

## **STUDENT PROGRAMME REPRESENTATIVES**

### **1 Introduction**

There will be one or more Student Programme Representative(s) for each level or stage of a programme.

### **2 Election of Student Programme Representatives**

Elections of Student Programme Representatives will be held towards the start of each level or stage of a Programme. A two-week period will be identified during which the elections will take place. This will ensure that the election is sufficiently early for students to be effective in the role, but that sufficient time has passed for students to become familiar with the programme and the student body.

Student Programme Representatives will be elected by other students in their programme cohort through a transparent and impartial process ensuring fairness and equity. There is no limit on the number of times that a student may serve as a Student Programme Representative.

A Student Programme Representative may leave the role, should he or she wish, in which case a re-election shall be held.

### **3 Training of Student Programme Representatives**

Training for Student Programme Representatives will be undertaken by the Students' Union in partnership with the University. Training will be offered throughout the academic year in a timely manner. The Students' Union will work towards providing online training for those students that are unable to attend.

The Students' Union will publish training dates in a timely manner. Training dates will be disseminated through the University's student portal.

Training will include guidance on Chairing Meetings and the development of Chairing Skills. Training will also include guidance on what is considered a general programme concern and how an individual issue should be handled.

Student Programme Representatives should attend a training session either in person or online, before undertaking the role.

### **4 Publication of the details of Student Programme Representatives**

The names of elected Student Programme Representatives must be publicised to the main student body via the virtual learning environment.

The information should include the name(s) and full contact details, along with a photograph where possible.

A register of Student Programme Representatives will be kept centrally by the Quality and Standards Office.

### **5 Other Matters**

A review of the system of Student Programme Representatives will be undertaken annually by the Students' Union and University in partnership.

Student programme representatives are encouraged to enrol on the Christ Church Extra Award.

## 1.1 STUDENT-STAFF LIAISON MEETINGS

### 1.1.1 Preamble

Student-Staff Liaison Meetings play an integral role in the University's approach to student engagement. The University policy has been drawn up in consultation with Student Programme Representatives and with the Students' Union. This represents the minimum standard that is required from each School. Schools may implement this guidance as appropriate to their needs and structure and are encouraged to develop the role of Student Programme Representatives beyond this minimum standard. It should be noted that Student-Staff Liaison Meetings should not be seen as the only way through which students should be engaged. The student body should be consulted proactively on key programme developments. It is the responsibility of the Head of School to ensure that the minimum standards are met.

### 1.1.2 Introduction

Student-Staff Liaison Meetings will be used to enable Student Programme Representatives to be involved as active partners in:

- informing and enhancing teaching, learning, assessment and content of programme modules, through both formal and informal channels;
- providing advice from the student perspective with regards to programme planning and development;
- providing feedback on the availability, sufficiency and appropriateness of learning resources;
- informing and where appropriate improving the organisation and management of the programme;
- facilitating a fair and equal University experience for the diverse members of the student population;
- providing a written or verbal report on student views at all appropriate committees.

### 1.1.3 Composition of Student-Staff Liaison Meetings

There must be a Student-Staff Liaison Meeting to cover each programme (or groups of programmes). These should be held a minimum of one per term, to enable continuous consultation and feedback.

Student-Staff Liaison Meetings should comprise

- (a) all Student Programme Representatives for the Programme;
- (b) the Programme Director;
- (c) sufficient members of the academic staff attend to enable the meeting to be effective, as determined by the Head of School in consultation with the Programme Director.

The Student-Staff Liaison meeting will, once constituted, determine who should act in the role of chair. It is expected that this shall be a Student Programme Representative whenever possible.

If a student representative is unable to attend a SSLM due to work-based placement, an alternative method should be found to ensure inclusion.

The University will ensure that student programme representation meets the requirements of statutory bodies

#### **1.1.4 Timing of Student-Staff Liaison Meetings**

It is the responsibility of the programme director to ensure that these meetings are set and the details circulated to Student Programme Representatives in a timely manner, and to ensure that all meeting dates, times and locations are published in the Student Programme Handbook.

The first SSLM should not take place before the elections and opportunity for training of Student Programme Representatives has taken place.

Student-Staff Liaison meeting dates, agendas, minutes and action points should be made available to Student Programme Representatives through the programme Virtual Learning Environment. The agenda should be circulated at least one week before the meeting in order that time can be given to prepare for the meeting.

#### **1.1.5 Conduct of meetings**

Student-Staff Liaison Meetings are mechanisms for discussing matters relating to programmes and programme delivery; Student-Staff Liaison Meetings should be used to discuss matters of general concern. Special matters relating to individual students are not to be discussed at Student-Staff Liaison meetings.

Staff and Student Programme Representatives should be able to contribute to the agenda making sure there is plenty of time to discuss all issues.

Student Programme Representatives and staff should not discuss students or staff by name during the meeting, making sure confidentiality is kept at all times.

Notes of the meeting will be taken by a person provided by the School/Centre and circulated to all parties to check the accuracy. Notes should be approved by the next meeting and actions confirmed. Student Programme Representatives should not be asked to take the notes, as this will detract from their function at the meeting.

#### **1.1.6 Business of meetings**

External examiner reports and the response made by the School/Centre in the light of the reports should be shared with Student Programme Representatives at Student-Staff Liaison Meetings.

Student-Staff Liaison meetings will receive summary reports on programme and/or module evaluation data from Schools/Centres.

Student-Staff Liaison meetings will receive and work to analyse NSS and USS data for the programme.

Heads of School/Centre should ensure that appropriate School/Centre and University policies and procedures are made available to Student Programme Representatives. These should include relevant details of University and School/Centre structures, details of the role of the programme director, policies and procedures relating to student matters and quality processes, and examination procedures. This information should also be available to all students through programme handbooks.

#### **1.1.7 Other matters**

Students should be informed how the feedback will be given, such as through the Virtual Learning Environment. Time should be set aside to enable feedback from Student-Staff Liaison meetings to be given to students where dissemination is to occur as part of the teaching week.

Where a student must travel to another campus to attend a Student-Staff Liaison meeting, travel expenses should be paid to those Student Programme Representatives having to travel over and above their usual commute to University.