

Student Representation



MASTER THE GLOBAL
SPORTS INDUSTRY



UCFB/GIS Student Representation

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Student Representation

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Student Representation

1. Purpose

- 1.1 This policy outlines how student representation at UCFB/GIS is utilised as an important and effective part of the various Student Voice mechanisms that are essential in enhancing the quality and standard of UCFB/GIS academic provision.

2. Scope

- 2.1 This policy applies to all undergraduate and taught postgraduate students, whether studying at any UCFB/GIS campus or by distance learning.

3. Equality impact

- 3.1 This policy is neutral in terms of equality-related issues.

4. Introduction

- 4.1 Elected student representatives are responsible for representing the best interests of their peers, including the varying needs and perspectives of different students. To enable this, they gather feedback, both positive and negative, from their peers about their UCFB/GIS experience. They share this feedback with staff and work in partnership with them to share good practice, explore issues and create solutions, and bring about positive change.

- 4.2 Student representation enables students to make a meaningful contribution to quality assurance and to enhancing teaching and learning and the student experience. It allows the voices of all students to be captured and heard, irrespective of where or how they are studying, (e.g. flexible and distance learning programmes), their level of study and their discipline. Through student representation on decision-making bodies, students can directly influence the design, delivery and evaluation of many aspects of their educational experience, including:

- admissions process;
- curriculum design;
- programme delivery and organisation;
- programme evaluation and review;

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- teaching and learning resources and facilities;
- assessment and feedback;
- student support and guidance.

4.3 It is UCFB/GIS's expectation that students and staff work collaboratively towards common goals and meaningful change at UCFB, and that they share ownership and responsibility for the processes and outcomes.

4.4 Formal structures for collective student representation work alongside other mechanisms for gathering individual feedback from students, including module and programme evaluation, online/digital feedback tools, student surveys and more informal conversations.

5. Roles and responsibilities

5.1 Course Representatives

5.1.1 Course Representatives (or 'Student Representatives') work in partnership with UCFB/GIS staff, students and their peers to facilitate positive changes to the student experience on their programme. Course Representatives are members of Course Committees, where they represent their peers at a programme level, relaying student feedback and reporting any actions taken as a result of this feedback to the student body, and are members of Student Council, which considers student feedback of institutional significance.

5.1.2 Course representatives will also serve as a point of more informal contact for Course Leaders. Course Leaders will be expected to meet regularly with Course Representatives for more informal feedback sessions, for example where a Course Committee is held in December the Course Leader should informally meet Course Representatives in both October and November.

5.2 Course Committees

5.2.1 Course Committees must be run for each course (or appropriate cluster of courses) to cover course delivery at all relevant UCFB/GIS campuses and by distance learning. The membership and terms of reference of course committees are attached at Annex A.

5.2.2 Each Course Committee will meet twice each academic year at end of term one, and middle/end of term two. They should bear in mind the need to report upwards to Student Council and/or other committees.

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- 5.2.3 Course Committees are jointly owned by students and staff. They consider how to make positive changes to the student experience.
- 5.2.4 The primary role of Course Representatives on Course Committees is to represent the views of their peers at a programme level. They relay student feedback (what works well, what could be improved and any ideas for change) and report any actions taken as a result of this feedback to the student body. Reporting back to fellow students after Course Committees, so they can understand how UCFB/GIS has responded to their feedback, is a crucial part of the Course Representative role.
- 5.2.5 Course Committees will follow a standard agenda, at Annex B. Additions to the agenda may be agreed by the Chair.
- 5.2.6 A member of staff from Registry is responsible for taking the Minutes of Course Committee meetings to ensure that a formal record is made and stored. This must include a list of agreed actions from each meeting.
- 5.2.7 A central file of Course Committee minutes will be maintained by Quality.
- 5.2.8 Quality will liaise with Course Leaders and Deans to agree dates for Course Committee meetings.

5.3 Student Council

- 5.3.1 The membership and Terms of Reference of Student Council are at Annex C.

All course representatives are members of Student Council, where their role is to represent their peers in discussions at an institutional level. All course representatives for each course should try to ensure that at least one of their number can attend Student Council to represent the course.

- 5.3.2 A Students Union Education Officer will Chair the Student Council.
- 5.3.3 Student Council will operate from October until April, on a monthly or bi-monthly cycle. Postgraduate Student Council meetings will cover all campuses and distance learning, whilst Undergraduate Student Council meetings will be separate according to campus.

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- 5.3.4 Student Council will elect a Vice-Chair for Student Council to deputise for the Chair whenever they are unavailable. If neither the Chair or Vice-Chair available for meeting, the meeting can elect a Course representative to Chair the meeting.
- 5.3.5 Administrative, and secretary duties will be handled by a representative of Registry. Topics for discussion can be forwarded to Registry for inclusion on Student Council agenda.
- 5.3.6 Minutes of each meeting will be circulated to members after approval by Chair.

5.4 Students' Union

- 5.4.1 Student Officers of the Students' Union are elected by a cross campus ballot annually in the Spring Term.
- 5.4.2 Student Union Education Officers of both Campuses are members of Academic Board and Governing body. Student Union Officers are members of a broad range of other University-level committees.
- 5.4.3. Student Union Officers and Student Representatives are also included, where appropriate, in a range of UCFB/GIS working groups and steering groups which are established from time to time.
- 5.4.5 The Education Officer of the Students' Union, with support from the Representation Team within the Students' Union, works in partnership with Deans (or their nominees) and other key University staff, to:
- promote the student representation system and encourage students from the diverse student community to engage;
 - promote the nomination and voting periods;
 - organise and promote training and development opportunities for Student Representatives, and provide ongoing support to Student Representatives;
 - foster the development of a community of Student Representatives;
 - review the effectiveness of student representation;
 - facilitate effective communication between Course Representatives, the Student Officers of the Students' Union and key University

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stakeholders. This includes ensuring that relevant feedback and suggestions are shared between colleagues in terms of programme development and delivery.

6. Election of Course Representatives

- 6.1 Students who wish to serve as Course Representatives may nominate themselves.
- 6.2 Student Representatives are democratically elected by their peers and hold office for one academic year, although they can run for re-election.
- 6.3 Elections for Course Representatives take place at the start of the autumn term (for September start courses) and at the start of the spring term (for January start courses). Successful candidates take up post immediately.
- 6.4. Where a position remains unfilled after the elections process, UCFB/GIS will draw representatives from the student body as democratically as possible. Students and existing Student Representatives should be invited to appoint Student Representatives in-house. This could be by a raising of hands in a teaching session and is known as 'co-opting'.

7. Training and development

- 7.1. Training and guidance will be provided annually for all Course Representatives.
- 7.2. Where Course Representatives are unable to attend training sessions in person (for example, students who study off-campus), sessions may be offered virtually.

Terms of Reference – Course Committees

Constitution

1. Course Committees are arranged for each course or appropriate cluster of courses and are chaired by the relevant Course Leader or a designated senior member of staff.
2. The Committees will comprise the relevant academic and non-academic staff, including student course representatives, Course Leaders, Module Leaders, and other individuals as invited by committee.
3. Each of the Committees will normally be serviced by a member of staff from Registry, however in some instances this may be opened to other departments who have attended the relevant training.

Committee Membership:

4. Representation should attempt to reflect the demographic of UCFB/GIS.
5. Where a committee's membership is not representative, the Chair may seek to co-opt members to achieve representation.
6. Every effort will be made to arrange for committee meetings at times that will not disadvantage or preclude participation due to lectures and other study periods, student activities or assessments as per the Academic Calendar.

Terms of Reference

7. Each UCFB/GIS Course Committee shall support the Student Council in relation to assuring and enhancing the quality of the student experience at course level through the views and knowledge of the student.
 - i. insuring and taking responsibility to communicate the views of the student course cohorts.
 - ii. To plan, and monitor to completion, course maintenance and enhancement actions.

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- iii. To gain student feedback on all aspects of students' academic and non-academic experience, and course development plans and proposals
- iv. To propose new experiences for students (i.e. guest speakers, location visits, etc.)
- v. To ensure a mentoring system for new and vulnerable students is in place and is effective.
- vi. To provide a valuable ground level reporting mechanism for Student Council and other university boards/committees, etc.
- vii. To gather and process feedback on examination and general education issues and to work collaboratively with the various UCFB/GIS Committees.
- viii. To take the lead in promoting mid module surveys, NSS, and other evaluation processes.

Sub-Committees

- 8. None.

Frequency of meetings

- 9. Each Course committee shall meet at least twice per year, with additional meetings scheduled if necessary.

Reporting Procedures

- 10. The minutes will be circulated to all members of relevant Teaching, Learning and Academic Quality Committees

Modus Operandi

- 11. Any matters specifically relevant to Bucks New University students or to University of East London students, will be discussed at separate parts of each of the Committees.
- 12. Meetings may be held face-to-face or virtually.

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Standard Agenda - Course Committees

Before the meeting, Course Committee members should familiarise themselves with the Terms of Reference and minutes of the previous meeting.

1. WELCOME, INTRODUCTIONS AND APOLOGIES

2. MINUTES AND ACTIONS FROM LAST MEETING

To confirm the minutes and status of actions from the previous meeting held.

3. COURSE REPRESENTATIVE FEEDBACK

Feedback to be provided by each Course Representative on the following for the Level(s)/course(s) they represent: -

- i. Assessment and Feedback
- ii. Teaching
- iii. Resources (including Library and IT)
- iv. Organisation and Management (including timetabling)
- v. Academic and Non-Academic Support
- vi. Other

4. UPDATES

5.1 Professional Services updates

5.2 Course Team updates

This should include, as appropriate to the timing of the course committee meeting: Annual Monitoring Process update; updates on student survey outcomes and a discussion of actions in response to these; any updates on proposals for modifications to the existing course(s) or proposals for new courses (as appropriate); External examiners reports; discussion on changes to relevant internal or external policies and any impact these may have.

5. ANY OTHER BUSINESS

DATE OF NEXT MEETING

Terms of Reference – Student Council

Council Membership:

1. The Student Council (SC) is composed of course representatives from each course cohort.
2. Representation should attempt to reflect the demographic of the University.
3. Every effort will be made to arrange for Council meetings at times that will not disadvantage or preclude participation due to lectures and other study periods, student activities or assessments as per the Academic Calendar.
4. An Education Officer Chairs Student Council meetings, and the Council will elect a Vice-Chair. The Vice-Chair will stand in during the Chair's absence. If necessary, in the absence of both officers, an alternative member can be proposed to act as Chair of the meeting.

Frequency of meetings

5. Each Student Council shall meet bi-monthly as per the Academic Calendar, but the Council may meet on more than one occasion to perform its responsibilities.

Reporting Procedures

6. The minutes will be circulated to all members of the Academic Board.

Terms of Reference

- i. To work collaboratively with UCFB/GIS to further the interests of the institution as a whole.
- ii. To represent the interests of UCFB/GIS student members in UCFB/GIS decision processes and policy decisions.
- iii. To represent the student body and any concerns thereof as required within UCFB/GIS Committees.
- iv. To engage with the student body by way of social media, forum polls and feedback opportunities etc.

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- v. To engage with, and support the activities of the UCFB/GIS Governing Council in delivering the strategic and business plans of UCFB/GIS.
- vi. To work with the Management Board of UCFB/GIS to monitor and feedback on the quality of study programmes, student opinions and satisfaction, and support from UCFB/GIS.
- vii. To encourage and facilitate communications within the student body, such as online groups and social events, in support of the management team at UCFB/GIS.
- viii. To use feedback from Course Committees to deliver best practice across UCFB/GIS and to ensure standards are maintained across the whole of UCFB/GIS's education provision.