

LTC17D150

Title: Institutional student representation – a new Appendix to the Student Representation Code of Practice
Authors: Dr Andrea Blanchflower, Director of Student and Academic Services, SU UG Education Officer, Mary Leishman and PG Education Officer, Madeleine Colledge
Date: April 2018
Circulation: Learning and Teaching Committee – 20th June 2018
Agenda: LTC17A006
Version: Final
Status: Open

Issue

To formalise the institutional representation by students as a new Appendix to the Code of Practice on Student representation.

Recommendation

Recipients are invited

To report:

that the Chair of University Council has formally approached the SU Trustee Board seeking a University member of this Board.

To consider

- 1) that the draft be adopted as an appendix to the Student Representation Code of practice.
- 2) that a change be made to the Standing Orders of School Boards 2. (5). The active membership of the School Board shall be constituted as follows:

“At least one student representative drawn from each major level of study at which the School delivers programmes (ie undergraduate, postgraduate taught and/or postgraduate research) nominated by the Staff-Student Liaison Committee (SSLC) of the School from within its number and which will include the elected School Convenor.”

Resource Implications

There are no capital or recurrent resource implications which would arise if the proposals are approved.

Risk Implications

The proposal will have no impact on the overall level of risk facing the University. By documenting what is current practice they introduce a clarity and transparency to this area of the workings of the University.

Equality and Diversity

The proposals themselves have no impact on groups with protected characteristics. Equality and diversity issues will be taken into consideration by the University and the Students' Union in the recruitment of student representatives.

Timing of decisions

A decision made by Learning and teaching Committee at this meeting can be implemented in 2018/19.

Further Information

LTC adopted recommended revisions to the Student Representation Code of Practice in May 2017 (LTC16D103, https://learn.uea.ac.uk/bbcswebdav/pid-1898681-dt-content-rid-2866863_1/orgs/PLN_LTC/ltc16d103%20divider%20b%20student%20representation%20CoP.pdf

For further information please contact Dr Andrea Blanchflower, Director of Student and Academic services (a.blanchflower@uea.ac.uk, x2618) and/or Toby Cunningham, Students' Union Acting Chief of Staff, (toby.cunningham@uea.ac.uk).

Background

One of the stated objectives of the UEA plan says “We will build a strong, rewarding partnership between students and staff at all levels, recognising that educational outcomes are co-produced with students and capturing the positive, powerful impact that students can have over the development of their education at UEA.

<https://portal.uea.ac.uk/arm/the-uea-plan-2016-20/our-objectives> (Objective 3.6)

The QAA Quality Code, Chapter B5 Student Engagement, Indicator 3, reads: “Arrangements exist for the effective representation of the collective student voice at all organisational levels, and these arrangements provide opportunities for all students to be heard”. Appendix A.

The Student Representation Code of Practice has a focus on academic student representation at undergraduate and postgraduate taught level. It covers student representation in learning and teaching at a School and Faculty level. The responsibility for overseeing compliance with this Code of Practice sits with the Pro-Vice Chancellor Academic, and the Students' Union Education Officers.

There is student representation at institutional level but this currently is not documented in a single place. The creation of an Appendix which brings the information together in one place will enable a greater degree of clarity and transparency in relation to student representation on University level Committees and working groups.

Some other Universities have re-framed the debate and representation and talk about student consultation. The Students' Union highlight the approaches being taken by:

- Imperial:
<https://www.imperialcollegeunion.org/sites/default/files/Consultation%20Final.pdf>
- Leeds Beckett
<https://www.leedsbeckett.ac.uk/-/media/files/student-hub/course-representatives/student-consultation-framework.pdf>

In drafting this Appendix a revision to the Standing Orders of School Boards is considered desirable These currently state that:

“At least one student representative drawn from each major level of study at which the School delivers programmes (ie undergraduate, postgraduate taught and/or postgraduate research) nominated by the Staff-Student Liaison Committee (SSLC) of the School from within its number”

A revision will be necessary to ensure that in all cases the elected School Convenor, who co-chairs the SSLC, has a representative place on the School Board place by right of office.

An extract from the Standing Orders detailing the current constitution of the School Board can be found in Appendix B and the entire document can be viewed via the following link <https://red.uea.ac.uk/documents/6207125/7489894/boardschools.pdf/79263f6a-1da2-432e-9f43-b3a03dbdb707>

The University Governance Committee is currently reviewing the Senior Officers' Remuneration Committee. A formal decision on the format, terms of reference and membership will be presented to

Council following finalisation of the Committee of University Chairs Remuneration Code and taking into account Office for Students' recommendations.

Discussion

The following wording has been drafted as an Appendix to the Code of Practice based on discussions of a document initially prepared by Jim Dickinson, Chief of Staff, on behalf of the Students Union.

Appendix 8.4 - University level student representation

1. Principles

- 1.1. The UEA Plan states that we will build a strong, rewarding partnership between students and staff at all levels, recognising that educational outcomes are co-produced with students and capturing the positive, powerful impact that students can have over the development of their education at UEA.
- 1.2. The University and Student's Union agree that students are entitled to representation when decisions or preparations are made that have a bearing on their courses or the experience of students.
- 1.3. The Students' Union will be supported by the University in arranging for student input into policy development and review activity in the formative stages of decision making.

2. Framework

- 2.1. The full-time officers of the Students' Union will be given the opportunity at least twice a year to meet with the Vice Chancellor and the Executive Team and are provided with opportunities for regular contact with them, individually and collectively, throughout the year to discuss key issues. For example, opportunities for discussion are provided at ET working lunches (July and January), VC Liaison meetings (4 per year), pre-Council briefings with the VC, VC breakfasts with students, monthly meetings with the PVC (Academic) for the relevant Education Officers, and agenda setting meetings for Student Experience Committee.
- 2.2. Where a formal University Committee is created or a University level executive or working group is formed, active consideration will be given as to the appropriateness of Students' Union membership and the decision communicated to the Union.
- 2.3. At formal University committees agreed student representatives will be members, and other than Council, Council Finance Committee, Senate, and Space Planning and Management Committee will normally be accompanied by a member of Students' Union staff (in attendance, but not as a committee member) to provide support.
- 2.4. The Students' Union will present two reports each year to Council, one on its operations and the other on the views of students on the University.

3. Student representation

- 3.1. The Union and University will annually review ongoing University level committees, executives and working groups, and bring forward proposals of changes in membership on academic committees to LTC for recommendation to Senate and for non-academic committees bring forward proposals for consideration by the Chief Resource Officer (for approval at Council as appropriate).
- 3.2. The University Council, the University's Governing Body, has two student members. Each year, the Students' Union will recommend two of their full-time officers as members of University Council. This membership of Council confers eligibility on these two student representatives to also take up membership positions on the Council Finance Committee and the University Space Planning and Management Group: there is one student member on each of these two bodies. University Council requirements necessitate strict confidentiality and student members of Council and the Council Finance Committee will not be able to seek support from the Students' Union and are referred to the Director of Finance for support in preparation for meetings. Support for the student member of Space Planning and Management group will be provided by the Chief Operating Officer or their nominee.
- 3.3. The Chief Resource Officer, as secretary of Council, will consider and take forward membership issues relating to the sub-committees of Council, including
 - The Equality and Diversity Committee

- 3.4. The membership of University Senate, the University's most senior academic committee, has three student representatives. Each year the Students' Union will recommend three of their full-time officers as members of Senate. University Senate requirements necessitate strict confidentiality and student members will not be able to seek support from the Students' Union and are referred to the Director of Student and Academic Services for support.
- 3.5. Senate considers membership, including student representation, of all its sub-committee on an annual basis each June including for example:
- Learning and Teaching Committee
 - Student Experience Committee
 - Student Affairs Group
 - Widening Participation Committee
 - Faculty Learning and Teaching Committees
 - Senate Student Discipline Committee
 - Senate Student Discipline Appeals Committee
 - Postgraduate Research Student Executive
 - Honorary Degrees and Awards Committee
 - Student Sport and Physical Activity Committee
 - Technology Enhanced Learning Committee
- 3.6. The Chief Resource Officer, on behalf of the Executive Team considers student representation on working groups and Executives that report to the Executive Team, including for example:
- ISSC
 - Library Forum
 - IT Forum
 - Sustainability Board
 - Space Planning and Management Group
 - Admissions, Recruitment and Marketing (ARM) Executive
- 3.7. At executive groups and working groups Students' Union Officers or staff may be invited to be members as appropriate and agreed. In 2018/19 the list includes:
- Learning and Teaching Spaces Working Group
 - Internationalisation Executive
 - Employability Executive
 - Degree Apprenticeships Working Group
 - Student Safety group
 - Prevent Group
 - Student Financial Support group
 - Space for Faith Working Group
 - Access all areas Group
 - Parking Appeals Committee
 - Changing the Culture Working group
- 3.8. There are a number of other task and finish style working groups established by Committees, for example the Learning and Teaching Committee, to review specific policies as part of the periodic review process and where these impact upon the student experience these include student representation.
- 3.9. Student representatives are not members nor attend the following committees or management groups. Where issues are discussed that affect the student experience the Students' Union will be consulted in good time.
- 3.9.1. Various sub-committees of Council
- Academic-Related Staff Review Committee
 - Audit Committee
 - Governance Committee
 - Sainsbury Centre Board
 - Senior Officers Remuneration Committee

- 3.9.2. Various sub-committees of Senate
- Honorary Appointments Committee
 - University Promotions Committee
- 3.9.3. Other
- Executive Team (advises the VC)
 - Faculty Executives (see note below)
 - University Health and Safety Executive and sub-committees
- 3.10. The Standing Orders of Boards of School state that membership should include at least one representative drawn from each major level of study at which the school delivers programmes (i.e. undergraduate, postgraduate taught and/or postgraduate research) nominated by the Staff-Student Liaison Committee of the School from within its number. The expectation is that one of the representative places would be taken by the elected School Convenor who co-chairs the SSLC.
- 3.11. Faculty Learning and Teaching Quality Committees have student representation. Faculty Executives do not have student representation and the Faculty Pro Vice Chancellor has responsibility for ensuring that the student body is appropriately consulted in the development of learning and teaching strategy.
4. Operational detail
- 4.1. All Student Officers and Students' Union staff will be required to observe any confidentiality policies that apply to papers or discussions at meetings.
- 4.2. The Union will be responsible for organising and supporting both undergraduate and postgraduate student membership of key bodies in the University.
- 4.3. Where the Union arranges for student membership of University bodies, appropriate support and notice will be given by the University. The Union will disseminate opportunities to students and provide support and training to student representatives.
- 4.4. The Union will endeavour to both gather feedback from students on key committee issues and to aid the University in disseminating the results and outcomes of discussions taking place at University Committees, and which are of interest to students, when it is timely to do so.
- 4.5. The Union will participate in agenda and issue planning with Committee chairs at the start of each academic year to ensure that there is sufficient notice of key issues and the opportunity to undertake consultation and research where appropriate.
- 4.6. Regular informal meetings and catch ups will take place between key members of University staff and SU staff / student officers as appropriate.
- 4.7. The University will take student feedback into account when reviewing the performance of student facing services and will work in partnership with representatives of the Students' Union, discussing the implications of change, when making changes to student facing services.

Attachments

Appendix A – QAA Quality Code – extract from Part B Chapter B5: Student engagement
 Appendix B – Extract from the Standing Orders of School Boards

QAA Quality code – Part B, Chapter B5: Student Engagement

The Expectation and Indicators

The Expectation

The Quality Code sets out the following Expectation about student engagement, which higher education providers are required to meet:

Higher education providers take deliberate steps to engage all students, individually and collectively, as partners in the assurance and enhancement of their educational experience.

The Indicators of sound practice

Indicator 1

Higher education providers, in partnership with their student body, define and promote the range of opportunities for any student to engage in educational enhancement and quality assurance.

Indicator 2

Higher education providers create and maintain an environment within which students and staff engage in discussions that aim to bring about demonstrable enhancement of the educational experience.

Indicator 3

Arrangements exist for the effective representation of the collective student voice at all organisational levels, and these arrangements provide opportunities for all students to be heard.

Indicator 4

Higher education providers ensure that student representatives and staff have access to training and ongoing support to equip them to fulfil their roles in educational enhancement and quality assurance effectively.

Indicator 5

Students and staff engage in evidence-based discussions based on the mutual sharing of information.

Indicator 6

Staff and students to disseminate and jointly recognise the enhancements made to the student educational experience, and the efforts of students in achieving these successes.

Indicator 7

The effectiveness of student engagement is monitored and reviewed at least annually, using pre-defined key performance indicators, and policies and processes enhanced where required.

<http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-b>

Extract from the Standing Orders of School Boards

2. Constitution of the Board

The active membership of the School Board shall be constituted as follows

- (1) The Head of School (who shall be Chair) [ex officio];
- (2) The School Directors (Admissions, Learning and Teaching [LT], and Research) [ex officio];
- (3) The academic staff members of the School [ex officio];
- (4) At least one representative member of the contract research staff of the School where this applies;
- (5) At least one student representative drawn from each major level of study at which the School delivers programmes (ie undergraduate, postgraduate taught and/or postgraduate research) nominated by the Staff-Student Liaison Committee (SSLC) of the School from within its number;
- (6) Members, or representative members, of other staff groups of the School as recommended by the Head of School to the Dean of Faculty for approval.

Representative (ie non-ex officio) staff and student members of the Board will hold membership for one year at a time and would be eligible to stand for representative membership for the following year. The Head of School will present the membership of the Board to the Dean of Faculty for approval before the commencement of each academic year.

The proposed constitution enables the staff and students of the School to be fully represented at the School Board in a mix that reflects the academic provision of the School and is effective in the conduct of Board business. The above constitution allows Schools to have more than the basic number of student representatives if desired. For example, some of the Health and Professional Schools have full-time and part-time student cohorts that are distinctive in their course provision and backgrounds and the Schools might wish this diversity to be reflected in their representation at the School Board. Staffing profiles of Schools also vary throughout the University and members, or representative members, of all staff groups within the School can be included in Board membership with the approval of the Dean of Faculty.

The Head of School is able to invite others to attend the Board for a whole meeting or particular items to facilitate the Board's discussion. The School Board will be serviced by the Faculty administration which will therefore be able to make an input to the meeting as appropriate. The Secretary to the Board and invited attendees will not have voting rights which will only extend to the Chair and staff and student members of the School Board.

Standing orders of School Boards

<https://lred.uea.ac.uk/documents/6207125/7489894/boardsofschools.pdf/79263f6a-1da2-432e-9f43-b3a03dbdb707>