

Policy for Student Representation

1. Introduction

The University of Bradford is committed to working in partnership with students to develop its learning and teaching practice and environment. Student representation is an essential part of this and our overall approach to understanding, supporting and enhancing the student experience. It is broadly defined as giving students a voice to influence university practice and decision making processes.

Student representation forms one element of our approach to student engagement at Bradford – which is seen as a combination of involvement in both the academic and social aspects of higher education, as well as ensuring that the institution hears and responds to the views and thoughts of our students. Alongside their studies and extra-curricular opportunities, there are a range of mechanisms through which students can engage by giving feedback on how they are finding their time at Bradford. Both collective and individual feedback is important and students can participate in dialogue with staff and other students, underpinned by a shared approach of partnership, open-ness and mutual respect. Obtaining and utilising the student voice allows the institution to make positive changes based on what our students think. It also enables students to play a key role in shaping and enhancing the University of Bradford student experience – for both current and future students. In addition to student representation, there are numerous other formal and informal ways that students can get involved. These include:

- Completing student experience surveys
- Attending meetings for student/staff discussion – such as open student forums
- Completing module evaluations
- Giving user feedback on services (e.g. the library and IT)
- Getting involved with Student Union activity
- Taking part in research, focus groups, interviews or student led meetings
- Volunteering or applying for specific roles or opportunities to enhance teaching and learning or the wider student experience at the University

This policy focuses solely on the student representation aspect of engagement. It is intended to be used by staff as a framework for coordinating representation within

programmes, Faculties and across the institution¹. However, staff are encouraged to think creatively about how to engage with the scheme and enable a variety of mechanisms and opportunities for active student participation.

A number of core principles are outlined below that underpin our overall Student Representation scheme.

Principles of Student Representation:

- 1.1 The Student Representation scheme operates as a partnership between the University and the University of Bradford Union of Students (UBU).
- 1.2 All students should have access to appropriate student representation through elected Student Representatives who are able to present the views of students to programme staff. Programme Leaders (or a named equivalent) have a responsibility in the first instance to ensure that all students on their programme have access to representation.
- 1.3 The core purpose of the Student Representation scheme is to ensure that students are provided with opportunities to feedback to staff on both positive and negative experiences, as well as working with staff to find solutions to any problems or areas of concern.
- 1.4 Student Representatives, programme and other university staff and UBU should treat each other as partners in all aspects of the scheme, and should commit to mutual respect and value, and working together for the enhancement of the student experience for all students. Representation is a two way partnership and an on-going process whereby all need to engage and commit to the principles, responsibilities and development of the scheme.
- 1.5 There should be a minimum of one Student Representative per level, per programme or group of programmes (where several very similar programmes run together). This includes any joint programmes of study and placement and postgraduate levels. However, it is encouraged that programmes aim to recruit two Student Representatives per level and programme to maximise the potential for engagement. Programmes may also wish to elect more Student Representatives – particularly for larger programmes – to ensure adequate representation for all students².

¹ This policy is supported by the online guide for staff and students:
<http://www.bradford.ac.uk/academic-development/student-experience/student-reps/onlinehandbook/>

² Should programmes wish to recruit more than two Student Representatives per programme, per level, then the maximum number of Student Representatives should be agreed prior to the nomination and election process and notified to the Students' Union 'Student Voice Team'.

- 1.6 To ensure an inclusive approach, it is important that placement students, part-time students, distance learners, international students and other traditionally under-represented groups are given sufficient opportunities to participate in student representation. For example, through specific representatives and/or additional mechanisms to allow students to submit feedback if they cannot be present at meetings.
- 1.7 The Student Representation system should be as democratic and representative as possible and therefore Student Representatives should be elected by their fellow students.
- 1.8 Representative roles should last for one full year (unless students are in their final year in which case the term of office will finish at the end of the academic year). If a student wishes to continue the role into the next academic year then they will need to stand again. Student intakes after September will be covered by the existing representative/s and students will be able to put themselves forward for Student Representative roles at the start of the next academic year.
- 1.9 Further roles to establish representation at Faculty level are also required. A team based model is desired and so each Faculty should aim to recruit a team of five Faculty Representatives. Teams should consist of three undergraduate students, one postgraduate taught student and one postgraduate research student. Faculty Representatives are full voting members of the relevant Faculty Committees (outlined in section 3 below).
- 1.10 Within the parameters of the above principles, programmes have some flexibility to develop aspects of the Student Representation scheme in order to derive the maximum benefit from representation. Any such flexibility should be agreed jointly between staff and students, and the **UBU Student Voice team**.

The following sections outline the key roles, responsibilities and processes involved in the Student Representation scheme.

2. Student Representatives

- 2.1 Student Representatives³ are responsible to the students on their programme/group of programmes and level.
- 2.2 The main purpose of the role is to interact with students, university staff and UBU and commit to working together in partnership for the enhancement of the student experience for all students (from a programme perspective).
- 2.3 The role is expected to involve:

³ This term replaces all previous titles including Academic Representative and Course Representative

- Proactively consulting and involving students on the programme to gather their views, determine issues and suggestions that should be raised in relation to programme delivery
- Represent the views and interests of students on their programme, formally and informally, using all appropriate channels; ensuring that personal views do not impact on their ability to represent their peers and that they respect the need for confidentiality
- Providing constructive feedback, considering possible solutions and working actively with staff and other students on any resolutions to issues raised or action to be taken
- Providing feedback from meetings to students on their programme/group of programmes and following up issues to ensure necessary action is being taken

A full outline of the duties and responsibilities of the Student Representative can be found in appendix 1.

3. Faculty Representatives

- 3.1 Faculty Representatives are responsible to Students on all programmes across their Faculty.
- 3.2 The main purpose of the role is (through working as part of a team of Faculty Representatives for their Faculty) to interact with students, university staff and UBU and commit to working together in partnership for the enhancement of the student experience for all students (from a Faculty perspective).
- 3.3 This role is expected to involve:
- Proactively consulting Student Representatives across the Faculty to determine issues and suggestions that should be raised at Faculty or University level meetings
 - Providing constructive feedback, considering possible solutions and working actively with staff and other students on any resolutions to issues raised or action to be taken
 - Represent the views and interests of students within their Faculty, formally and informally, using all appropriate channels; ensuring that personal views do not impact on their ability to represent their peers and that they respect the need for confidentiality
 - Providing feedback from meetings to Student Representatives and students across their Faculty and follow up issues to ensure necessary action is being taken
- 3.4 Faculty Representatives will be full voting members of Faculty Committees as outlined below:
- Faculty Board – two undergraduate Faculty Representatives, one postgraduate taught Faculty Representative and one postgraduate research Faculty Representative.
 - Faculty Learning and Teaching Committee – two undergraduate Faculty Representatives and one postgraduate taught Faculty Representative. Postgraduate research Faculty Representative attendance is optional.

- Faculty Research Knowledge Transfer Committee – One postgraduate research Faculty Representative.

A full outline of the duties and responsibilities of the Faculty Representative can be found in appendix 2.

4. University Roles and Responsibilities

- 4.1 The University, in conjunction with UBU, is responsible for overseeing, supporting and developing the overall Student Representative scheme.
- 4.2 Each distinct programme or group of programmes must participate in the Student Representative scheme and, as part of this, establish a Staff Student Liaison Committee (SSLC).
- 4.3 Each Faculty must participate in the Student Representative scheme and, as part of this must establish a Staff Student Faculty Forum (SSFF).
- 4.4 Programme Leaders (or a named equivalent) have a responsibility in the first instance to ensure that all students on their programme have access to representation. This includes overall responsibility for the recruitment and elections for Student Representatives (supported by other Faculty staff as appropriate) and notification of all representative details to the Students' Union 'Student Voice Team'.
- 4.5 Each Faculty must identify a staff member who is responsible for overseeing the recruitment of Faculty Representatives, including notification of all representative details to the Students' Union 'Student Voice Team'.
- 4.6 The Students' Union 'Student Voice Team', alongside the Academic Affairs Officer, is responsible for collating the details of all Student Representatives and Faculty Representatives across the institution; offering training to all representatives; providing on-going support and guidance to representatives (e.g. via monthly meetings with all representatives); and providing guidance to all students and staff regarding the scheme.
- 4.7 Programme and Faculty staff are responsible for ensuring that representatives have appropriate and timely access to resources and information to support their role. Blackboard should be used to enable this. This includes:
 - Communication channels for staff and students (e.g. email lists, Blackboard groups and notice board space)
 - All relevant meeting information (e.g. agendas, minutes). This includes access to external examiner reports as appropriate and Faculty Representatives having access to faculty or university level committee agendas, minutes and any associated documentation
 - All representatives having the capacity to add agenda items to relevant meetings

- Access to photocopying or printing facilities for relevant activity with students or other representatives (e.g. discussion documents, agenda items)
- 4.8 Programme and Faculty staff are responsible for providing minutes from representative meetings in a timely and accessible manner to all interested parties (students and staff) – including information on actions taken in response to feedback that has been given.
- 4.9 All collaborative partner institutions will be made aware of this policy. Guidance on representation at partner institutions is provided in section 9 below.
- 4.10 The University will monitor and evaluate the Student Representative scheme on an on-going basis via Learning and Teaching Committee. This will include an annual evaluation exercise involving representatives, students and staff.

5. Recruitment and Elections

Student Representatives

- 5.1 The Students' Union 'Student Voice Team' will actively encourage students to participate the Student Representation scheme and will provide information and resources to raise awareness of the scheme and support recruitment. All Faculties are expected to support this process and utilise any relevant resources.
- 5.2 It is the Programme Leader's (or equivalent) responsibility to ensure that Student Representatives are elected and that the names of all elected Student Representatives are submitted to the Students' Union 'Student Voice Team' at the appropriate time – who will then pass these onto the Academic Affairs Officer.
- 5.3 All programmes must use the agreed 'election weeks' as specified by the Students' Union 'Student Voice Team' and the UBU. Elections will normally take place between teaching weeks 2 and 4⁴ of semester 1. An additional election period will take place, to coincide with the UBU Spring elections during semester 2. This will cover recruitment for the proceeding academic year.
- 5.4 Each programme or department must appoint a Returning Officer (RO) to oversee the nomination and election of Student Representatives and to notify the results. The name of this individual/s must be notified to the Students' Union 'Student Voice Team' prior to the start of the election weeks.

⁴ This is based on induction week being week 1 as of 2013/14.

- 5.5 Each programme must agree a deadline for the receipt of nominations and publicise this in a timely manner to their students.
- 5.6 All programmes must use the agreed nomination form (supplied by the UBU) and candidates must complete and return these forms by the deadline to the RO.
- 5.7 After the nomination deadline, the RO must call an election if the number of candidates exceeds the number of positions available (please see the 'Principles of Student Representation'). It is the responsibility of the RO to publicise by all available means the names of the students nominated and the details of the election process.
- 5.8 Elections must be held in a closed forum using either the UBU elections software (NUS cloud) or a paper ballot. The Students' Union 'Student Voice Team' will provide necessary support upon request. Elections must NOT be conducted by a show of hands.
- 5.9 Only those falling within the constituency of the representative may vote in the election (e.g. those on the same programme and level).
- 5.10 Departments must not allow existing Student Representatives to be automatically re-appointed from one year to the next without going through the nomination and (if necessary) election process.
- 5.11 The nominee or nominees (as appropriate) with the greatest number of votes will become the Student Representative. Where an equal number of votes are recorded then discussion should be held with the relevant student cohort to reach an agreeable solution. The Students' Union 'Student Voice Team' can advise on this if required.
- 5.12 The RO must declare the results of the election as soon as possible, and no later than three working days from the end of polling. Both successful and unsuccessful candidates must be notified individually. The details of elected Student Representatives, including the name, university email address, programme, level and mode of study, must be returned to the Students' Union 'Student Voice Team' at the same time (these will then be passed on to the Academic Affairs Officer). The details of all Student Representatives should be notified to the Students' Union 'Student Voice Team' by the end of week 5 of semester 1 at the latest.
- 5.13 All nomination forms (or copies), including those for unsuccessful candidates, must be returned to the Students' Union 'Student Voice Team' for use in equality and diversity monitoring.

Faculty Representatives

- 5.14 The Students' Union 'Student Voice Team' will coordinate the nomination and election of Faculty Representatives and act as the Returning Officer (RO) for these representatives.

- 5.15 Only Student Representatives who have been elected during the current academic year can stand for the role of Faculty Representative. This excludes taught postgraduate programmes that run for one year only or shorter (see 5.17).
- 5.16 Faculty Representative elections for undergraduates and postgraduate research Student Representatives will take place during April of each year, with successful candidates beginning their term of office from the start of the next academic year in September.
- 5.17 Faculty Representative elections for one-year (or shorter) postgraduate taught programmes will take place from week 7 of semester 1.
- 5.18 The RO for Faculty Representatives should contact all elected Student Representatives to establish and record interest in the role. The RO must agree a deadline for the receipt of nominations and publicise this in a timely manner to the relevant students.
- 5.19 All elected Student Representatives are able to register their interest in the relevant Faculty Representative position(s) on the Faculty Representative team (undergraduate, postgraduate taught or postgraduate research).
- 5.20 Candidates will be asked to use the agreed nomination form (supplied by the UBU) and candidates must complete and return these forms by the deadline to the RO.
- 5.21 After the nomination deadline, the RO must call an election if the number of candidates exceeds the number of positions available. It is the responsibility of the RO to publicise by all available means the names of the students nominated and the details of the election process to current student representatives.
- 5.22 Elections will be conducted using the 'NUS Cloud' voting system.
- 5.23 All current Student Representatives will be given the opportunity to vote for the Faculty Representatives within their Faculty. Only those falling within the constituency of the Faculty Representative may vote in the election (i.e. Student Representatives in the same Faculty).
- 5.24 The nominee or nominees (as appropriate) with the greatest number of votes will become the Faculty Representative. Where an equal number of votes are recorded then discussion should be held with the relevant student cohort to reach an agreeable solution. The Students' Union 'Student Voice Team' will advise on this as required.
- 5.25 The RO must declare the results of the election as soon as possible, and no later than three working days from the end of polling. Both successful and unsuccessful candidates must be notified individually. The names of recruited students will be provided to the relevant students and staff cohorts by the Students' Union 'Student Voice Team'

All Representatives

- 5.26 If during the term of office a Student Representative or a Faculty Representative steps down (or finishes their period of study – e.g. for January intakes), then every effort should be made to secure a new representative for the remainder of the term and the Students' Union 'Student Voice Team' will support this process. Any changes to Student or Faculty Representatives should always be notified to the Students' Union 'Student Voice Team' as soon as they occur.
- 5.27 If Student Representative or Faculty Representative do not record attendance at a minimum of one University committee, and Faculty Forum in the first semester, or is not performing adequately in their role, then the Academic Affairs Officer should be contacted for advice. Failure for representatives to record attendance fulfilling the specified minimum requirement will result in removal from the role.
- 5.28 It is understood that some areas may find it difficult to recruit Student Representatives and/or Faculty Representatives. In these cases it is advised that Faculty staff contact the Students' Union 'Student Voice Team' to discuss how to best proceed.

6. Recognition and Reward

- 6.1 All Student Representatives and Faculty Representatives will be entitled to receive a certificate upon sufficient completion of the main responsibilities of the role. In order to achieve this Programme and Faculty staff are required to record details of attendance at Staff Student Liaison Committee and other relevant meetings/ events and inform the Students' Union 'Student Voice Team' of all students who have sufficiently fulfilled their role/s. Information on representatives who have contributed beyond the main responsibilities is encouraged and will also be considered for acknowledgement.
- 6.2 The university and the UBU will endeavour to celebrate and offer additional acknowledgement of the representative roles as appropriate. For example via an annual student representation event.

7. Staff Student Liaison Committee

- 7.1 Each programme or group of programmes is required to hold a Staff Student Liaison Committee (SSLC) at least once per semester to ensure Student Representatives are able to meet regularly with staff to discuss issues of relevance. Where appropriate, several programmes may be included in a single SSLC. In these cases sufficient space should be allocated to ensure all programmes and levels receive adequate time to raise and discuss issues. The SSLC may hold meetings separately for particular groups of programmes or students (e.g. undergraduate and postgraduate, placement students or distance learners) with appropriate attendance at each.

- 7.2 The SSLC should not be the only way for students to give feedback to programme or Faculty staff. It is recommended that each programme has in place at least one additional opportunity for student feedback to ensure an on-going dialogue between students and staff over the academic year. This could include holding informal monthly SSLC meetings to discuss ongoing actions and enhancements related to the programme – which is strongly recommended.
- 7.3 SSLCs should be as accessible as possible. Dates and times of meetings should be arranged to maximise attendance for representatives and staff, and consideration given to different modes of study (e.g. part-time students and distance learners). A schedule of meeting dates at the start of the academic year should be notified to all Student Representatives as soon as they take up their roles.
- 7.4 The main areas of responsibility for Staff Student Liaison Committees should be as follows:
- Discussion and response to academic/programme related matters raised by students and staff. Non-academic issues should be recorded and reported to the relevant area of the University and/or UBU.
 - Reviewing the quality of the student experience within the programme/s through consideration of relevant areas – such as learning and teaching methods, assessment and feedback, support, resources and organisational issues
 - Considering any proposed changes to the existing programmes

SSLC Membership

- 7.5 It is recommended that, where possible, the number of staff members of an SSLC should not exceed the number of student members.
- 7.6 SSLCs should include:
- Programme Leader
 - Student Representatives for all levels of the programme/s
 - Programme academic staff representing all levels of the programme
 - Programme support staff
 - If relevant: Information Services representative, Student and Academic Services representative and Placement Coordinator
- 7.7 Flexibility should be provided in who assumes the role of Chair of the meeting; allowing students to chair meetings or alternate meetings if the students so wish.

Staff Student Liaison Committee Agendas and Minutes

- 7.8 All SSLC meetings must use the terms of reference and appropriate agenda (undergraduate, postgraduate taught or postgraduate research) provided in appendix 3.

- 7.9 Ideally the agenda and any papers should be sent to Student Representatives at least two weeks prior to the SSLC to ensure sufficient time for them to consult their peers.
- 7.10 Representatives should have the option of adding to the agenda prior to the meeting and sufficient time should be allocated to allow for full discussion and debate of their issues.
- 7.11 Formal minutes should be taken at each SSLC and a summary of actions agreed and recorded. Minutes should be produced using the 'Minutes Template' found on the University Governance website - <http://www.bradford.ac.uk/governance/university-committees>. SSLC actions should use the standard template provided in appendix 3.
- 7.12 All minutes and actions should be made available to representatives and the wider student body as soon as possible after the SSLC (ideally within 10 working days), via the area on Blackboard relevant to the programme/s of study. Copies should be kept on file and be available for students to view or by email as requested. All actions should be updated on an ongoing basis and these updates made available to students as outlined above.
- 7.13 Minutes and the summary of actions taken from all SSLCs should be reported to the Programme Management Committee and other relevant Faculty level meetings (e.g. Faculty Board) as appropriate.
- 7.14 A copy of the minutes, a list of attendees and the summary of actions must be emailed to the Students' Union 'Student Voice Team' within 10 working days of the SSLC meeting being held.
- 7.15 Where separate SSLC meetings have been held for particular groups of programmes or students (e.g. postgraduate, placement students or distance learners) then all minutes and actions should also be reported to the Programme Management Committee and other relevant Faculty level meetings (e.g. Faculty Board) as appropriate – either as a consolidated report for the whole programme or as distinct reports.
- 7.16 The Programme Enhancement Planning (PEP) and Faculty Enhancement Planning (FEP) cycle should include an update/commentary on student engagement and representation – including SSLC activity and outcomes.

8. Staff Student Faculty Forum

- 8.1 Each Faculty is required to hold Staff Student Faculty Forums (SSFF) during the academic year. This should include a minimum of one SSFF during semester one, and two during semester two.
- 8.2 SSFFs should be as accessible as possible. Dates and times of meetings should be arranged to maximise attendance for representatives and staff, and consideration given to different modes of study (e.g. part-time students and distance learners).

Dates must be organised between faculties and the Students' Union 'Student Voice Team'. Dates will be agreed prior to week 1 of teaching.

- 8.3 The Faculty Forum provides an opportunity for Faculty Representatives and student representatives from across the Faculty to meet with senior Faculty leaders to discuss the Faculty student experience. The main areas of responsibility for Faculty Forums should be as follows:
- Discussion and response to academic related matters raised by students and staff that have not been discussed or resolved via Student Staff Liaison Committee (SSLC). This does not include issues that have been reported, and are currently being managed via the SSLC.
 - Discussion and response to any non-academic issues relevant to the Faculty student experience
 - Consideration of any proposed initiatives to improve the Faculty student experience

SSFF Membership

- 8.4 SSFFs should include:
- Faculty Associate Dean (Learning and Teaching)
 - Dean of Faculty (minimum of two Forums)
 - Faculty Representatives
 - All elected Student Representatives within the Faculty
 - If relevant: Members of Professional Services
 - Nominated support staff to take minutes
- 8.5 Flexibility should be provided in who assumes the role of Chair of the meeting. This could include a member of the Faculty Representative team, or a member of Faculty staff. Offering the option of a student chair is required in the first instance.

Staff Student Faculty Forum Agendas and Minutes

- 8.6 All SSFF meetings must use the terms of reference and agenda provided in appendix 4.
- 8.7 Ideally the agenda and any papers should be sent to the Faculty and Student Representatives at least two weeks prior to the SSFF to ensure sufficient time for them to consult their peers.
- 8.8 Representatives should have the option of adding to the agenda prior to the meeting and sufficient time should be allocated to allow for full discussion and debate of their issues.
- 8.9 An action tracker should be taken at each SSFF. SSFF actions should use the standard template provided in appendix 4.

- 8.10 All actions should be made available to representatives and the wider student body as soon as possible after the SSFF (ideally within 10 working days), via a dedicated space on Blackboard that all Faculty students can access. Copies should be kept on file and be available for students to view or by email as requested. All actions should be updated on an ongoing basis and these updates made available to students as outlined above.
- 8.11 The Programme Enhancement Planning (PEP) and Faculty Enhancement Planning (FEP) cycle should include an update/commentary on student engagement and representation – including SSFF activity and outcomes

9 Collaborative Partner Institutions

- 9.6 The Academic Quality and Partnerships Office (AQPO) will provide each partner institution with this 'Policy for Student Representation' and any supporting documentation.
- 9.7 Partner institutions must have a stated system of student representation accessible to the student body as part of their partnership agreement. Systems should follow the principles of this 'Policy for Student Representation' as far as possible.
- 9.8 The AQPO and the partner institution must agree on a suitable method to select student representatives, which allows all students studying at the partner institution to have an opportunity to participate.
- 9.9 The AQPO will delegate coordination of student representative system to the partner institution, including the development of documentation, guidance for students and staff, and representative recruitment and training. Support from Students' Union 'Student Voice Team' can be sought if required.
- 9.10 Partner institutions should assign a member of staff to act as a central coordinator for the institution and to be the first point of contact for students, representatives and staff on representation issues.
- 9.11 The Programme Coordinator for each programme will visit the partner institution annually to meet with the student body to hold a 'Programme Coordinator Staff Student Liaison meeting'. The Programme Coordinator should follow section 7 above as far as possible and use the standard documents provided for SSLCs in appendix 3. This includes ensuring formal minutes are taken and actions agreed, and that these are made available to students and the Student Representation Coordinator as outlined in section 7.
- 9.12 It is the responsibility of the Programme Coordinator to ensure that all issues raised within the 'Programme Coordinator Staff Student Liaison Committee' are closed within an agreed time period and are reflected in the Programme Enhancement Plan.
- 9.13 Mechanisms for student representation within partner institutions should be reviewed annually as part of institutional review.

APPENDIX 1:

STUDENT REPRESENTATIVE

Responsible to:

- Students on their programme/group of programmes and level

Main duties and responsibilities:

- To interact with students, university staff and the UBU and commit to working together in partnership for the enhancement of the student experience for all students
- Attend Student Representative training
- Publicise themselves to peers by making use of online, physical and face-to-face opportunities (including any students enrolling at later intakes)
- Proactively consult and involve students on the programme to gather their views, determine issues and suggestions that should be raised in relation to programme delivery
- To utilise other student feedback data as required (e.g. NSS and other survey data)
- Represent the views and interests of students on their programme, formally and informally, using all appropriate channels; ensuring that personal views do not impact on their ability to represent their peers and that they respect the need for confidentiality
- Attend SSLC meetings, SSFFs and other representative opportunities as required, ensuring they have read any relevant papers, agendas and minutes in advance. To add agenda items to meetings in advance as required.
- To provide constructive feedback, consider possible solutions and work actively with staff and other students on any resolutions to issues raised or action to be taken
- Provide feedback from meetings to students on their programme/group of programmes and follow up issues to ensure necessary action is being taken
- Communicate with other Student Representatives, School Representatives and UBU as required to ensure relevant issues are being raised in the correct forum, and that relevant information is being shared
- To comment upon issues which members of staff may seek student advice or input (e.g. programme development) and therefore contribute to the development of learning, teaching and assessment on their programme
- To support and promote processes to seek student feedback such as student surveys, module evaluations and focus groups
- Seek support and guidance as required from programme staff, the Students' Union 'Student Voice Team'
- Read and respond to emails and other communication sent by programme staff, the Students' Union 'Student Voice Team'
- Attend other training and support opportunities as available

Additional Responsibilities:

- Organise representative led meetings for students and/or staff
- Engage with end of year evaluation activity into the representative system
- To liaise with the UBU regarding wider issues of concern which may arise but lie outside of the remit of the role – for example signposting University and UBU services
- Initiate and help organise programme social events and extra-curricular activities if desired

APPENDIX 2

FACULTY REPRESENTATIVE

Responsible to:

- Students on all programmes across their Faculty.

Main duties and responsibilities:

- To work as a member of five person Faculty Representative team, sharing and volunteering to deliver the team's goal of accessing and representing the student voice within the academic faculty.
- To interact with students, university staff and the UBU and commit to working together in partnership for the enhancement of the student experience for all students
- Attend training for Faculty Representatives
- Publicise themselves to Student Representatives and other Faculty Representatives in their Faculty, including making use of online, physical and face-to-face opportunities (including any students enrolling at later intakes)
- Proactively consult Student Representatives to determine issues and suggestions that should be raised at Faculty or University level meetings
- To utilise other student feedback data as required (e.g. NSS and other survey data)
- Represent the views and interests of students within their Faculty, formally and informally, using all appropriate channels; ensuring that personal views do not impact on their ability to represent their peers and that they respect the need for confidentiality
- Attend SSFFs and other relevant academic Faculty, Students' Union and university level meetings as appropriate and other feedback opportunities as required, ensuring they have read any relevant papers, agendas and minutes in advance. To add agenda items to meetings in advance as required.
- To provide constructive feedback, consider possible solutions and work actively with staff and other students on any resolutions to issues raised or action to be taken
- Provide feedback from meetings to Student Representatives and students across their Faculty and follow up issues to ensure necessary action is being taken
- Communicate with other Faculty Representatives and the UBU as required to ensure relevant issues are being raised in the correct forum, and that relevant information is being shared
- To comment upon issues which members of staff may seek student advice or input (e.g. programme development) and therefore contribute to the development of learning, teaching and assessment on their programme
- Seek support and guidance as required from programme staff, Students' Union 'Student Voice Team'

- Read and respond to emails and other communication sent by programme staff, Students' Union 'Student Voice Team' Attend other training and support opportunities as available

Meeting Requirements for Faculty Representative Teams:

Faculty Representatives are full voting members of the Faculty Committees outlined below. Faculty Representative Teams will be expected to nominate members to sit on these committees.

- Faculty Board – 2 undergraduate Faculty Representatives, 1 postgraduate taught Faculty Representative and 1 postgraduate research Faculty Representative.
- Faculty Learning and Teaching Committee – 2 undergraduate Faculty Representatives and 1 postgraduate taught Faculty Representative. Postgraduate research Faculty Representative attendance is optional.
- Faculty Research Knowledge Transfer Committee – 1 postgraduate research Faculty Representative.

In addition to Faculty meetings, Faculty Representatives are also required to attend the following:

- Staff Student Faculty Forums (SSFFs)
- Academic Affairs Committee – All Faculty Representatives required
- Students' Union Council – 1 Faculty Representative from each team for the whole of the academic year

Additional Responsibilities:

- Organise representative led meetings for students and/or staff
- Engage with end of year evaluation activity into the representation system
- To liaise with the UBU regarding wider issues of concern which may arise but lie outside of the remit of the role – for example signposting University and UBU services
- Initiate and help organise programme social events and extra-curricular activities if desired.

APPENDIX 3

Staff Student Liaison Committee (SSLC)

Term of Reference and Membership

Membership

Programme Leaders can group relevant programmes together, as long as they are thematically connected. It is expected that attendance will include:

- Programme Leader/s
- Student Representatives for all levels of the programme/s
- Programme academic staff representing all levels of the programme
- Programme support staff
- If relevant: Information Services representative, Student and Academic Services representative and Placement Coordinator

The Chair

Flexibility should be provided in who assumes the role of Chair of the meeting; allowing students to chair meetings, or alternate meetings if the students so wish.

Topics for Discussion

The Committee is a space for Student Representatives, programme staff, and relevant support staff to discuss experiences relating to the programme/s. The main areas of responsibility for Staff Student Liaison Committees should be as follows:

- Discussion and response to academic/programme related matters raised by students and staff. Non-academic issues should be recorded and reported to the relevant area of the University and/or UBU.
- Reviewing the quality of the student experience within the programme/s through consideration of relevant areas – such as learning and teaching methods, assessment and feedback, support, resources and organisational issues
- Considering any proposed changes to the existing programme

Staff Student Liaison Committee (SSLC) Agenda (Undergraduate)

1. Selection of Chair
2. Apologies
3. Minutes & Matters Arising (reference action sheet)
4. (Delete If not applicable) Foundation student issues and feedback
5. First year student issues and feedback
6. Second year student issues and feedback
7. Final year student issues and feedback
8. Part-time student issues and feedback
9. Placement student issues and feedback (if applicable)
10. Induction week/welcome period (first semester only)
11. Personal Academic Tutors
12. Overall student experience – (discussion on positive and negatives of being a UOB student)
13. Survey review (discussion of recent BSS/NSS results – including overall satisfaction score)
14. Support Services – review of services / update from departments
15. External examiners report (when received)
16. Any Other Business
17. Date when SSLC minutes will be loaded to Blackboard

Minutes and Actions

Minutes should be produced using the 'Minutes Template' found on the University Governance website - <http://www.bradford.ac.uk/governance/university-committees>

A summary of actions should be agreed and recorded using the template in appendix 3 of the 'Policy for Student Representation'.

Minutes and actions should be made available to all representatives and the wider student body as soon as possible after the SSLC (ideally within 10 working days), via Blackboard.

Copies, and a list of attendees, should be emailed to the Students' Union 'Student Voice Team' within 10 working days of the SSLC meeting being held. For further guidance on SSLCs, please refer to the 'Policy for Student Representation' (section 7).

Staff Student Liaison Committee (SSLC)

Agenda (Postgraduate taught)

1. Selection of Chair
2. Apologies
3. Minutes & Matters Arising (reference action sheet)
4. Student issues and feedback
5. Part-time/distance learner student issues and feedback
6. Induction/welcome period (first semester only)
7. Personal Academic Tutors
8. Overall student experience – (discussion on positive and negatives of being a UOB student)
9. Survey review (discussion on recent PTES results– including overall experience score)
10. Support Services – review of services / update from departments
11. External examiners report (when received)
12. Any Other Business
13. Date when SSLC minutes will be loaded to blackboard

Minutes and Actions

Minutes should be produced using the 'Minutes Template' found on the University Governance website - <http://www.bradford.ac.uk/governance/university-committees>

A summary of actions should be agreed and recorded using the template in appendix 3 of the 'Policy for Student Representation'.

Minutes and actions should be made available to all representatives and the wider student body as soon as possible after the SSLC (ideally within 10 working days), via Blackboard.

Copies, and a list of attendees, should be emailed to the Students' Union 'Student Voice Team' within 10 working days of the SSLC meeting being held. For further guidance on SSLCs, please refer to the 'Policy for Student Representation' (section 7).

Staff Student Liaison Committee (SSLC) Agenda (Postgraduate research)

1. Selection of Chair
2. Apologies
3. Minutes & Matters Arising (reference action sheet)
4. Student issues and feedback
5. Part-time student issues and feedback
6. Induction/welcome period
7. Supervisors
8. Overall student experience – (discussion on positive and negatives of being a UOB student)
9. Survey review (discussion on recent PRES results– including overall experience score)
10. Support Services – review of services / update from departments
11. Any Other Business
12. Date when SSLC minutes will be loaded to blackboard

Minutes and Actions

Minutes should be produced using the 'Minutes Template' found on the University Governance website - <http://www.bradford.ac.uk/governance/university-committees>

A summary of actions should be agreed and recorded using the template in appendix 3 of the 'Policy for Student Representation'.

Minutes and actions should be made available to all representatives and the wider student body as soon as possible after the SSLC (ideally within 10 working days), via Blackboard.

Copies, and a list of attendees, should be emailed to the Students' Union 'Student Voice Team' within 10 working days of the SSLC meeting being held. For further guidance on SSLCs, please refer to the 'Policy for Student Representation' (section 7).

Staff Student Liaison Committee (SSLC) Action Sheet

Programme/s Date of SSLC

Date Raised	Issue Raised by	Issue (Including minute's ref)	Agreed Action	Action by:	Date for review	Current Status (Open/Closed)	Update

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APPENDIX 4

Staff Student Faculty Forum (SSFF)

Term of Reference and Membership

Membership

It is expected that attendance will include:

- Faculty Associate Dean (Learning and Teaching)
- Dean of Faculty (minimum of two Forums)
- Faculty Representatives
- All elected Student Representatives within the Faculty
- If relevant: Members of Professional Services
- Nominated support staff to take minutes

The Chair

Flexibility should be provided in who assumes the role of Chair of the meeting. This could include a member of the Faculty Representative team, or a member of Faculty staff. Offering the option of a student chair is required in the first instance.

Topics for Discussion

The Faculty Forum provides an opportunity for Faculty Representatives and student representatives from across the Faculty to meet with senior Faculty leaders to discuss the Faculty student experience. The main areas of responsibility for Faculty Forums should be as follows:

- Discussion and response to academic related matters raised by students and staff that have not been discussed or resolved via Student Staff Liaison Committee (SSLC). This does not include issues that have been reported, and are currently being managed via the SSLC.
- Discussion and response to non-academic issues relevant to the Faculty student experience
- Consideration of any proposed initiatives to improve the Faculty student experience

Staff Student Faculty Forum (SSFF)

Agenda

1. Apologies
2. Minutes & Matters Arising (reference action sheet)
3. Update from Dean (or Associate Dean Learning Teaching)
4. Update from Faculty Representative Team and Student Representatives
5. Current student experience (Foundation level to PGR)
6. Wider support services and provision for student body
7. Any Other Business
8. Date when SSFF minutes will be uploaded to Blackboard

Minutes and Actions

Minutes should be produced using the 'Minutes Template' found on the University Governance website - <http://www.bradford.ac.uk/governance/university-committees>

A summary of actions should be agreed and recorded using the template in appendix 4 of the 'Policy for Student Representation'.

Minutes and actions should be made available to all representatives and the wider student body as soon as possible after the Staff Student Faculty Forum (ideally within 10 working days), via Blackboard.

Copies, and a list of attendees, should be emailed to the Students' Union 'Student Voice Team' within 10 working days of the Faculty Forum meeting being held. For further guidance on SSFFs, please refer to the 'Policy for Student Representation' (section 8).

Staff Student Faculty Forum (SSFF) Action Sheet

Faculty Date of SSFF

Date Raised	Issue Raised by	Issue (Including minute's ref)	Agreed Action	Action by:	Date for review	Current Status (Open/Closed)	Update