

**LTC13D089**

**Title:** *Code of Practice on Student Representation*  
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### **Issue**

To update LTC on the review of the Code of Practice on Student Representation.

### **Recommendation**

Recipients are invited:  
To receive the author's interim report; and  
To advise on the author's future plan of work.

### **Resource Implications**

None.

### **Risk Implications**

None.

### **Equality and Diversity**

The review will make full consideration of the impact of any proposals on groups with protected characteristics.

### **Timing of decisions**

A final report with recommendations will be brought to LTC for a decision in October 2014.

### **Further Information**

Eve Dewsnap, Senior Faculty Manager, SSF (email: [eve.dewsnap@uea.ac.uk](mailto:eve.dewsnap@uea.ac.uk), tel: 01603 593444).

### **Background**

The UK Quality Code for Higher Education added a new chapter on 'Student Engagement' (Chapter B5) to the Quality Code from June 2013. The chapter states:

"It is widely accepted that views of students, individually and collectively, should inform quality systems with the purpose of improving the student educational experience both for current and future cohorts. Student involvement in quality can have a positive influence on the delivery and development of any aspect of the student educational experience, whether

implemented by the higher education provider, a faculty, a department, or an individual member of staff.” (The UK Quality Code for Higher Education, Chapter B5: Student Engagement, page 2)

The quality of student representation at UEA and how well we meet this standard will therefore be scrutinised by the QAA when the University is assessed in 2015. The purpose of the review is therefore to evaluate the effectiveness of our current Code of Practice on Student Representation and to make recommendations to improve student representation at UEA.

## **Discussion**

Given the subject of the review it would be preferable if the review is, as far as possible, led by students. The timing and structure of the review therefore needs to facilitate their involvement. Input from academic staff and officers from the Student Union would be through a small reference group – providing guidance and a wide range of perspectives on student representation across the University.

### Proposed working group membership:

#### Students:

Students will be represented by serving SSLC representatives, ideally a UG and PGT representative for each Faculty (to be confirmed as soon as the Autumn Semester starts in September)

#### UUEAS:

Tony Moore, Support Worker  
Liam McCafferty, Academic Officer, PGT  
Conor Rand, Academic Officer, UG

#### Academic staff:

Dr Denzell Richards, FTM (HUM)  
Prof Richard Holland, MED (FMH)  
SCI (TBC)  
Dr Neil Cooper, SSF (TBC)

#### Professional services:

Eve Dewsnap, SSF (Chair)  
Lynne Ward, LTS (Secretary)  
Becky Price, BIU

### How the review will be conducted:

The reference group will meet once in mid-July to discuss terms of reference, parameters for the review, and plans for how the review will be conducted. The reference group will then meet a further 4 times in the Autumn Semester. The bulk of the ‘fieldwork’ will take place outside the meetings. This will be led by the student representatives with support from professional services staff. This will include:

- Interviews with key stakeholders, e.g. Adam Longcroft, Academic Director of Taught Programmes; Associate Deans for Teaching, Learning & Quality; Dean of Students Office
- Observing SSLCs
- Meeting with serving student representatives on SSLCs to hear their views
- Surveying of wider student body to understand their views on student representation

In order to identify the key themes for the review, Eve Dewsnap has already met with a number of key stakeholders to gain an overview of the current arrangements for SSLCs in each Faculty, areas of concern, and examples of good practice. A number of recent reviews

and reports looking at student representation and SSLCs have also been collated and will provide useful input to this review. Key themes that the review will consider include:

- Communication: Do students know about SSLCs and how they are represented on them? How do students know who their representatives are on SSLCs? How can students raise issues for discussion at SSLCs? How do students receive feedback about decisions made by SSLCs?
- Student representation: How are student representatives nominated/elected? How do we encourage more students to participate? What training and incentives would students like to support them in their roles?
- How are SSLCs run? Who chairs the meetings? Who sets the agendas? What is a good balance of student/academic staff representation for an effective SSLC?
- QA processes: To what extent are students involved in the development of new modules, changes to course programmes etc? How are results of consultation with SSLCs fed into QA processes?
- The review will also consider representation for PGR students, linking to a review already undertaken by Tracey Oak.

The reference group will produce a report of its findings with recommendations for LTC to consider. It is intended to complete the review by the end of October 2014.