



Student Representation Policy

POLICY DETAILS	
Policy Category:	Academic
Version Number:	V3
Approving Authority:	Academic Board
Approval Date	1 September 2025
Date Reviewed:	29 July 2025
Date of next review:	1 August 2026
Author:	Quality Manager
Owner (if different from above):	Principal
Compliance Measures:	1. Rewrote <i>Introduction</i> and added a Purpose section 2. Added a Scope section 3. Added a Policy Statement section 4. Added a Definitions section 5. Added a Roles and Responsibilities section 6. Renamed the <i>Roles and Responsibilities</i> section to Procedures 7. Moved clauses 1.5 – 1.9 into Procedures (Section 6.2) 8. Corrected numbering errors 9. Added clause 6.2.9 10. Added subsection 6.2 11. Added clause 6.1.7
Related Policies / Procedures	Equality and Diversity Policy Academic Appeals Policy Complaints Policy
Effective Date:	1 September 2025

1. Purpose

The purpose of this policy is to set a structured framework for student representation within the College. It ensures that all students have an equal opportunity to participate in decision-making processes through student representation, provide feedback and influence the development and enhancement of their academic experience. The policy supports compliance with the Office for Students' Conditions by promoting effective student engagement, ensuring that feedback is considered and encouraging a

collaborative environment where students contribute to the continuous improvement of learning, teaching, assessment and the overall student experience.

2. Scope

This policy applies to all students enrolled on courses delivered by the College and to all staff involved in supporting, facilitating or engaging with the student representation system. It covers the nomination, election, training and ongoing support of student representatives, as well as the processes for gathering, presenting and responding to student feedback through formal and informal mechanisms.

3. Policy Statement

The College is committed to ensuring that students play an active role in shaping their educational experience. Through a structured student representation system all students will have the opportunity to provide feedback, raise concerns and contribute to the enhancement of teaching, learning, assessment and the wider student experience. Student representatives will be elected through fair and transparent processes, supported to carry out their duties effectively and treated with respect in all interactions. Feedback received through the student representation system will be considered within the College's decision-making structures and used to inform improvements that benefit current and future students.

4. Definitions

For the purposes of this policy, the following definitions apply:

- **Student Representative:** A student elected by their cohort through a transparent and fair process to represent their peers in formal and informal College processes.
- **Cohort:** A group of students enrolled on the same course and start date.
- **Chair of Representative Meetings:** The staff member responsible for leading meetings attended by student representatives and for notifying relevant departments if a representative resigns.
- **Programme Committee:** A meeting attended by student representatives and staff to discuss programme matters, including student feedback.

- **Student Focus Group:** A meeting where student representatives present feedback from their cohort to the College.

5. Roles and Responsibilities

Role	Responsibilities
Principal	Ensure student representation is supported and included in governance.
Programme Lead	Receive expressions of interest and coordinate elections; support representatives.
Higher Education Manager	Facilitate nominations and elections; ensure fairness.
Student Welfare Team	Assist with elections; provide ongoing support to representatives.
Chair of Representative Meetings	Lead meetings; notify departments if a representative resigns or is removed.
Quality Manager	Monitor system effectiveness; ensure feedback informs quality processes.
Student Representatives	Attend training; gather and present peers' views; attend meetings; share outcomes with peers.

6. Procedures

6.1 The College will:

6.1.1 Provide the opportunity for all students to participate at the appropriate decision-making structures of the College.

6.1.2 Be approachable and receptive to the views of student representatives and will encourage appropriate actions in response to student feedback.

6.1.3 Inform students about their roles and promote student engagement and involvement in student representative opportunities.

6.1.4 Treat all student representatives with respect, recognising the value of their role in representing their fellow students.

6.1.5 Support the student representative system by running the election process, providing training to student representatives, and through ongoing support.

6.1.6 Ensure student representatives get ample notice of meetings, with agenda, information, and data in advance to enable them to take an effective role in discussions

and meetings and offer the opportunity to request agenda items and raise issues for discussions.

6.1.7 Communicate to all students an annual You Said, We Did report summarising student feedback and the actions taken in response.

6.2 Student representatives will:

6.2.1 Attend all mandatory training to ensure they are prepared to represent their fellow students in meetings and other activities.

6.2.2 Proactively engage with their fellow students to seek their views and represent those views fairly at the appropriate level.

6.2.3 Attend and contribute to Programme Committee, or equivalent, meetings. In cases where this is not possible student representatives must ensure that feedback will be provided to the Chair in advance of the meeting.

6.2.4 Disseminate information and decisions to their fellow students.

6.2.5 Serve as the student representative for their cohort, elected through fair and transparent processes.

6.2.6 Represent their cohort at student focus groups, programme committee meetings, and other formal feedback mechanisms.

6.2.7 Inform the Chair of Representative Meetings if they can no longer fulfil the role. The Chair will notify the relevant department and begin the recruitment process.

6.2.8 Accept that failure to meet the requirements of the role will result in removal and replacement by the relevant department.

6.2.9 Maintain regular attendance at scheduled meetings and representative activities. Non-attendance at two consecutive meetings without a valid reason will be considered a failure to meet the requirements of the role and the representative will be replaced

6.2.10 Share meeting outcomes and agreed actions with their cohort within five working days. Provide cohort feedback to the College before relevant meetings, meeting any submission deadlines. Reply to requests for information or input from the College within three working days unless otherwise agreed.

6.3 Elections

6.3.1 Student Representative opportunities will be advertised to all students at the start of the academic year.

6.3.2 Should staff members receive any expression of interest, these should be forwarded to the Programme Lead.

6.3.3 Student representatives will be identified through a formal nomination and election process.

6.3.4 Nominations shall be sought from all cohort students in a period of not less than fifteen working days.

6.3.5 Candidates must nominate themselves, but they can be nominated by fellow students. In such cases candidates must confirm their willingness to stand for election.

6.3.6 Candidates may provide a supporting statement describing why they would like to be a representative and what they would hope to achieve. These statements will be shared with all students, either in writing or verbally.

6.3.7 Where the number of candidates is equal to the number of vacancies, the candidates shall be duly elected. Where the number of candidates exceeds the number of vacancies, there will be an election.

6.3.8 Elections shall be by secret ballot undertaken electronically and will be held at the start of the year, given that start dates are different for different cohorts.

6.3.9 Student representatives will be elected within the classroom (virtual or in-person) with the visit of the Higher Education Manager or a member of the Student Welfare Team to facilitate the nomination and election process.

6.3.10 Elections will normally take place in week 3 at the start of each academic year and the outcome will be announced to those students that are represented.