

## **HIGHER EDUCATION STUDENT ACADEMIC REPRESENTATIVE POLICY**

### **1. Introduction**

- 1.1. Student engagement is a fundamental aspect of the management of quality and standards in Higher Education at Bishop Burton College.
- 1.2. The College is committed to the quality of student experience through the recruitment of and engagement with student academic representatives.

### **2. Policy Statement**

- 2.1. This policy applies to Higher Education students only and relates to all Higher Education student representative activity.

### **3. Aim**

- 3.1. To actively engage all students individually and collectively, as partners in the quality of their educational experience.

### **4. Objectives**

- 4.1. Each academic year the College will recruit student representatives to cover each level of every Higher Education programme being delivered. In addition, student representatives will be recruited to the membership of HE Academic Management Group (HEAMG) and the HE Student Academic Representative Committee and), in order to facilitate student representation within the College committee structure.
- 4.2. All HE students will be given an introduction to the purpose and benefits of the course representative role during induction. Students will then be given the opportunity during the first two weeks of the semester to nominate themselves or their peers for a course representative role.
- 4.3. Programme Leaders will make the final decisions on the appointment of student representatives and those appointed will be invited to a training session to provide more detailed information on the purpose and expectations of the role.
- 4.4. Student representatives will be expected to attend all Programme Team Meetings and Student Academic Representative Committee to which they are invited and to represent the views of their peers on their programme.
- 4.5. Student representatives will be given the opportunity to attend a student forum and a Course Team Meeting a minimum of once per semester. Programme Team Meetings will provide an opportunity for student representatives to discuss the academic quality and performance of their

programme of study directly with the programme team. Student forums will provide an opportunity to discuss academic as well as broader college and resource issues.

- 4.6. In addition to scheduled meetings it is expected that student representatives will continuously engage with their peers in relation to student satisfaction and discuss any issues with the Programme Leader so that action can be taken where appropriate.
- 4.7. All interactions between staff and student representatives will be conducted with the aim of improving the quality of the educational experience.
- 4.8. Actions taken will be published to students by college staff. Student representatives will also be expected to feedback to their peers on discussions and actions taken to promote awareness across the wider student body.

## 5. Implementation

- 5.1. The policy will be carried forward in conjunction with the Operating Procedure for HE Student Representative Recruitment by Programme leaders, working with and through the programme teams.
- 5.2. The HE Administrative Officer will collate and maintain a record of all student representatives for each academic year.
- 5.3. The overall responsibility for the implementation of the policy across all HE programmes and courses lies with the Deputy Principal, working with the HE Academic Leads, and HE Programme Leaders.

## 6. Method of Monitoring

- 6.1. This policy will be monitored through the College regular audit arrangements
- 6.2. Monitoring will also be continuous through the processes contained within the operating procedures which have arrangements for overseeing implementation.


**Authorship:** Deputy Principal

**Date:** October 2020

**Reviewing Officers:** Deputy Principal

*This document is available in a variety of formats. Student Services or main reception will supply guidance on the range.*

## **Policy Approval**

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| Name of reviewing Executive Committee:<br><b>Strategic Leadership Group (SLG)</b> | Chair:<br><b>B Meredith</b>  |
| Date:<br>2 <sup>nd</sup> December 2020  | Signature:<br> |