**UNIVERSITY OF ST ANDREWS**

**STUDENT ACADEMIC REPRESENTATION POLICY**

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<th>Document Title</th>
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<td><strong>Scope</strong></td>
<td>Applies to all Schools and to Undergraduate and Postgraduate students where appropriate</td>
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<td><strong>Relationship with other policies</strong></td>
<td>Merges Role and Remit of School Presidents policy with Student Staff Consultative Committees policy to include information about the Postgraduate Student Representation Structure</td>
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<td><strong>Owner</strong></td>
<td>Proctor’s Office, SRC Director of Representation, Postgraduate Convenor</td>
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<td><strong>Approving Committee</strong></td>
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<td><strong>Document updated</strong></td>
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STUDENT ACADEMIC REPRESENTATION POLICY

STUDENT STAFF CONSULTATIVE COMMITTEES

Role

The Student Staff Consultative Committees (SSCC) operate at School level and provide a forum for students and staff to communicate and for staff to respond to student concerns over the provision of learning and teaching and organisational issues such as module content, teaching methods, examples of good practice, assessment criteria, resources and feedback. The SSCCs allow students to raise their concerns and for staff to respond as appropriate.

Composition and Structure

School Presidents will chair SSCCs within their School and ensure that all Schools convene at least one SSCC in each semester. The structure and organisation of the SSCC may vary between Schools but should always comprise both undergraduate and postgraduate representatives and staff members from the School. Staff may typically comprise the Director of Teaching, Module Co-ordinators or any relevant members of staff that the School deems desirable.

Schools have the flexibility to convene separate SSCCs for different levels of study or disciplines. Schools with large cohorts of postgraduate students may convene separate postgraduate SSCCs – in these instances, a postgraduate representative rather than the School President, will chair and convene the meetings. However, as School Presidents should be engaged with the postgraduate community, they should also be invited to attend this SSCC.

Where there are multiple SSCCs for different Departments, such as in the case of the School of Modern Languages, the School President may appoint Conveners to chair, and organise the running of these committees. These Conveners can either be appointed by the School Presidents from amongst the class representatives, or elected by the class representatives, at the discretion of the School President.

Minutes

All SSCCs should be minuted and a copy of the minutes should be forwarded to the relevant Teaching Committee. At the start of each academic year, the School President will agree with the School on the arrangements for minute-taking and subsequent approval and publication. Approved minutes of each SSCC meeting should be made widely available to students through the School website and/or Moodle.
SCHOOL PRESIDENTS

Role and Remit of School Presidents
The role of the School President is to make representations on behalf of the students within their School. The broad aim of the School President system is to improve communications and co-operation between students and staff, for the mutual benefit of both. The School Presidents will act as a fundamental link between the sabbatical officers of the Students’ Association and the class representatives.

Election
School Presidents are elected on an annual basis in semester two during Students’ Association elections. They will assume office in June and serve until the end of semester two of the following year.

There will be one School President for each School with the exception of the School of Geography & Geosciences and School of Philosophical, Social Anthropological and Film Studies. The Student Society representative from English Language Teaching may attend the School Presidents’ Forum.

Eligibility: Any undergraduate full-time student at Honours level is eligible to stand for election. Honours level is defined as any student taking the majority of their modules at 3000, 4000, or 5000 level.

Students must be on a graduating programme (i.e. not a Junior Semester Abroad or Junior Year Abroad student). Students are only eligible to stand for the School from which they will graduate, and this will be defined according to the degree intention stated on their Student Record. In the case of Joint Honours, the student can choose to stand for election in either, but cannot stand for both.

Rules: The date of the election, rules concerning campaigning, and any appeals process will be determined by the Students’ Association Director of Representation in advance of the election and the Students’ Association will take responsibility for conducting, overseeing and ratifying the School President elections.

Voting: Voting will take place online, and will happen together with Students’ Association elections in March. Any student taking any module within a given School has a vote in that School President election. Voting will be credit weighted. The system of single transferable vote will be used, as with all Students’ Association elections.

Postgraduates are eligible to vote, and taught postgraduate students will be given the same credit weighting as undergraduates. PhD students and other research postgraduates will be assigned the equivalent of 120 credits full-time, and 60 credits part-time. For multiple Schools these credits will be split evenly between Schools.

Responsibilities of School Presidents

- To act responsibly and appropriately as a role model to other students.
- To run class representative elections within the School with support from the Director of Representation.
- To promote the class representative system and organise a class representatives forum within the School at least twice every semester.
- To chair every SCC within the School (with the few exceptions noted above) and set the agenda for all SCC meetings in advance, preferably in consultation with the Director of Teaching, or appropriate member of staff such as the SCC Co-ordinator, and the class representatives.
- To attend every School Presidents’ Forum, unless reasonable apologies are given.
- To support the centrally managed Teaching Awards organised by the Students’ Association and encourage all students within their School to nominate members of staff.

Training
It is the responsibility of the Director of Representation to coordinate centralised training of all School Presidents. The purpose of the training is to ensure that the School Presidents will approach their roles in a conscientious and constructive way. A handbook will also be provided on an annual basis by the Director of Representation to provide all School Presidents with information, contact details, and advice. Training will normally be supported by CAPOD.

In-School training will also be taken with a handover between the outgoing and the incoming School Presidents. It is not the responsibility of the School to train the School Presidents, but it is expected that the Director of Teaching will meet with the newly elected President to welcome them into the role.

School Presidents’ Forum
Every School President and both of the Faculty Presidents must attend every School Presidents’ Forum, which will normally be chaired by the University Rector. An agenda will be set in advance by the Director of Representation and the Vice-Principal (Proctor). At least two forums will be held each semester, one of which will be attended by the Vice-Principal (Proctor), the Dean of Science and the Dean of Arts/Divinity. Each Forum will have at least one representative from the University.

The approved minutes of each meeting will be published online on the Students’ Association website. Any action points from the forum, alongside updates from the Director of Representation, will be sent out to all School Presidents immediately following the forum.

Relationship with School Staff
School Presidents should strive to establish a constructive working relationship with staff in the School. School Presidents should meet with the Director of Teaching on a regular basis, but no more than once a month unless mutually agreed. The School President should not make unreasonable demands upon staff time or resources.

The School President should also be invited to the Teaching Committee as the default student member. If the Director of Teaching and/or Head of School are happy for the School President to attend any other meeting within the School, such as the Staff Council, then they may be invited, but this will be at the School’s discretion.

1 Faculty Presidents are elected by undergraduate students in the respective faculties, and replace the former Student Representatives on Academic Council, ensuring that Senate representation articulates more effectively with other mechanisms such as the School Presidents Forum.
Confidentiality
Any confidential or sensitive information to which the School Presidents become party over the course of their duties, particularly in regard to information concerning individual students or staff members, must remain confidential. Any breach of confidentiality should be regarded as a breach of the University’s Student Confidentiality policy.

Communication with Students
The School President has the explicit permission of Registry to contact all students within their School. This communication should come from their non-personal email accounts (e.g. biologypresident@st-andrews.ac.uk). Email communication to all students within the School should normally be no more frequent than twice a semester to avoid ‘spamming’, and information contained within these communications should always be appropriate, constructive and reveal no confidential information.

School Presidents are also permitted by Corporate Communications to set up informal communication with students through social media (such as Facebook and Twitter). School Presidents have a responsibility to ensure that any sites are regulated for inappropriate or slanderous content.

Funding
The Students’ Association shall award a sum of money on an annual basis specifically for School Presidents to use. This money will be awarded on a discretionary basis upon application to the Director of Representation. Examples of use could include producing a School newsletter or organising a careers event.

Role of Director of Representation
The Director of Representation shall support and co-ordinate the activities of School Presidents. If any student wishes to raise any complaints or concerns with regard to any School President these should be directed to either the Students’ Association or the School. If any staff member wishes to raise any complaints or concerns, these should be directed to the School’s Director of Teaching in the first instance who will be expected to consult with the Director of Representation.

The Students’ Association may withdraw the position of School President where there is evidence of dereliction of duty, conduct unbecoming to the post or violation of any of the University’s policies. Any appeal against this decision can be submitted to the Rector who will liaise with the Students’ Association and School and reach a judgment based on any evidence presented. If the office of School President becomes vacant through dismissal or resignation, the Director of Representation will appoint a successor from amongst the Honours class representatives within the School, or organise an election amongst the class representatives, at his/her discretion. The Postgraduate Executive Representative will take over the School President’s responsibilities until the Director of Representation appoints a new School President.
CLASS REPRESENTATIVES

Role
Class representatives are at the core of the student academic representation system at the University of St Andrews. Class representatives sit on their School’s Student-Staff Consultative Committee (SSCC) to present student opinion. Class representatives consult with their classmates and advocate on issues such as the curriculum, learning resources, the learning and teaching process, assessment and feedback, student progression and achievement, guidance and support, and quality enhancement and assurance. They work closely with their School President and are trained and supported by the Students’ Association.

Elections
Class representatives will be democratically elected by as much of the eligible constituency as possible during Semester one. School Presidents will be responsible for organizing class representative elections within their School with support from the Director of Representation. The Director of Representation will centrally set a date for class representatives elections and will communicate the elections timeframe to all School Presidents and Directors of Teaching by August.

Responsibilities of Class Representatives

- To attend every relevant SSCC meeting within their School.
- To consult with their classmates and raise any issues brought to them at the SSCC.
- To attend class representative forums organized by their School President and raise any issues they feel appropriate at this forum.
- To keep any sensitive information discussed at SSCCs and class representatives forums confidential.

If class representatives fail to attend class representative forums, or SSCCs, the School President reserves the right to organise a co-option to appoint a new class representative for that particular module/year group. Candidates should be co-opted by election by the class representatives and the School President.

Training
The Director of Representation will be responsible for organising a training session for all class representatives, normally with support from CAPOD. A class representatives handbook will also be provided on an annual basis by the Director of Representation to provide information, contact details, and advice.
POSTGRADUATE REPRESENTATIVES

Postgraduate students have their own postgraduate representatives. The election process for School Presidents by the entire student body (including postgraduate students) remains unaffected by this fact. Postgraduate representative roles include:

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<tr>
<th>Postgraduate Taught Representative (PGT Rep)</th>
<th>Academic representatives elected by the Taught Postgraduate student body. They work closely with their School President on academic representation for Taught Postgraduate Students</th>
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<tr>
<td>Postgraduate Research Representative (PGR Rep)</td>
<td>Academic representatives elected by the Research Postgraduate student body. They work closely with their School President on academic representation for Research Postgraduate Students.</td>
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<td>Postgraduate Executive Representatives: (PG Executive Rep)</td>
<td>One postgraduate representative elected from existing Postgraduate Representatives in each School. If the School President resigns during the academic year, the Postgraduate Executive Representative will assume that office until a new School President is appointed.</td>
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<td>Postgraduate Convenor/Vice President for Academic Relations (PG Convenor)</td>
<td>Students’ Representative Council member elected to represent postgraduate interests within the Students’ Association and University on Academic issues. The Postgraduate Convenor functions as the liaison between the Postgraduate Executive Reps, the Postgraduate Society and the University.</td>
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Figure 1. Student representation flowchart
Election process

- Postgraduate Representatives are elected by the postgraduate student body together with other class representatives within the timeframe set by the Director of Representation.
- Each School must have at least one Postgraduate Research and one Postgraduate Taught representative.
- The election process can take place either electronically at the same time as the undergraduate class representative elections or directly in class. The responsibility for in-class elections lies with the School’s Director of Postgraduate Studies (or the course coordinator). Otherwise School Presidents are responsible for ensuring the election process. Prior to the election, the Director of Representation will provide information about the role of Postgraduate Representatives.
- Once the elections for the Postgraduate Representatives have taken place, the elected Postgraduate Representatives then elect a Postgraduate Executive Representative from among their number in week 4. The School President also has a vote in this election.
- To ensure communication, the School President is granted emailing rights to all postgraduate students within the School. The Postgraduate Executive Representative is also granted the same emailing rights.
- The Postgraduate Convenor is elected during the Students’ Association elections in March and will take office on 1 July of the same year.

Training and transition

- The Postgraduate Convenor and the Director of Representation will organize postgraduate-specific training in week 4 or 5 of Semester one, normally with support from CAPOD. They will also produce a handbook for Postgraduate Representatives.

Duties within the Schools and the Students’ Association

Postgraduate Forum

- Twice per semester all Postgraduate Executive Representatives meet to discuss current issues at a Postgraduate Forum.
- The Postgraduate Convenor will set the dates for all Postgraduate Forums in the following year by August.
- The Postgraduate Convenor convenes and chairs these Forums.
- The Director of Representation and the SRC Education Officer attend every Forum.
- The Proctor (or the Pro Dean Taught Postgraduate) and the Provost attend at least one of these Forums per semester.

School Presidents’ Forum

- If issues arise that concern both the undergraduate and the postgraduate community, the Director of Representation will invite the Postgraduate Executive Reps to the School Presidents’ Forum.
School Student Staff Consultative Committee
- The Postgraduate Executive Representative attends the Student Staff Consultative Committee in their School alongside the School President, or chairs it if there is a postgraduate-specific one.

School Council
- The Postgraduate Executive Representative attends the School Council

School Learning & Teaching Committee Meetings
- The Postgraduate Taught Representatives are encouraged to consult with the School President prior to School’s Learning & Teaching Committee meetings if they are not members of the School’s Learning & Teaching Committee.

Student Library Users Group
- All Postgraduate Representatives are invited to attend the Student Library Users Group.