Principles and Guidance for Student Representation

OVERARCHING PRINCIPLES OF STUDENT REPRESENTATION

1. Every Faculty has elected student representatives. There is one student representative per cohort, per Faculty.
2. Students have the opportunity to elect their representatives every year and the election process is facilitated by Faculties.
3. Faculties should be fully engaged in student representation with clear leadership, formal processes and engagement with the student representatives.
4. Student representatives should be fully engaged and active in their roles and be clear of what is expected of them as representatives (including maintaining a dialogue with all their subject peers; being representative of their cohort; being empowered to be partners in decisions about the student experience; ensuring they are fully prepared for meetings, etc.). A role description for student representatives is provided in Appendix 1.
5. Student representatives must remember that they are representing the students studying their subject either as a major or a minor subject. They are also responsible for making sure that all the students studying their subject know who they are and how to contact them.
6. The College should take into account, when using the student representatives for specific projects, the potential workload for the student representatives.
7. Communication channels are in place within each Faculty to ensure speedy resolution of student issues brought up through the student representation procedures. This may be through informal discussions with relevant academic staff members, at Faculty meetings or through bringing up issues at Student:Staff Liaison Committee (SSLC) meetings, etc. These approaches include the noting and actioning of points of concern and feedback to representatives on steps taken. Student representatives should know the appropriate method to escalate issues if these are not resolved to their satisfaction including recourse to Head of Faculty, Head of Quality Assurance and the Student Complaints Procedure.
8. Student representatives should have the opportunity to feed into developments affecting their student experience at programme, subject and institutional level.

9. Student representatives should also provide feedback where the experience has been good, enabling this to be disseminated to the other Faculties for possible inclusion in their practices.
10. Student representatives are valued volunteers and are recognised for their contribution, both within and outside of their School.

COMMITTEES/FREQUENCY OF MEETINGS

11. The Student:Staff Liaison Committee (SSLC) is the opportunity to meet with the Master of the College to identify areas of their cohorts experience that could be developed and areas or experiences that have been particularly interesting and valuable.
12. The SSLC will be held termly and for each cohort of students, i.e. SSLC will be held per year group at a time.
13. The Student Representatives will attend the Faculty Meetings to raise and discuss matters affecting students of that Faculty.
14. Normally, Faculty meetings will be held twice a term.
15. A representative from the Student Union is a member of Academic Board and will represent the student body at these meetings.

REPORTING

16. All SSLCs have standing agenda items, which includes new matters arising from each student representative. The agenda will also include a report on any ongoing actions.
17. It is the responsibility of student representatives to make sure that they circulate the outcomes of the SSLC and Faculty meetings back to their cohort, to keep them informed of the developments being made by the College.

STUDENT REPRESENTATION STAFF COORDINATORS

18. The Head of Quality Assurance is responsible for the coordination of the student representative and supporting them in their role.
19. The Head of the Faculty is also a point of contact for each student representation for support.
20. The training of student representatives is provided by the Head of Quality Assurance