

## Student Representative Policy

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<b>Business Owner:</b>	Vice-Chancellor
<b>Approval Authority:</b>	Academic Board and LUSA Executive

### 1. PURPOSE

This policy aims to ensure that Te Whare Wānaka o Aoraki Lincoln University (hereafter: the University) promotes an effective, high-quality teaching and learning environment by providing a teaching-learning partnership between staff and students.

### 2. OUTCOMES

This policy seeks to:

- Provide direction on the management of the student representative system.
- Encourage high quality communication between students, staff, the University and LUSA.
- Encourage academic staff and the University gain feedback on teaching and learning that will promote improvement and enable benchmarking.

### 3. PRINCIPLES

This University supports an institution-wide student representation systems facilitated by LUSA.

The University benefits from the student representation system through:

- Gaining constructive feedback from students on teaching and learning experiences
- Understanding valued components of the student learning experience
- Fostering harmonious relationships with the student body
- Conducting corrective actions in response to student feedback.

Students benefit from being involved in the student representative system by:

- Contributing to improved teaching and learning practices across the University
- Developing and enhancing their leadership skills
- Gaining transferable skills such as negotiation, conflict management, and communication skills
- Receiving professional development training in a range of areas if required.

## 4. IMPLEMENTATION

### Representation

- a. All undergraduate and postgraduate courses shall normally have at least one Student Representative except where:
  - (i) If appropriate, a student representative may be selected for a whole programme, cohort or year group. This role is known as Programme Representative, Cohort Representative or Year Representative respectively;
  - (ii) There is a large class, or multiple streams, a greater number of student representatives should be elected to provide balanced representation; and
  - (iii) To assist diverse representation, a course may have more than one Student Representative by mutual agreement of the Examiner and enrolled students.
- b. Where there are different views on what type of representation is most appropriate, the Student Advocacy and Voice Coordinator shall make the final decision, in consultation with relevant enrolled students and with the Dean of the relevant Faculty.

### Selection Process

- a. The Student Representative shall be selected in consultation with the class, normally by a show of hands, within the first week of the course.
- b. The Examiner shall arrange the selection of the Student Representative but may delegate the selection process to a designated Lecturer.
- c. If there are no candidates, the Examiner must ensure that the Student Advocacy and Voice Coordinator is informed.
- d. For online courses, an equivalent method will be implemented, such as a call for volunteers through the Learning Management System.

*Note: The Student Advocacy and Voice Coordinator can provide advice on and support the Examiner through the selection process to ensure effective student representatives are selected.*

## 5. SUBSIDIARY RESOURCES

Student Rep Handbook prepared by LUSA available from <https://www.lusa.org.nz/student-reps> and on LEARN.

## 6. RESPONSIBILITIES

- LUSA are responsible for coordinating the Student Representation system, training the Student Representatives, and liaising with academic staff as appropriate.
- All Student Representatives are expected to complete the online training facilitated by LUSA.
- Student Representatives must provide feedback to the Examiner, department, faculty and/or LUSA as outlined in the LUSA Student Rep Handbook and through online training.
- Student Representatives may be asked by Examiners to conduct some activities on behalf of the class as required.
- Examiners are responsible for appointing a Student Representative, unless the class does not wish to have a representative.

- Examiners must ensure that the names of the Student Representatives are provided to the Student Advocacy and Voice Coordinator in the first two weeks of the course.
- Examiners are expected to meet with the Student Representative at least three times per semester to discuss the teaching and learning experience and receive constructive feedback.
- Examiners must ensure contact information for each Student Representative is available on the Akoraka Learn site for each course.
- Deans are required to attend meetings with faculty reps and the Student Advocacy and Voice Coordinator once per term. Deans and Examiners are responsible for reporting back to the Student Advocacy and Voice Coordinator on actions completed in response to the feedback. The Student Advocacy and Voice Coordinator will provide feedback to the student representatives.
- Deans are responsible for ensuring feedback is cascaded to relevant staff and the outcomes to students.
- The Student Advocacy and Voice Coordinator and Lincoln University Student Experience Manager will work collaboratively to assess and monitor the Universities response to feedback each term.