

STUDENT REPRESENTATION POLICY 2017-18



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| Document Title | Student Representation Policy |
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| Responsible person and Department: | Director of Academic Quality & Development |
| Approving Body: | Senate |
| Date of Approval: | 16 March 2016 |
| Date Effective From: | 1 September 2016 |
| Review Date: | March 2019 (triennially) |
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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 or Advisory group, along with their discussions and decisions, to engage with students in as transparent and open a manner as possible. Committees are one important means through which the University engages with students, but they need to be understood alongside other mechanisms for Student Engagement such as feedback from students, surveys, participation in WRAP and the Student Fellow scheme.

Student Representation – Expectations and Requirements

1. University level committees, as below, are required to include students' representatives drawn from the Winchester Student Union:
 - a) Board of Governors
 - b) Foundation Committee (sub-committee of Board of Governors)
 - c) Honorary Awards Committee
 - d) Senate
 - e) Planning & Resources Committee
 - f) Joint Health & Safety Committee
 - g) Equality & Diversity Committee
 - h) Student Experience Committee
 - i) Senate Academic Development Committee
 - j) Senate Research & Knowledge Exchange Committee
 - k) Student Academic Council
 - l) RKE Ethics Committee
 - m) Academic Regulations, Policies and Procedures Committee

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):
 - a) Research Degrees Quality Committee
 - b) Faculty Academic Development Committees
 - c) Programme Committees

If positions cannot be filled through democratic election members may be nominated. It is normal for FADC reps to be nominated from the elected PCM representative body and for RDQC reps to be nominated from the constituent body.

It is expected that Student Academic Representatives 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). It is then expected that the Student Union shall inform Student Academic Representatives of the training sessions run by the Student Union upon receipt of the names of the representatives.

3. Student representatives shall be invited to participate in Working Groups/Advisory Groups or other informal groups set up by committees to conduct discrete items of business where appropriate (for instance, in preparation for programme revalidation events or consultation for setting up and validating new programmes).
4. The Committees listed in paragraph 1 above plus Research Degrees Quality Committee are timetabled annually and details are posted on the University Calendar.
5. Meetings for Faculty Academic Development Committees and Programme Committees are normally timetabled by the membership and members shall ensure that meetings are timetabled at a time that enables a majority of student representatives 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.
6. Where a Chair needs to change a meeting date and/or time, they shall take into account the availability of student representatives when considering alternatives. Once agreed, any changes shall be emailed to all members at the earliest opportunity and published online, as detailed above.
7. Student constituencies shall be made aware of the identity of their representatives on relevant committees.
8. In all committee meetings with student representation, student members are full and equal members of the committee, with voting rights identical to other members.
9. 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 shall identify these, placing them either in a separate meeting or in a restricted agenda. It is expected that this exception shall be used sparingly.
10. Committee Chairs and Secretaries shall actively encourage student representatives to put forward items for the agenda of meetings.
11. In all Programme Committee and RDQC meetings, general student issues including 'Reports from Student Representatives' shall be a standing item placed early on in the agenda.
12. 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 the Winchester Student Union and committee Chairs to ensure that they have proper means of gathering those views.
13. Student Representatives on Programme Committees, RQDC 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.
14. 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.
15. All student representatives shall be able to log their participation on their Higher Education Achievement Report (HEAR). The staff members responsible for verification will confirm this participation.

Changes to membership

16. Student representatives may serve more than one term of office.
17. Students wishing to terminate their committee membership shall give as much notice as possible to the Chair of the committee.

18. Student representatives elected in one year shall, 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.
19. Committee Chairs shall ensure that vacancies for student representatives are adequately advertised to students and that, when more than one candidate is nominated for a vacancy, elections are held. The Chair may request the Winchester Student Union to conduct elections, on behalf of the Committee.

Conduct of committee members

All representatives – staff and students - shall be guided by University practice in relation to Committees, namely:

20. 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.
21. All representatives shall abide by majority decisions made by committees.
22. 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.
23. All representatives shall inform the Chair if they are unable to attend a meeting or if they are to arrive late.