STUDENT VOICE
(Student Representation)

POLICY
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AIM

This policy enshrines the principle of students being co-owners of their education through equitable membership of University decision-making structures, working in partnership with the University and the Students’ Union. Students will be full members of these structures, with appropriate support to enable full participation, and will be expected to engage in them proactively.

At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated. This feedback, both positive and developmental, is used to help make short and longer term improvements, both to the experience of current students, but also for Essex students of the future.
STUDENT VOICE (Student Representation) POLICY

OVERVIEW

This policy sets out the University’s approach, in conjunction with the SU, to the management and oversight of the Student-led Representative system, including the purpose of each level, of the Student Representative system from Student Reps’ to the Executive Committee of the SU, and the responsibilities of all key stakeholders for the effective management of the system.

Student Reps are part of the first and largest tier of the representation system provided by the SU and the University of Essex. Student reps feed back directly to University staff on academic issues, typically through Student Staff Liaison Committees (SSLCs) and mid-term module feedback.

Faculty representatives and the SU Executive Officers ensure that the University maintains its commitment to the assurance and enhancement of its education provision and the promotion and protection of student interests. This will be through membership of appropriate committees and working groups and faculty committees of the University. These opportunities allow for co-ownership of the University between its students and staff of the University.

Within this document:

Department – refers to all academic departments, schools and centres at the University
DLR – Department Lead Reps
SSLC – Student Staff Liaison Committee
Student Reps – refers to all student representative roles set out in this policy
SU – Students’ Union. A representative body as defined by the 1994 Education Act Part 2 representing the generality of students at an establishment.
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# 1. STUDENT REPRESENTATION ACTIVITY AND TIMELINE

The timing of student representation activities, including training and appointment to roles, makes sure the system works effectively, allowing improvements to be made as quickly as possible and aligning with the ongoing cycle of improvement.

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<th>SUMMARY OF ACTIVITY</th>
<th>TIMESCALE</th>
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<td>Students’ Union</td>
<td>Student Representatives allocated to modules</td>
<td>October</td>
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<td>Student Representatives</td>
<td>Gathering phase of mid-term module feedback</td>
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<td>Department Lead Representative</td>
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<td>Students’ Union</td>
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<td>Student Representatives</td>
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<td>Students’ Union</td>
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<td>Students’ Union</td>
<td>Course Representative Awards</td>
<td>June</td>
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2. GUIDING PRINCIPLES OF THE STUDENT-LED SYSTEM

The Student Representation system is built on the key principle of partnership between the students, Students’ Union and the University. The Students’ Union is the legitimate representative body for students individually and collectively for the advancement of student interest at the University of Essex.

2.1 Representation
Representative processes will define the view of the student community. By talking and listening to students, Student Reps will gather collective views to present to the University, avoiding any assumptions made about the student opinion and experience.

2.2 Feedback
Both consultative and representative methods will be used to exchange feedback between the student body and the University. Consultative methods engage the student community in broad reflective quantitative and/or qualitative feedback.

2.3 Communication
As well as communicating student views to the University, Student Reps, in conjunction with departments, must close the feedback loop by communicating information back to the student body; letting peers know what action has been promised in line with their feedback; using efficient communication channels to contact students, such as through social media, student emails, Departmental notice boards, and the SU website.

2.4 Engagement
Student Reps should act as the link between the wider student body, SU, Academic Departments and the University. Student Reps should promote the different student feedback mechanisms and have a good working knowledge of the support structure available to students. It is important the Student Reps are engaged with any representation and democracy activities provided by the SU and/or the University.

2.5 Signposting
Student Reps may be the first point of contact for students with issues, concerns or general enquires, therefore they must be aware of general departmental, University and SU information to signpost students to appropriate areas (especially when dealing with personal queries).

2.6 Sustainability
Student Reps must maintain an effective and sustainable representation system by promoting themselves and their role for the entire academic year. The SU, in conjunction with departments, will widely publicise both the details of what the Student Rep system entails, and the opportunity to become a Student Rep at the beginning of each academic year in order to get more students involved in representation, engagement and impact.

2.7 Co-production
Student Reps should act as “co-producers” of their own education, re-acting to their learning environment and co-defining issues before proactively co-producing solutions with the University and the SU. This could be on a module level through informal discussions, through sub-committees of the SSLC, working with departmental and faculty structures or working directly with other committees and groups in the institution.

2.8 Accountability
Student Reps are responsible to will be accountable to the students they have chosen to represent and the SU as a whole. They have the responsibility to act in accordance with the Code of Conduct and adhere to the guiding principles within this document.
# 3. ROLES AND RESPONSIBILITIES OF THE SU AND ESSEX PARTNERSHIP

The Students’ Union, University and its academic departments value the representation of students at all levels of the University to ensure that the University works in the best interest of students. Information Student Representatives provide through representative structures feed into the University and Students’ Union decision-making structures to enable discussion of key issues at higher levels within both bodies.

<table>
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<th>Welcoming and valuing student feedback</th>
<th>Creating the opportunities and developing the skills for effective student representation</th>
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<tr>
<td><strong>3.1 The University and its Academic Departments will:</strong></td>
<td><strong>3.2 The SU will:</strong></td>
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<tr>
<td>a. Provide the opportunity for all students to participate as full members of appropriate decision-making structures of the University with SU-led staff support.</td>
<td>a. Provide an induction training session in collaboration with the University and Departments at appropriate points in the year.</td>
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<tr>
<td>b. Be approachable and receptive to the views of Student Reps, and encourage appropriate action in response to student feedback.</td>
<td>b. Provide additional opportunities for training, including advice on structure, policy and procedures, to enable Student Reps to continually develop and participate effectively.</td>
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<tr>
<td>c. Invite the SU to appropriate departmental and course review meetings to ensure participation by the relevant Student Reps.</td>
<td>c. Provide suitable materials through digital media to assist Student Reps in the execution of their duties.</td>
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<tr>
<td>d. Advise the SU of the academic programme for the year in order that the SU can ensure student reps take responsibility for each module.</td>
<td>d. Provide appropriate financial support to sabbatical officers and Student Reps for costs incurred in participation in the Student Rep system. (1)</td>
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<tr>
<td>e. Provide support for sabbatical officers and Student Reps to gather views and feedback from students in communicating with academic departments, the faculty or University as a whole.</td>
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<thead>
<tr>
<th>Enabling effective representation</th>
<th>Providing the information and ongoing support to ensure students are actively engaged and involved</th>
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<tr>
<td><strong>3.3 The University and its Academic Departments will:</strong></td>
<td><strong>3.4 The SU will:</strong></td>
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<tr>
<td>a. Provide the SU with the necessary information to participate in all appropriate decision-making structures, including meeting times, dates and agendas.</td>
<td>a. Provide Student Reps to attend appropriate meetings, committees and working groups.</td>
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<tr>
<td>b. Give Student Reps and the SU timely notice of SSLC meetings and widely publicise SSLCs to students, to allow students to feedback back to Student Reps, Reps to gather views and feed in effectively and maximise attendance at SSLCs.</td>
<td>b. Provide support for Student Reps whilst in attendance at meetings.</td>
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<tr>
<td>c. Assist Student Reps in the execution of their duties.</td>
<td>c. Co-ordinate Student Reps, when appropriate, to assist in canvassing opinion on academic issues which may be affecting a wider range of students across departments, the faculty or University as a whole.</td>
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<tr>
<th>Responding positively and giving feedback</th>
<th>Making sure feedback is considered and any actions and decisions shared with students</th>
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<tbody>
<tr>
<td><strong>3.5 The University and its Academic Departments will:</strong></td>
<td><strong>3.6 The SU will:</strong></td>
</tr>
<tr>
<td>a. Ensure that actions and outcomes arising from student feedback is circulated, as a minimum to Student Reps, when actions are closed or outcomes resolved.</td>
<td>a. Support students in communicating outcomes arising from student feedback.</td>
</tr>
<tr>
<td>b. Aid Student Reps with publicising any actions and/or decisions to students.</td>
<td>b. Consult Student Reps for their views on the Student Rep system so they can raise issues and seek appropriate changes and support for the system.</td>
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(1) The SU will provide appropriate financial support to enable full participation of sabbatical officers as outlined in the SU constitution and will compensate other Student Reps where this has been agreed in advance for costs incurred in their participation in the Student Rep system.
4. CODE OF CONDUCT FOR STUDENT REPRESENTATIVES

Student Representatives recognise the value and impact of their role, and commit to it by undertaking training, participating in representative activities, and attending relevant meetings. They proactively engage with all students they have committed to represent, to seek their views and represent those views fairly at module, course, department, faculty and University level as appropriate. Student Representatives feed back on both positive activity and on actions taken in response to issues that have been raised.

4.1 Student Reps, when formally expressing an interest in the role, should appreciate the importance and the time needed to undertake the role effectively.

4.2 Student Reps should attend all mandatory training to ensure they are prepared for the role to participate in meetings and other related activities.

4.3 Student Reps should prepare for meetings by gathering student feedback.

4.4 Student Reps should attend all meetings expected of the Student Rep’s role. Attendance could be in person or facilitated remotely (where practical and requested with sufficient time in advance).

4.5 If the Student Rep is unable to attend for any reason, it is expected that they would notify key contacts and arrange for an appropriate Student Rep to take their place. Student Reps should therefore ensure they are still able to contribute (for example by providing feedback in advance and/or via the Student Rep attending in their place).

4.6 Student Reps should feed back to the appropriate students.

4.7 If the Student Rep feels they can no longer fulfil the role, they should inform the SU, who should subsequently inform the department.

4.8 If a Student Rep fails to meet the requirements of the role, they may be removed and a replacement sought by the department in cooperation with the SU.

4.9 The SU and department will agree mechanisms by which Student Reps’ performance will be assessed to ensure that every representative is achieving their full potential within the role. This mechanism will be reviewed annually.
5. POLICY REVIEW

This policy will be reviewed annually by Education Committee on behalf of Senate to ensure it remains fit for purpose and continues to meet the needs of students, the University and the SU effectively.

5.1 The SU will actively consult Student Reps for their views on the system so they can raise issues and seek appropriate changes and support for the system.

5.2 The relevant University and SU bodies shall ensure that issues are captured effectively to support the regular review of the Student Rep system and related policies. This policy will monitored by agreed performance indicators between the SU and the University to ensure continuous improvement.

5.3 The Students Union will monitor and report on the impact as part of the University quality cycle.

5.4 Academic Quality and Standards Committee will receive a report on the annual review of the policy in advance of making a recommendation to Education Committee.

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<thead>
<tr>
<th>Document owner</th>
<th>Quality and Academic Development</th>
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<tr>
<td>Document author</td>
<td>Co-authored by Quality and Academic Development and the Students Union</td>
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<tr>
<td>Document last reviewed by</td>
<td>Quality Enhancement Manager – Chelsey Smith</td>
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<tr>
<td>Date last reviewed</td>
<td>14/12/2018</td>
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<td>Review frequency</td>
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APPENDIX I: SELECTION OF STUDENT REPRESENTATIVES

The process for selecting Student Reps is based on the principles of fairness, openness and transparency

A1.1 The opportunity to act as a Student Rep is advertised to all students through the SU and departments from the start of the academic year. Departments will work proactively with the SU to promote the opportunity and responsibility that comes with being a Student Rep.

A1.2 Should the departments receive any expression of interest the department should forward details on to the SU. The SU should notify departments of the details of course representatives once they have completed training and qualified as a Student Reps.

A1.3 All nominated Student Reps will attend training for their role. Only once training has been completed shall they be recognised as a Student Rep.

A1.4 All Executive Officers of the SU shall be elected in line with the constitution of the SU.

A1.5 The election of Department Lead Representatives shall be facilitated by the SU and shall be open to those who have attained the position of Student Rep and have participated in an SSLC.

A1.6 The election of Faculty Representatives shall be facilitated by the SU and shall be open to those who have attended the position of Student Rep and have participated in an SSLC. The election shall be conducted on the basis that each Department Lead Representative shall have one vote for each position in their faculty.
APPENDIX II: STUDENT REPRESENTATIVE ROLES

Student representative roles ensure students across the University are represented and that there is effective representation at all levels of the University. Students in any student representative role follow the guiding principles, Roles and Responsibilities and Student Code of Conduct as set out in this policy.

The Code of Conduct for Student Representatives sets out the commitment to attend meetings wherever possible (including remote attendance) and expectations where it’s not possible to attend for good reason.

A2.1 Student Representatives (Student Reps):
Students who have qualified to be representatives through participation with the initial training programme as conducted by the SU.
- Allocated to modules throughout the academic year.
- Participate in the SSLC process.
- Work informally with the module leaders to improve the delivery of modules.
- Allocated to the course review process by the department and the SU.
- Eligible to stand for student parliament.

A2.2 Department Lead Representatives (DLRs)
Students who are elected each year to represent students within their department and across the University.
- Voted for and held accountable to Faculty Representatives.
- A point of contact between Student Reps and the department.
- Attend all SSLCs.
- Attend departmental business meetings as appropriate.
- Attend all lead reps meetings.
- Eligible to stand for student parliament.

A2.3 Faculty Representatives
Faculty Representatives are elected each year by DLRs within their faculty to represent the interests of the Student Reps within their faculty.
- Attend selected SSLCs as appropriate.
- Attend all lead reps meeting.
- Attend faculty meetings.
- Eligible to stand for student parliament.

A2.4 Faculty, Southend and Postgraduate Convenors
Students who are appointed each year to be the senior Student Rep for the faculty, site or mode of postgraduate study.
- The lead student rep in the faculty.
- Attend all SSLCs.
- Attend all lead reps meetings.
- Eligible to stand for student parliament.
- Attend faculty meetings and meetings of Education Committee, Academic Quality and Standards Committee and Senate.

A2.5 Student parliament faculty representative
A representative elected by the DLRs within a faculty to be a member of the sovereign body of the SU.
- Attend all lead reps meeting.
- Attend student parliament meetings.

A2.6 Executive officers
Executive Committee members: Full-time Student Reps and part time officers with primary responsibility for all of the SU’s work on matters relating to representation.
- Attend student parliament meetings.
- Attend all University committees, task & finish groups and other group as appropriate.
A3. STUDENT STAFF LIAISON COMMITTEES

A3.1. SSLCs are committees made up of student representatives and members of staff. They provide an accessible arena for students to discuss, with staff, issues connected to teaching, learning and student support. They also provide an opportunity for the academic department to consult with students and receive feedback on new proposals.

A3.2. Key Principles of SSLCs: All SSLCs are guided by the following principles, which aim to ensure that SSLCs:

A3.2.1. Provide an accessible forum to enable students to discuss teaching, learning and student support issues and any other issue that may be affecting the students they represent with staff in an open manner, within the framework of the formal structures. The department should consult with SSLC on new course proposals, curriculum development and changes to the department’s assessment strategy.

A3.2.2. Encourage the resolution of issues and co-production of solutions and support improvements at a departmental level. Issues raised through the SSLC should be discussed in a timely manner and no later than the next SSLC, at the relevant department meetings.

A3.2.3. Ensure that discussions and resulting actions are documented and disseminated to the student body represented through the SSLC. This is key to the success of SSLC.

A3.2.4. Ensure that issues which remain unresolved after attempts to resolve within the department are escalated to the relevant Deputy Dean (Education) or Faculty Education Committees. This is to ensure that such issues can be discussed more widely and escalated within the University as necessary.

A3.2.5. Operate with transparency through the publication of SSLC minutes to all current students and the Students’ Union. Minutes should be published in a way that ensures that they are accessible to all students and staff in the department.

A3.3. Aims & Objectives of SSLCs:

A3.3.1. To facilitate greater communication between students and academic staff;
A3.3.2. To identify areas of concern to students and/or staff;
A3.3.3. To ensure student input at all levels of decision making;
A3.3.4. To disseminate examples of good practice within the department;
A3.3.5. To promote engagement of student participation in quality assurance and enhancement.

A3.4. SSLC Membership:

A3.4.1. The Head of Department and Director of Education shall be members of SSLC. Relevant Directors and Tutors may be included in the membership. It is recommended that students should be in the majority membership present at all SSLC meetings. While a majority presence of students is desirable, this should not prevent the convening of meetings.

A3.4.2. Where there are a large number of Representatives in a department – to the point that it is no longer practical to accommodate all of them – Student Representatives should, in collaboration with the department, nominate before each SSLC appropriate attendees. They should represent undergraduate and postgraduate (taught and research) programmes, each year, and means should be adopted to ensure that representatives can obtain the views of part-time and distance learning students (where appropriate). Departments are also welcome to structure student representatives in alternate ways, should this be appropriate, for example, nominating modular representatives to report on specific modules.
A3.4.3. SSLCs must be chaired or co-chaired by a student, or their nominee from staff in the department or Student’s Union. Where a department agrees to co-chair, the Director of Education, or their nominee, will co-chair. The Head of Department is responsible for ensuring that action is taken in response to any decisions reached by the committee. Consideration should be given to the diversity of the membership of the SSLC.

A3.4.4. The Secretary to the SSLC shall be nominated by the Chair(s) of the SSLC.

A3.4.5. Observers shall be invited to attend the SSLC at the discretion of the Chair(s).

A3.5. SSLC Meetings:

A3.5.1. SSLCs should meet a minimum of three times per academic year; with at least one meeting in each of the teaching terms of the department.

A3.5.2. The scheduling of meetings must take into account student availability and ensure that an adequate amount of time is allocated to the meeting. Departments are encouraged to allocate a specific week to each regular meeting of the SSLC at the beginning of the academic year to allow students to gather views in a timely manner. Whenever possible, departments should consult the SU while scheduling the SSLC meetings to maximise attendance.

A3.5.3. Chair(s) of the SSLC are able to call extraordinary meetings to discuss particular items that may require special attention. It may also be appropriate for focus groups of SSLC members to be convened to work together on a particular topic. Virtual meetings of SSLCs, or sub-groups of the SSLC, may be held in addition to scheduled meetings as necessary.

A3.5.4. SSLCs must be publicised to all students in the department so that they may inform the student representatives of any issues.

A3.5.5. The agenda for the SSLC must include student business as section A and a call for specific agenda items must be made in advance of the meeting to allow students to add items to the agenda. Section A must include a standing item to give students the opportunity to raise any points at the meeting. Formal business (see section A3.5.6.) should be circulated for information and should appear as section B of the agenda; items in section B should not routinely be starred for discussion but members are able to star items for discussion, as appropriate. Postgraduate Research SSLCs may have a different format, where appropriate.

A3.5.6. The agendas for SSLCs should include the following as formal business; information related to these should be circulated electronically in advance of the meeting for information, with members able to star items for discussion:
- Chair’s report on developments of updates from any action points from the previous meeting;
- Departments should consult students on Annual Review of Courses reports, External examiner reports, all satisfaction survey outcomes and Student Assessment of Modules and Teaching;
- New and revised programme developments (if any);
- Review of the departmental handbook (annually).

A3.5.7. The unconfirmed minutes of an SSLC meeting, as approved by the Chair, should normally be circulated to all of those present, the Faculty Convenor and the Deputy Dean (Education), within 10 working days of the meeting.