (WSV), Faculty Council elections and EER  
(~ 1 hour per week, varies per faculty)
- Attend CEO (Convention Educational Officers) meeting from OS  
(~ 2 hours per meeting, monthly)
- Stay in contact with the study associations within your faculty  
(~ 1 hour per meeting, varies per faculty)
- Attend College van Beta Assessoren  
(~ 4 hours per meeting, twice a year)
- Attend evaluation between Executive Board and College van Assessoren  
(~ 2 hours per meeting, once a year)

#### 3.2.2 Additional activities

Some activities do not necessarily belong to the regular activities of the Student Assessor. The Student Assessor is involved in these activities to a greater or lesser extent, depending on what is taking place in the faculty and what the Student Assessor can contribute. This implies staying in contact with various people within the University. For example, staff members of educational programmes, support services and employees of specific departments. The accessibility of the Student Assessor enables the Student Assessor to assist on various topics like UT strategy days, internationalisation, ITK support and BOB-activities.