



## STUDENT OFFICE

### STUDENT ACADEMIC REPRESENTATION

#### Proposals for implementation

In 2001 Academic Board approved proposals from the Students' Union to enhance and embed academic representation for students (Document AB/QDC/75/10).

The successful implementation of academic representation for students depends entirely on a partnership between the Faculties, on the one hand, and the Students' Union, on the other. The University highly values feedback from its students as can be seen from the Student Viewfinder Surveys and module and award feedback questionnaires. However, these are inevitably retrospective in nature and an effective academic representation scheme allows for immediate feedback from current students which can improve both processes and the curriculum for those students and successive cohorts.

However, whilst representation by students on appropriate Faculty and University committees has always been encouraged and is in place, there has been no systematic method of monitoring and evaluating its effectiveness within the University.

This paper, drafted jointly with the Students' Union, proposes how a system of student academic representation can work within the new Faculty structure.

Following discussions with the Students' Union and the Faculty Directors for Learning and Teaching, the following proposals are put forward for consideration by QDC:

1. Award Management Boards or equivalent Faculty committees will be the key forum for student representation and will have a minimum of one representative from each level of the Award or scheme as identified by the Faculty.
2. Action Notes from each Award Management Board or equivalent Faculty committees will be produced and sent to the relevant Programme Area Manager (PAM), the Faculty Director of Learning and Teaching, the Head of the Academic Development Institute (ADI) and the Students' Union Education and Welfare Officer. This will allow:
  - PAMs to be alerted to issues across their Programme Area and can take any necessary action
  - Director of Learning and Teaching to be alerted to issues across their Faculty and take any necessary action
  - Head of ADI and Students' Union Education and Welfare Officer to be alerted to issues across the University and liaise with PAMs and Directors of Learning and Teaching as appropriate.

3. The Directors of Learning and Teaching will produce a report for each meeting of their Faculty Board on wider issues arising from the Action Notes for consideration.
4. Programme Area Managers will be responsible for ensuring that Award Leaders understand the role of student academic representatives to enable them to encourage students' participation.
5. Up to two key coordinators in each Faculty (usually Professional Support staff) will be identified by each Director of Learning and Teaching in collaboration with the Business Manager. The coordinator(s) will provide the names of the elected Student Academic Representatives to the Students' Union Education and Welfare Officer by Week 5 of the appropriate academic year.
6. The Students' Union will undertake training for Student Academic Representatives on a Faculty-basis normally in October each year. For awards starting at other times of year, the dates of training events will be agreed with the appropriate Director of Learning and Teaching. The Director of Learning and Teaching, Programme Area Managers, Award Leaders and key Co-ordinators will also attend for the appropriate part of the training.
7. In September/October 2004, Faculties will conduct elections for all Student Academic Reps from each Level of every Award. Faculties will also elect before Easter 2005 Level 2 and Level 3 Student Academic Representatives for the academic year 2005/06 and then Level 1 Student Academic Reps in September/October 2005. This process will continue each year with appropriate support from the Students' Union.
8. A role description for the Students' Union Education and Welfare Officer, key Faculty Coordinators, PAMs, Directors of Learning and Teaching and Head of the ADI, in relation to student academic representation, and for the Student Academic Representative has been prepared.
9. Faculty Boards will have a minimum of 4 Student Academic Representatives. Faculties should ensure that there is a reasonable spread of Programme Areas, awards and/or levels.

Quality Development Committee has approved these proposals for implementation from September 2004.

**Francesca Francis      Dean of Students and Academic Registrar**  
**Tim Filby                Education and Welfare Officer**  
**February 2004**

**APPROVED BY ACADEMIC BOARD ON 31 MARCH 2004**

## Opportunity Profiles

### Faculty Directors for Learning and Teaching

#### Main Aim

- To take responsibility for Student Academic Representation within their Faculty to ensure student representation on all appropriate Faculty/Program Area Committees.

#### Key Tasks

- To monitor all Award Management Board or equivalent Faculty committees for student issues and take necessary action.
- To liaise with the Programme Area Manager, Faculty Key Coordinators, the Head of the Academic Development Institute and the Students' Union Education and Welfare Officer over student issues
- Produce a report for each meeting of Faculty Board on wider issues arising from the Action Notes at every Award Management Board or equivalent Faculty committees.
- To promote and attend the Faculty-wide Student Academic Rep Training
- Contact the Education & Welfare Officer each July, as this position has a different individual elected every year, so to ensure continuity.

#### Support Available

- Program Area Managers
- Award Leaders
- Faculty Key Coordinator
- Students' Union Education and Welfare Officer ~ [education-welfare@staffs.ac.uk](mailto:education-welfare@staffs.ac.uk)
- Head of Academic Development Institute
- Students' Union core staff member ~ Representation Development Coordinator: Emily Cannon ~ [e.cannon@staffs.ac.uk](mailto:e.cannon@staffs.ac.uk)

#### Responsible to

- Faculty Pro Vice Chancellor
- Head of Academic Development Institute
- Students' Union Education and Welfare Officer

#### Time Commitment

- Continual monitoring of system in the Faculty
- Annually attend the Faculty-wide Student Academic Rep Training

- Regularly listen and talk to all individuals involved in the Student Academic Representation System for the purposes of quality assurance monitoring

## **Program Area Managers**

### **Main Aim**

- To take responsibility for Student Academic Representation within their Program Area to ensure student representation on all appropriate Program Area Committees.

### **Key Tasks**

- To ensure Award Management Board or equivalent Program Area committees are organised to allow students views to be heard for all Awards
- To monitor all Award Management Board or equivalent Program Area committees for student issues and take necessary action.
- To liaise with the Faculty Director of Learning and Teaching, Faculty Key Coordinators, the Head of the Academic Development Institute and the Students' Union Education and Welfare Officer over student issues
- To support the Faculty Director of Learning and Teaching to produce a report for each meeting of Faculty Board on wider issues arising from the Action Notes at every Award Management Board or equivalent Faculty committees.
- To promote and attend the Faculty-wide Student Academic Rep Training
- Contact the Education & Welfare Officer each July, as this position has a different individual elected every year, so to ensure continuity.

### **Support Available**

- Faculty Director of Learning and Teaching
- Award Leaders
- Faculty Key Coordinator
- Students' Union Education and Welfare Officer ~ [education-welfare@staffs.ac.uk](mailto:education-welfare@staffs.ac.uk)
- Head of Academic Development Institute
- Students' Union core staff member ~ Representation Development Coordinator: Emily Cannon ~ [e.cannon@staffs.ac.uk](mailto:e.cannon@staffs.ac.uk)

### **Responsible to**

- Faculty Director of Learning and Teaching
- Students' Union Education and Welfare Officer

### **Time Commitment**

- Continual monitoring of system in Program Area
- Annually attend the Faculty-wide Student Academic Rep Training

- Regularly listen and talk to all individuals involved in the Student Academic Representation System for the purposes of quality assurance monitoring

## **Head of Academic Development Institute**

### **Main Aim**

- To monitor the effectiveness of Student Academic Representation across the University and to ensure that any issues arising are appropriately managed

### **Key Tasks**

- To receive all Action Points from Award Management Board or equivalent Faculty committees
- To liaise with PAMs and Directors of Learning and Teaching as appropriate

### **Support Available**

- Faculty Director of Learning and Teaching,
- Program Area Managers
- Key Faculty/Program Area contacts
- Students' Union Education and Welfare Officer ~ [education-welfare@staffs.ac.uk](mailto:education-welfare@staffs.ac.uk)
- Students' Union core staff member ~ Representation Development Coordinator: Emily Cannon ~ [e.cannon@staffs.ac.uk](mailto:e.cannon@staffs.ac.uk)

### **Responsible to**

- The Chair of Quality Development Committee in liaison with the Students' Union Education and Welfare Officer and Academic Registrar

### **Time Commitment**

- Read Award Management or equivalent Faculty committee Action Points
- Liaise with PAMs and Faculty Directors of Learning and Teaching as necessary

## **Education and Welfare Officer**

### **Main Aim**

- To represent all students.

### **Key Tasks**

- To canvass student opinion on issues
- Coordinate the Student Academic Representation System at Staffordshire University
- To support all Student Academic Reps in their roles
- To attend relevant Students' Union and University meetings to represent students' views
- To liaise with the Faculty Key Contacts, Programme Area Manager, the Faculty Director of Learning and Teaching and the Head of the Academic Development Institute
- To coordinate a Faculty-wide Student Academic Rep Training
- To write the Student Written Submission for the Quality Assurance Agency (QAA) Institutional Audit by Nov 2004
- To promote and chair monthly Students' Union Education Committee meetings

### **Support Available**

- Key Faculty/Program Area contacts
- Program Area Managers
- Faculty Director of Learning and Teaching,
- Head of Academic Development Institute
- Students' Union core staff member ~ Representation Development Coordinator: Emily Cannon ~ [e.cannon@staffs.ac.uk](mailto:e.cannon@staffs.ac.uk)

### **Responsible to**

- All students
- All individuals involved in the Students Academic Representation System

### **Time Commitment**

- Attend appropriate meetings
- Attend at Education Committee Meetings (monthly)
- Reading Award Management Board or equivalent Faculty committee minutes to be aware of issues and to take action where appropriate
- Regularly listen and talk to all individuals involved in the Student Academic Representation System for the purposes of quality assurance monitoring

## **Faculty Key Coordinator**

### **Main Aim**

- Coordinate the Student Academic Representation System at Staffordshire University by ensuring student representation on all appropriate Faculty/Program Area Committees.

### **Key Tasks**

- To support and organise all Student Academic Reps in their attendance at appropriate meetings e.g. Award Management Board or equivalent Faculty committees.
- To liaise with the Programme Area Manager, the Faculty Director of Learning and Teaching, the Head of the Academic Development Institute and the Students' Union Education and Welfare Officer
- Collate the names, awards, level and contact details annually of all Student Academic Reps within the Faculty/Program Area and pass these details on to the Education & Welfare Officer by academic term week 5 (usually late October/ early November).
- Monitor & support the election of Student Academic Representatives across the Faculty/Program Area
- Where courses have non-standard entrance dates e.g. Nursing or Semester two enrolment, then these selection and training arrangements are to be made locally with the Education & Welfare Officer to determine their particular needs.
- To promote and attend the Faculty-wide Student Academic Rep Training
- Contact the Education & Welfare Officer each July, as this position has a different individual elected every year, so to ensure continuity.
- Provide access to administration assistance (e.g. photocopying) if required by any Student Academic Representative

### **Support Available**

- Award Leaders
- Program Area Managers
- Faculty Director of Learning and Teaching,
- Students' Union Education and Welfare Officer ~ [education-welfare@staffs.ac.uk](mailto:education-welfare@staffs.ac.uk)
- Head of Academic Development Institute
- Students' Union core staff member ~ Representation Development Coordinator: Emily Cannon ~ [e.cannon@staffs.ac.uk](mailto:e.cannon@staffs.ac.uk)

## **Responsible to**

- Faculty Director of Learning and Teaching &/or Program Area Managers

## **Time Commitment**

- Collating the names, awards, level and contact details annually of all Student Academic Reps within the Faculty/Program Area and pass these details on to the Education & Welfare Officer by academic term week 5.
- Monitoring of attendance of Student Academic Reps at Award Management Board or equivalent Faculty committees.
- Annually attend the Faculty-wide Student Academic Rep Training
- Regularly listen and talk to all individuals involved in the Student Academic Representation System for the purposes of quality assurance monitoring

## **Student Academic Representative**

### **Main Aim**

- To represent the students views on their Award from their level at Award Management Board or equivalent Faculty committees.

### **Key Tasks**

- To attend and participate in relevant meetings
- To canvass and discuss student opinions on issues relating to their academic studies
- To effectively report any outcomes of discussions to students after meetings
- Work with other Student Academic Reps, sharing information and act as a support mechanism
- To liaise and feedback with the Education & Welfare Officer in the Students' Union and Faculty Key Coordinators

### **Support Available**

- Students' Union Education & Welfare Officer ~ [education-welfare@staffs.ac.uk](mailto:education-welfare@staffs.ac.uk)
- Faculty Key Coordinators
- Award Leaders
- Program Area Managers
- Faculty Director of Learning and Teaching,
- Students' Union core staff member ~ Representation Development Coordinator: Emily Cannon ~ [e.cannon@staffs.ac.uk](mailto:e.cannon@staffs.ac.uk)
- Faculty-wide Student Academic Rep Training
- Student Academic Rep Handbook
- Faculty/Program Area Office with photocopying as and when required
- Access to a notice board within your Faculty/Program Area so that you can communicate with students on issues and outcomes

### **Responsible to**

- The students on their Award from their level
- Faculty Key Coordinators & Award Leader
- Students' Union Education & Welfare Officer

### **Election Process**

- Awards starting in Teaching Block 1:  
~ Level 1 or starting level of an Award Student Academic Reps are elected by week 5 of teaching block one

- ~ Level 2 and 3 Student Academic Reps are elected before Easter break in teaching block two to begin role in the following year.
- Where Awards have non-standard entrance dates e.g.: Teaching Block Two entrants or Nursing, then these selection and training arrangements can be made locally with the Education & Welfare Officer to determine their particular needs.
- Elected Student Academic Reps must log-on and register at [www.staffsunion.com](http://www.staffsunion.com) to access full support and areas on the Students' Union website

### **Time Commitment**

- 2 or 3 meetings a semester representing students
- Annual Faculty-wide Student Academic Rep Training
- Approximately an hour a week listening & talking to students (more if possible)

### **Further Opportunities**

- Become more involved in the Students' Union & stand for election onto Union Council as a Part-Time Officer to formulate the direction & campaigning of the Union
- Create a portfolio of your work as a Student Academic Rep and put it forward for the University Accredited PROGRESS Award.