



**CLASS REPRESENTATION POLICY**



**PURPOSE**

The purpose of the Class Representation Policy is to provide a framework for the management of class representation in order to support a teaching-learning partnership between staff and students that will i) enable and encourage students to participate with staff in the direction and activities of the university with a view to enhancing the student academic and social experience, and ii) identify and address issues and areas of concern for students. The AUSA operates the Class Representative system throughout the University.

**1.0 DEFINITIONS**

**Class Representative (Class Rep):** a student enrolled in a course or programme, who is selected by students in that course or programme, and whose role is to facilitate communication between staff and students enrolled in that course or programme.

**Year Representative (Year Rep):** a student enrolled in a year long programme, who is selected by students in that programme, and whose role is to facilitate communication between staff and students enrolled in that programme. The responsibilities of Class and Year Reps are described in the Guidelines that accompany this policy.

**Academic Unit (School, Department, discipline) Student Staff Consultative Committees (Academic Unit SSCC):** are meetings between Class/Year Representatives and academic staff members of the committee to act on issues of concern for students in the Academic Unit.

Faculties without Academic Units may hold Faculty meetings rather than Academic Unit meetings to address issues raised by Class Reps.

**Faculty Student Staff Consultative Committees (Faculty SSCC):** are meetings for elected Academic Unit Class Reps and academic staff members of the committee to discuss issues referred from Academic Unit SSCC meetings.

In Faculties without Academic Units, issues raised by Class Reps may be dealt with in Faculty SSCC meetings in the first instance.

## **2.0 POLICY**

### **2.1 Representation**

All undergraduate courses shall have one Class Representative elected by their peers to assist communication between students and staff. Larger classes may require two Class Reps. The details and responsibilities of the Class Representatives will be communicated in the Orientation packs provided by the University.

Where appropriate, a student representative (Year Rep) may be selected for a whole programme, cohort or year group.

Graduate and postgraduate courses and programmes may have a Year Rep.

### **2.2 Academic Unit SSCC Meetings**

#### 2.2.1 Frequency of Academic Unit SSCC meetings

Academic Unit SSCC meetings shall be held twice each semester.

#### 2.2.2 Staff Representation on Academic Unit SSCC

Every Academic Unit will nominate a senior academic staff member to Chair its SSCC meetings. At least two other academic staff shall be members of the Academic Unit SSCC. Secretarial support shall be provided by a professional staff member from the Academic Unit.

#### 2.2.3 Student representation on the Academic Unit SSCC

All Class and Year Reps, and all postgraduate student representatives shall be members of the Academic Unit SSCC.

At the first SSCC meeting, one student shall be elected by the student members to represent the Academic Unit at Faculty SSCC meetings.

#### 2.2.4 Terms of Reference

The Academic Unit SSCC will:

- consider any business relating to the student learning experience, student views or feedback
- discuss and seek solutions for teaching and learning issues that are presented by students including:
  - teaching, learning and assessment
  - student support and guidance (academic & pastoral)
  - teaching and learning resources e.g. IT, teaching space
  - issues arising from student surveys and other feedback mechanisms
  - any matters referred for feedback from the Student Consultative Group (SCG)
- consider matters to refer to the Faculty SSCC meeting.

#### 2.2.5 Minutes of meeting

An agenda shall be circulated one week before the meeting to all members. (See the Guidelines accompanying this policy for the contents of the agenda). Minutes shall be emailed to all SSCC members and to the AUSA Advocates, and be made available on CECIL for all students.

## **2.3 Faculty SSCC Meetings**

### 2.3.1 Frequency of Faculty SSCC meetings

Each Faculty will organise at least one Faculty SSCC meeting per semester, and during Summer School if appropriate. During Summer School Faculties will appoint a staff member whom the Class Representatives can approach to raise issues. Such meetings are not required for single unit Faculties such as the Faculty of Law.

### 2.3.2 Staff representation on the Faculty SSCC

Every Faculty shall appoint a Faculty SSCC Chair who will have primary responsibility for student representation within the Faculty and for promoting the system to staff and students.

In addition, the Dean or Dean's nominee and at least one other senior academic staff member shall be members of the Faculty SSCC.

Secretarial support shall be provided by one professional staff member.

### 2.3.3 Student representation on the Faculty SSCC

Student membership shall consist of: one Class or Year representative from each Academic Unit unless this is the only meeting for the Faculty; one Postgraduate Representative from each Academic Unit; and one Faculty Student Association representative.

### 2.3.4 Terms of Reference

The Faculty SSCC will:

- discuss unresolved issues referred from Academic Unit SSCC meetings or for those Faculties without Academic Units, any issues referred by students to their Class/Year Representatives
- consider any business relating to the student learning experience, student views or feedback.

### 2.3.5 Minutes of meeting

An agenda shall be issued one week before the meeting. (See the Guidelines for the contents of the agenda). The minutes will be emailed to all members of the committee, the AUSA Advocate, and made available on CECIL for all students.

### 2.3.6 Unresolved issues

Any issues unable to be resolved by the Faculty SSCC will be referred to Campus Life or the Student Consultative Group (SCG) for consideration and resolution.

## **3.0 AUDIENCE**

This policy applies to all staff and students.

## **4.0 RELATED POLICIES, PROCEDURES AND FORMS**

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

## **5.0 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  
Review Date: June 2016

This Policy and accompanying Guidelines replace the *Staff-Student Consultative Committees and the Class Representative System: Faculty and Departmental Guidelines (2003)*