



CLASS REPRESENTATION GUIDELINES



Purpose

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 AUSA and university staff.

1.0 ACADEMIC UNIT SSCC

1.1 Responsibilities of participants in Academic Unit SSCC

Chair: Should be a senior academic staff member with a strong interest in student matters, who will promote the principal of student representation to staff and students. The Chair will be responsible for organising and Chairing SSCC meetings twice a semester, will set the agenda for the SSCC meetings, follow up on decisions reached, and forward unresolved issues or concerns to the Faculty SSCC.

The Chair has responsibility for briefing his/her successor and handing over relevant documentation.

Professional staff member: Is the point of contact between the academic unit and AUSA Advocates; ensures that the names and contact details of the elected class reps are forwarded to the AUSA Advocates in week two of semester and are made available to students on CECIL and the academic unit web pages; advises all class reps of the training dates; liaises with SSCC Chair to organise the dates of SSP meetings and notify the SSCC members and AUSA Advocates of these dates, and sends out agendas and minutes to all SSCC members and AUSA Advocates.

AUSA Advocate: Takes a leading role in coordinating and facilitating the class representative system across the university by sending reminders to Academic Units about selection and election of class reps for each paper or programme; providing training sessions and support to Class and Year Reps; and communicating any issues or matters of interest to Class Reps through e-newsletters. The Advocate also raises awareness about the AUSA Senior Advocates and the role they play in any individual grievances.

Class and Year Reps: Facilitate communication between staff and students in relation to course matters and class-wide issues. They will be a primary point of contact for class members, ensure that class members are given opportunities to provide feedback for SSCC meetings, and raise any class members' feedback and issues at the Academic Unit SSCC meetings.

They will refer students with individual grievances to the AUSA Senior Advocates. Class and Year Reps will attend one training session per year.

1.2 Selection of Class and Year Student Representatives

In order to generate interest in the role of Class Rep it is essential that the role and its importance are explained and promoted as early as possible at the beginning of each semester. The lecturer will ask interested students to speak briefly on why they want to be a representative. The Class Rep shall be elected by a show of hands, in the first two weeks of the semester.

If there are no candidates the lecturer shall advise the Advocates. The Advocates will liaise with the class and assist with the selection of a Class or Year Rep.

1.3 Academic Unit SSCC meetings- timing and agenda

Two Academic Unit SSCC meetings will be held each semester. Meetings should be held before week 5 and week 10 of semester. The agenda should be circulated before the meeting, and should include:

- A report back on the outcome on any resolution of the issues discussed at the previous meeting.
- Dean or HOD's briefing.
- Issues raised by student reps.
- Reports on matters of relevance to students from any Faculty SSP or other university committee meetings.

Minutes must be taken and circulated, in accordance with the policy.

2.0 Faculty SSCC meetings

2.1 Faculty SSCC meetings- timing and agenda

The Faculty SSCC should meet at least once per semester and during Summer School 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.

3.0 Related policies, procedures and forms

- Student Consultative Group (SCG)
- Class Representation Policy
- University Committees: <http://www.auckland.ac.nz/uoa/atoz-committee>
- AUSA Constitution
- The Resolution of Student Academic Complaints and Disputes Statute

4.0 Document management control

Prepared by: The office of the Deputy Vice-Chancellor (Academic) and AUSA
Owned by: DVC(A)
Approved by: Senate 29.07.13 and Council 19.08.13
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The Class Representation Policy and accompanying Guidelines replace the Staff-Student Consultative Committees and the Class Representative System: Faculty and Departmental Guidelines (2003)