Class representation guidelines

Application
This policy applies to all students and staff members of the University of Auckland

Purpose
The purpose of these guidelines is to provide further information to support the Class Representation Policy, for staff and students involved in the class representative system

Introduction
The University of Auckland values student representation and student feedback as a core mechanism for maintaining academic quality and social experience, and to promote a learning partnership between the University and students

Student representation plays a vital role in the University of Auckland community, ensuring the student voice is heard at various levels of the institution. The University of Auckland acknowledges that student representatives play a key connecting role between students, the Auckland University Students’ Association (AUSA) and university staff

Guidelines
Information on the role of class or year representative
- Information for students on the importance of the class representative system, and the benefits and responsibilities of the role, will be available in orientation resources, on the University website and on the AUSA website
- AUSA provides training for class and year representatives in each semester, and maintains and distributes a Class Representative Handbook
- Class/year representatives may be eligible for recognition through the University’s service recognition programmes

Election of class or year representatives
- In class, the teacher will ask interested students to speak briefly on why they want to be a representative. The class or year representative will be elected by their peers in the first two lectures of the semester
- If there are no candidates the teacher will advise the AUSA Class Representative Coordinator. The Coordinator will liaise with the class and assist with the selection of a class or year representative, where possible
• Faculty professional staff will collate the details of class representatives and advise the AUSA Class Representative Coordinator, who will contact representatives with the details of training sessions.

The role of the class or year representatives
• Class or year representatives provide a link between staff and students and can be a first point of contact for students. They are expected to listen and to refer issues, where necessary, appropriately and sensitively.
• Class or year representatives represent the collective views of a class or programme. Class or year representatives should make themselves known to students in class, and course coordinators will ensure contact details are provided on Canvas course pages.
• Class representatives may also create social media pages as informal forums for class members.
• As well as attendance at SSCC meetings, class representatives should have regular meetings with the Course Director or lecturers throughout the semester. These benefit both students and teaching staff, as an opportunity for engagement and feedback.

Academic Unit Student-Staff Consultative Committee meetings - timing and agenda
• Two academic unit Student-Staff Consultative Committee (SSCC) meetings will be held each semester. Meetings should be held before week five and week ten of semester. To allow class representatives to complete their training it is preferable that meetings are not held in the first three weeks of semester. The agenda will be circulated before the meeting, and should include:
  o a report back on the outcome on any resolution of the issues discussed at the previous meeting
  o Dean or Academic Head’s briefing
  o issues raised by student representatives
  o reports on matters of relevance to students from any Faculty SSP or other university committee meetings
  o discussion of learning and teaching continuity plans, or procedures for emergency events, as appropriate
• Minutes must be taken and circulated, in accordance with the Policy. Minutes should clearly indicate agreed action points.
Faculty Student-Staff Consultative Committee meetings - timing and agenda

- The faculty student-staff consultative committee (SSCC) will meet at least once per semester and during summer semester if appropriate. An agenda should be circulated before the meeting, and should include:
  - minutes from all the academic unit SSCC meetings, if appropriate
  - report back on any resolution of issues raised at the previous meeting
  - issues referred from academic unit SSCC meetings, if appropriate
  - reports on matters of relevance to students at faculty level

- Minutes will be taken and circulated, in accordance with the Policy. Minutes should clearly indicate agreed action points.

Definitions
The following definitions apply to this document:

Auckland University Students’ Association (AUSA) is the voluntary students’ association at the University of Auckland

AUSA Class Representative Coordinator means a member of the Auckland University Students’ Association who is responsible for coordinating training, communication and advice to class and year representatives

Class representative means a student enrolled in a course or programme who is selected by students in that course or programme to facilitate communication between staff and students enrolled in that course or programme

Year representative means a student enrolled in a year-long programme selected by students in that programme whose role is to facilitate communication between staff and students enrolled in that programme

Academic unit (school, department, discipline) Student-Staff Consultative Committees (academic unit SSCC) means a committee comprised of class/year representatives and academic staff members which considers and acts issues of concern for students in the academic unit

Faculty Student-Staff Consultative Committees (faculty SSCC) means a committee comprised of elected academic unit class representatives and academic staff members of the committee to discuss issues referred from academic unit SSCC meetings

Key relevant documents (all with links)
Include the following:

- Class Representation Policy
- Resolution of Student Academic Complaints and Disputes Statute
- AUSA Constitution
- Student Charter
- Learning and Teaching Continuity Planning Guide
Document Management Control

Owner: Deputy Vice-Chancellor (Academic)
Content manager: Manager, Academic Quality Office and AUSA

Owned by: Deputy Vice-Chancellor (Academic)
Prepared by: Manager, Academic Quality Office and AUSA
Approved by: Deputy Vice-Chancellor (Academic)

Date approved: 26.2.2018
Review date: February 2021