



# **Student Representation Policy**

**Owned by: Head of Student Services**

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**Approved by: Senate On: 27<sup>th</sup> September 2016**

**Version: 1.2 Updated to Reflect Organisational changes August 2017**

**Version: 1.3 Minor revisions August 2018**

**Version 1.4 Typographical amendments June 2019**

## **Student Representation Policy**

### **1. Aims & objectives**

The aim of this policy is to promote the ethos of the University's Mission Statement in providing 'Excellence' and maximising the students' potentials, and to provide an environment where students feel encouraged to contribute to the development and enhancement of their learning experience.

### **2. Guiding Principles**

An essential aspect of the student's learning and teaching experience at university is the existence of input and feedback processes through which students can evaluate and impact their learning experience.

One of the key ways in which students can have an impact on their learning and teaching experience is through participation as student representatives in the University's committee structure.

This policy aims to structure minimum requirements for student representation, which each Faculty / Institute can develop to their own specific needs.

### **3. Policy statement**

Believing that 'students play a key role in the University's processes for enhancing the quality of both its educational provision and the broader student experience' (Academic Regulations), the University is committed to:

- Promoting student representation systems throughout the University;
- Ensuring that democratic processes are applied in the election of student representatives;
- Providing clear information on the role of student representatives and supporting student representatives in their role;
- Providing appropriate forums in which student representatives can feedback the views of fellow students regarding academic and non-academic issues;
- Taking action on issues raised by student representatives;
- Providing feedback to student representatives on any actions taken;
- Providing appropriate forums in which student representatives can contribute to the development of all aspects of academic programmes;
- Providing the Student Union and Student Council with a designated area within the University so as to enable them to meet on a regular basis.

### **4. Implementation of this policy**

All students and staff at Regent's are expected to be responsible for implementing this policy. This policy will be available to all staff and students.

## **5. Procedure and Process**

- 5.1. All Faculties / Institutes within the University will invite each cohort of students to elect student representatives to serve particular functions. Students will be invited to serve as student representatives with a primary focus being to provide feedback to the University on the student experience. Students who will sit on programme committee meetings are to be elected from within their programmes of study, and student representatives that sit on Faculty / Institute and Senate level committees are to be appointed following procedures laid out in the Students' Union constitution. The length of the appointment will vary subject to the particular role and will be laid out within documentation relating to that particular role, for example, within a Committee's Terms of Reference.
- 5.2. Cohorts from which students are elected will be decided upon by the faculty Dean or appointed representative in conjunction with the Head of Student Services or their delegated nominee and information related to the number of representatives to be elected, and related documentation will be provided to programme specific staff by the end of week 2 of programmes.
- 5.3. Updated practical guidance for carrying out the election procedure will be provided to programme staff by the end of week 0. Additionally, Student Union representatives will provide election information at the Freshers' Fair.
- 5.4. Heads of Programmes or nominees will promote and invite students to submit nominations to stand for election. Students should submit their interest by week 2. There must be at least one student nominated per programme.
- 5.5. If there is an excessive number of nominees, elections will be held. Elections, if needed, will be completed by the end of week 3. The list of elected students' representatives will be made official using different University communication channels.
- 5.6. Each programme will elect a minimum number of student representatives proportionate to their programme. A guideline ratio of 1 student representative for every 30 students is recommended. To avoid underrepresentation in small programmes, programmes with under 30 students will have 1 representative. The Head of Student Services and Programme Head will agree final student numbers based on the above ratios.
- 5.7. The term of office for a student representative that sits on a programme committee is one academic year after which a student will require to seek re-election in the following academic year.
- 5.8. Once students are elected, training will be provided by Student Services. Each programme administrator will contact the student representatives to confirm attendance to the Programme Committee Meetings.
- 5.9. Once trained, student representatives will be accessible to students to receive comments and views from students in their representational area.
- 5.10. Once student representatives are elected they are eligible to work within existing Student Councils from their representational area and in conjunction with the Student Union. They will meet on a regular basis throughout the academic year to discuss issues and concerns raised

by students. Six meetings per semester are recommended.

- 5.11. Student representatives who are positioned to sit on Senate level committees will be appointed in line with procedures outlined in the Student Union Constitution.
- 5.12. It is recognised that there may be items of reserved business from which student representatives will be asked to withdraw from the meeting, as per the standing orders.

## **6. Responsibilities of Student Representatives**

- 6.1. For any class absences incurred by student representatives attending a University committee meeting, an authorised notification will be provided by the Student Engagement Manager.
- 6.2. As part of their responsibilities, student representatives must submit a post-meeting feedback form to document their involvement in the meeting using the representation administration system. This document will be received by the Head of Student Services or their delegated nominee and shared with the representative's respective School Council.
- 6.3. Students are required to share their feedback, actions and outcomes from committee participation with their programme colleagues via their respective school council meetings, noticeboards or electronic methods of communication.
- 6.4. Meeting feedback forms must be submitted within one week from the committee attended in order for the class absence to be eligible for authorisation.

## **7. Measurement of policy's Success**

The operation of the policy is monitored on a termly basis by the Head of Student Services or their nominee using student feedback documentation and student surveys with support from Student Union School Councils.

## **8. Monitoring of the policy**

Monitoring of this policy is conducted throughout the year as part of the University's normal business processes.

## **9. Review of this policy**

The policy is reviewed on an annual basis at Senate and at Senate-committee level to ensure it remains effective and fit for purpose.