STUDENT REPRESENTATION POLICY 2019-2022

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**Summary/Description:**

This document defines the precepts that programmes, Faculties and other relevant academic groupings within the University shall aspire to meet in order to allow students to be represented in as transparent and open a manner as possible.
STUDENT REPRESENTATION POLICY

Introduction to Policy

This policy sets out the minimum requirements that programmes, Faculties and other relevant academic groupings within the University shall meet to allow the relevant Committee/Working/Task and Finish or Advisory group, along with their discussions and decisions, to engage with students in as transparent, meaningful and open a manner as possible and to represent the student voice.

1.0 Student Representation – General Expectations and Requirements

1.1 University level committees, as below, are required to include student representatives drawn from Winchester Student Union:

- Board of Governors
- Foundation Committee (sub-committee of Board of Governors)
- Standing Committee (sub-committee of Board of Governors)
- Estates Committee
- Academic Regulations, Policies and Procedures Committee
- RKE Grants Committee
- RKE Ethics Committee
- Student Academic Council
- Senate Research & Knowledge Exchange Committee
- Senate Academic Development Committee (SADC)
- Programme Amendment Committee (sub-committee of SADC)
- Student Experience Committee
- Equality & Diversity Committee
- Joint Health & Safety Committee
- Planning & Resources Committee
- Honorary Awards Committee
- Senate
- Faculty Academic Development Committees (FADC)
- Student Engagement Advisory Group
- Responsible Futures Steering Committee
- Employability and Further Study Strategy Group
- Distance and Blended Learning Committee (DaBL)

1.2 The remaining Committees are required to seek student representation, via democratic election as a default or nomination from the relevant student constituencies as defined in their Committee Constitutions (including students from different levels of study, part-time students, mature students and students with additional support requirements):

- Research Degrees Quality Committee (RDQC)
- Student-Staff Liaison Committees (SSLC)
- Faculty Academic Development Committees (FADC)

FADC student representatives are elected by Winchester Student Union through a cross-campus ballot and RDQC representatives are nominated from the constituent body. If positions cannot be filled through democratic election, members may be nominated on occasions where there is only one student interested or no students come forward.

1.3 Student representatives shall also be invited to participate in Working Groups/Advisory/Task & Finish Groups or other informal groups set up by Committees to conduct discrete items of business (for instance, in preparation for programme revalidation events or consultation for setting up and validating new programmes).

1.4 The Committees listed above (1a) plus RDQC are timetabled annually and details are posted on the University Calendar.

1.5 Meetings for FADC and SSLCs are normally timetabled by the membership, and members shall
ensure that meetings are timetabled at a time that enables a majority of StARs to be present. Dates and times should be agreed no later than the first meeting of the year and then posted on the University Calendar or published online, on whatever platform and in the same location that papers for that committee are normally posted for members to access.

1.6 In all committee meetings with student representation, student members are full and equal members of the committee, with voting rights identical to other members in decision making committees.

1.7 However, where there are areas of committee business which require confidentiality away from student representatives (for example, where individual student progression issues are to be discussed), Chairs of those committees shall identify these, placing them either in a separate meeting or on a restricted agenda. It is expected that this exception shall be used sparingly. SSLCs do not discuss individual students’ progression.

1.8 Committee Chairs and Secretaries, including Student Chairs for SSLCs, shall actively encourage student representatives to put forward items for meeting agendas and have access to contribute.

1.9 In all SSLCs and RDQC meetings, general student issues including ‘Reports from Student Representatives’ shall be a standing item placed early on in the agenda.

1.10 Student representatives shall make every effort to represent the opinions of their peers, even if these do not coincide with their own views, and shall work with Winchester Student Union and Committee Chairs to ensure that they have proper means of gathering those views.

1.11 Student representatives on Student Academic Council, RDQC or other bodies representing specific constituencies/cohorts of students are expected to feed back to the students they represent via whatever platform(s) is (are) most appropriate. The Student Union will offer training to students to support them in their representative responsibilities.

1.12 Committees themselves shall also provide feedback to students at large about matters of concern to them following discussion at meetings both via student representatives and whatever platform(s) is (are) most appropriate.

1.13 All student representatives shall be able to log their participation on their Higher Education Achievement Report (HEAR). The staff members in the Student Union responsible for verification will confirm this participation.

2.0 Changes to membership

2.1 Student representatives may serve more than one term of office.

2.2 If student representatives are elected for one year only they should, wherever possible, continue to act as representatives the following year until nominations/elections for the following year have been completed in order to ensure continuity and maintain an appropriate level of student representation, such as on Faculty or University level committees.

2.3 StARs do not require annual re-election.

2.4 Students wishing to terminate their committee membership shall give as much notice as possible to the Chair of the committee.

2.5 Committee Chairs shall ensure that vacancies for student representatives are adequately advertised to all students and that, when more than one candidate is nominated for a vacancy, elections are held.

3.0 Conduct of committee members

All representatives – staff and students - shall be guided by University practice in relation to Committees, namely:
3.1 All representatives shall act in a manner suitable for an academic committee and avoid making derogatory comments which relate to named individuals (staff or student), whether or not those individuals are members of the committee.

3.2 All representatives shall abide by majority decisions made by committees.

3.3 All representatives on any committee shall make every effort to attend meetings or send a substitute in their place if they are unable to attend. Where they are sending a substitute, they shall inform the Chair in advance.

3.4 All representatives shall inform the Chair if they are unable to attend a meeting or if they are to arrive late.

4.0 Specific details of Student-Staff Liaison Committees:

For the Student-Staff Liaison Committee Constitution, see Appendix 1.

4.1 Student-Staff Liaison Committees (SSLCs) are student-led programme level committees whose primary function is to represent the student voice.

4.2 The SSLC membership shall comprise:

- Elected Student Academic Representatives (STARS) of the programme(s) for which the committee is responsible. At least 2 STARS per level per programme is required, with a minimum of 1 additional STAR per 50 students for programmes larger than 100 students.
- Programme Leader (or Student Experience Lead)
- Programme Administrator (Secretary)

4.3 The SSLC is responsible for:

- Matters raised by STARS in relation to the review, extension or development of effective practices on their programme of study and/or to their university experience;
- The consideration of programme amendments;
- The consideration of matters raised by quality assurance processes (External Examiner reports, NSS, Second Year Survey, module evaluations, APEs and APE actions), and the monitoring of actions taken in response to those issues;
- Matters of general student engagement with the course raised by the Programme Leader (or Student Experience Lead);
- Reporting through its minutes to the Student Union, Faculty Academic Development Committee, Programme Team Meetings and Department Meetings;
- Reporting to student cohorts the issues raised and actions taken.

4.4 The SSLC shall be convened on a minimum of three times per academic year (and at least once per semester), including one early meeting to establish the committee’s constitution, roles and responsibilities. Dates and times of SSLCs for the academic year should be agreed no later than the first meeting of the year.

4.5 At least 1 STAR per level per programme/subject and the Programme Leader (or Student Experience Lead) should be present for the meeting to be quorate. STARS who are unable to attend an SSLC meeting should give as much advance notice as possible and send a written report in their absence.

4.6 It is expected that STARS will be elected and the names be communicated to Winchester Student Union by the end of Week 3, Semester 1 (and Week 3, Semester 2, where there is a January intake). Winchester Student Union can conduct SSLC elections on behalf of the Committee if desired.

4.7 It is then expected that the Student Union shall inform STARS of the training sessions which will be run by the Student Union in the weeks following their election. The Student Union will also supply resources to students unable to attend training for reasons such as being Distance Learners.
4.8 Programme Leaders are expected to make student cohorts aware of the identity of their StARs via their Programme Canvas page.

4.9 The Student Chair of the SSLC will be responsible for chairing meetings. The Student Chair can be elected during the first SSLC of the academic year, or alternatively, during the final meeting of the year (to allow the first meeting of the following academic year to be more productive). Once elected, the name of the Student Chair shall be communicated to Winchester Student Union. Student Chairs are elected to the position for the duration of one academic year (subject to recall and replacement by a majority vote of the committee if found not to be fulfilling the duties of the Chair). On undergraduate programmes the Chair would normally be a third year StAR. The role description for the Student Chair will be specifically recognised in the HEAR. Student Chairs are required to have undergone training in that role, provided by the Student Union. This training will include GDPR considerations and modes of response to matters raised.

4.10 The student representative members of the committee shall also elect a student representative as Deputy Student Chair, who will chair meetings of the SSLC in the absence of the Chair. On occasion of the absence of both Chair and Deputy Chair, the meeting can be chaired by a StAR temporarily elected by the student representative members of the committee to chair that meeting only.

4.11 The primary function of the staff presence is to capture and respond to matters raised by students, to review, develop and enhance provision and to extend effective practice, and to bring proposals and matters for consideration where required by quality processes. Matters raised related to the organisational management of programmes should be addressed at Programme Team Meetings or Department Meetings.

4.12 Where a Student Chair and/or Programme Leader needs to change a meeting date and/or time of an SSLC, they shall take into account the availability of StARs when considering alternatives. Once agreed, any changes shall be emailed to all members at the earliest opportunity and published online, as detailed above.

4.13 The agenda is to be made in consultation with the Student Chair, Programme Leader and Programme Administrator (Secretary).

4.14 Minutes shall be taken of the proceedings of all SSLCs by the Programme Administrator (Secretary) and approved by the SSLC at its next meeting, but shall be confirmed by the Student Chair and Programme Leader (or Student Experience Lead) in the interim.

4.15 Confirmed minutes shall be sent to the Student Union (SU_Education@winchester.ac.uk) and FADC, and made freely available to the wider student cohort via Canvas. Confirmed minutes shall also be received and discussed by staff at Programme Team Meetings and Department Meetings, whose responses are then reported back to the SSLC.

4.16 Programme Leaders and StARs shall feed back to the wider student cohort following the SSLCs, including via Canvas, email or in class as appropriate. The Chair will be responsible for ensuring that all necessary information and feedback is disseminated to StARs. Any matters which are taken away from the meeting for clarification from colleagues (e.g. other members of the programme team) do not need to wait until the next SSLC to report back to StARs or the wider cohort.

4.17 The SSLC will function on behalf of one or more programmes within a cognate subject area. This establishment of the structure of SSLCs is the responsibility of the relevant Head of Department.

4.18 Winchester Student Union officers may attend SSLCs as observers. The Chair may also invite representatives of academic staff, professional services or the Student Union to attend specific meetings in response to specific matters raised in advance.

4.19 In exceptional circumstances, to assist with the feedback process and answer departmental student queries relating to matters outside the Programme Leaders remit, the Head of Department may attend an SSLC following approval by the Dean of Faculty.
4.20 In exceptional circumstances where the StARs note that their SSLC is no longer accessible due to etiquette of other committees members (staff or students), the Student Union Vice President, Education may attend to assist with the feedback process.

For questions on Student Representation, please contact SU_Education@winchester.ac.uk

APPENDIX 1: STUDENT-STAFF LIAISON COMMITTEE CONSTITUTION

1. Title

The Committee shall be called the Student-Staff Liaison Committee for [Subject Area].

2. Membership

The Student-Staff Liaison Committee (SSLC) membership shall comprise:

- Elected Student Academic Representatives (StARs) of the programme(s) for which the committee is responsible. At least 2 StARs per level per programme is required, with a minimum of 1 additional StAR per 50 students for programmes larger than 100 students.
- Programme Leader (or Student Experience Lead)
- Programme Administrator (Secretary)

Meetings of the committee will be chaired by a Student Chair who will be elected by the StARs of the committee to the position of chair for the duration of one academic year (subject to recall and replacement by a majority vote of the committee if found not to be fulfilling the duties of the Chair). The student representative members of the committee shall also elect a Deputy Student Chair, who will chair meetings of the committee in the absence of the Chair. On occasion of the absence of both Chair and Deputy Chair, the meeting can be chaired by a STAR temporarily elected by the student representative members of the committee to chair that meeting only.

- The Chair is supported by the Programme Administrator in relation to the organisation of the meeting (including invitation to members, scheduling, room booking and the creation and dissemination of the agenda).
- The roles of StARs and Student Chairs will be recognised on their Higher Education Achievement Report (HEAR). StARs are required to have undergone training, provided by the Student Union, with additional training for Student Chairs. This training will include GDPR considerations and modes of response to matters raised.

3. Attendance

At least 1 StAR per level per programme/subject and the Programme Leader (or Student Experience Lead) should be present for the meeting to be quorate. StARs who are unable to attend an SSLC meeting should give as much advance notice as possible and send a written report in their absence.

4. Terms of reference

Student-Staff Liaison Committees (SSLCs) are student-led programme level committees whose primary function is to represent the student voice. The primary function of the staff presence is to capture and respond to matters raised by students, to review, develop and enhance provision and to share extend effective practice, and to bring proposals and matters for consideration where required by quality processes. Matters raised related to the organisational management of programmes should be addressed at separate Programme Team Meetings or Departmental Meetings. The SSLC will function on behalf of one or more programmes within a cognate subject area. This establishment of the structure of SSLCs is the responsibility of the relevant Head of Department.

The SSLC is responsible for:

- Matters raised by StARs in relation to the review, extension or development of effective practices...
on their programme of study and/or to their university experience;

● The consideration of programme amendments;
● The consideration of matters raised by quality assurance processes (External Examiner reports, NSS, Second Year Survey, module evaluations, APEs and APE actions), and the monitoring of actions taken in response to those issues;
● Matters of general student engagement with the course raised by the Programme Leader (or Student Experience Lead);
● Reporting through its minutes to the Student Union, Faculty Academic Development Committee, Programme Team Meetings and Department Meetings;
● Reporting to student cohorts the issues raised and actions taken.

5. Meetings

The SSLC shall be convened on a minimum of three times per academic year (and at least once per semester), including one early meeting to establish the committee’s constitution, roles and responsibilities. Dates and times of SSLCs for the academic year should be agreed no later than the first meeting of the year.

Student Union officers may attend SSLC meetings as observers. The Chair may also invite representatives of academic staff, professional services or the Student Union to attend specific meetings in response to specific matters raised in advance.

In exceptional circumstances, to assist with the feedback process and answer departmental student queries relating to matters outside the Programme Leaders remit, the Head of Department may attend an SSLC following approval by the Dean of Faculty. Also in exceptional circumstances where the STARS note that their SSLC is no longer accessible due to etiquette of other committees members (staff or students), the Student Union Vice President, Education may attend to assist with the feedback process.

6. Agenda

The agenda shall comprise the following standing items:

1. Apologies
2. Approval of the minutes of the previous meeting
3. Matters arising, including report of actions taken in response to matters raised
4. Reports from Student Representatives: discussion of matters, suggestions and commendations of effective practice raised by STARS in relation to their university experience
5. Discussion of matters raised by quality assurance processes (External Examiner reports, NSS, Second Year Survey, module evaluations, APEs and APE actions)
6. Consideration of programme amendments
7. Updates from Programme Leader (or Student Experience Lead) (including any matters relating to general student engagement with the course)
8. Date of next meeting

In addition, the first or last meeting of the academic year will include the election of the Chair and Deputy Chair. In the absence of the Chair or Deputy Chair, a meeting should open with the election of a Temporary Chair. The processes of these elections should be raised and chaired by the Programme Leader (or Student Experience Lead).

Student Chairs shall actively encourage student representatives to put forward items for meeting agendas and have access to contribute.

7. Minutes

Minutes shall be taken of the proceedings of all SSLCs by the Programme Administrator (Secretary) and approved by the SSLC at its next meeting, but shall be confirmed by the Student Chair and Programme Leader (or Student Experience Lead) in the interim. Confirmed minutes shall be sent to the Student Union (SU_Education@winchester.ac.uk) and FADC, and made freely available to the wider student cohort via Canvas. Confirmed minutes shall also be received and discussed by staff at Programme Team Meetings and Department Meetings, whose responses are then reported back to the SSLC.
Programme Leaders and StARs shall feed back to the wider student cohort following the SSLCs, including via Canvas, email or in class as appropriate. The Chair will be responsible for ensuring that all necessary information and feedback is disseminated to StARs. Any matters which are taken away from the meeting for clarification from colleagues (e.g. other members of the programme team) do not need to wait until the next SSLC to report back to StARs or the wider cohort.

8. Amendments to the Constitution

The constitution may be amended at a duly constituted meeting of Senate Academic Development Committee.