Joint statement on student academic representation

Statement of joint working between Nottingham Trent University and Nottingham Trent Students’ Union in relation to the Academic Representative System.

1. Context

1.1 The joint statement sets out: the roles agreed by Nottingham Trent Students’ Union (NTSU) and Nottingham Trent University (NTU) for oversight and operation of the academic representative system; the responsibilities of all parties, and the support that can be expected.

1.2 The University and Union recognise each other’s independence and interdependence and are committed to developing a working relationship characterised by transparency and supportive critique.

1.3 The term ‘Academic Representatives’ (reps) is used to refer to both School officers and course representatives. A rep ensures that the students they represent are effectively represented to both the University and Union on any course or School-wide concerns. The views they present should be both fair and balanced, and reflective of the views of their peers.

1.4 The statement sets out the agreed responsibilities of the University and Union as follows:
   a. Responsibilities of NTSU;
   b. Responsibilities of NTU;
   c. Responsibilities of NTU Schools;
   d. Responsibilities of NTU course teams;
   e. Joint responsibilities of NTU and NTSU;
   f. Responsibilities of School officers;
   g. Responsibilities of course representatives.

2. Responsibilities of the Students’ Union

2.1 NTSU will:
   a. Facilitate online elections for the election of Academic Representatives;
b. Provide elected reps with an induction into the role and appropriate training;

c. Provide course leader guidance and promotional materials to support academic staff in recruiting, and working effectively with, reps;

d. Liaise with the ‘champion’ in each School to ensure reps are working effectively;

e. Gather feedback on the effectiveness of the representation system;

f. Provide support and guidance to reps to assist them with any aspect of their role.

3. Responsibilities of the University

3.1 NTU will:

a. Ensure course leaders and School champions are appropriately trained and developed;

b. Share information to support the administration and evaluation of the Academic Representative system;

c. Promote the Academic Representative system.

4. Responsibilities of NTU Schools

4.1 Schools will:

a. Identify a ‘champion’ (member of staff) in the School who will liaise with reps and the union in relation to course and School representation;

b. Invite reps to School Forum and School Academic Standards and Quality Committee (SASQC);

c. Provide local induction for School Forum and SASQC, supporting students to contribute to the agenda, prepare for the meeting and engage with discussion;

d. Actively support the training provided by NTSU for reps by sending an appropriate member of School staff;

e. Close the loop with student feedback by making students aware of changes implemented as a result of their feedback and suggestions.

5. Responsibilities of NTU course teams

5.1 Course teams will:

a. Promote and support the democratic election of reps in collaboration with NTSU;

b. Invite all course reps to course committees;

c. Encourage and support reps to prepare for and contribute to meetings;

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a. Promote and support the democratic election of reps in collaboration with NTSU;

b. Invite all course reps to course committees;

c. Encourage and support reps to prepare for and contribute to meetings;

d. Provide NTSU with course committee minutes;

e. Ensure that reps receive appropriate feedback on the outcome of any issues raised;
f. Work with course reps to communicate important information and changes to students on the course, providing them with access to an effective means of communicating with their cohort;

g. Periodically evaluate the effectiveness of the course committee.

6. **Joint Responsibilities**

6.1 Jointly NTU and NTSU will:

a. Work together via the Student Engagement and Academic Representation (StEAR) steering group to oversee the operation of the Academic Representation system;

b. Work together to implement University policy in relation to student engagement in academic representation;

c. Share information relevant to the evaluation of the success of the Academic Representation system;

d. Communicate any concerns, about any aspect of the Academic Representation system, in a timely way and work together to resolve concerns in the best interests of students.

7. **Responsibilities of School officers**

7.1 School officers will:

a. Represent all the students in their School on School related matters;

b. Collate information from the course representatives within their School in order to provide feedback to School wide meetings;

c. Attend, and provide feedback at, School meetings such as School Forum and SASQC;

d. Attend rep assemblies and support conversation between course representatives and the Students’ Union;

e. Complete surveys from, give feedback to, and attend focus groups organised by NTSU;

f. Take a lead role in academic campaigns.

8. **Responsibilities of Course representatives**

8.1 Course representatives will:

a. Represent all students on their course to the University and Union;

b. Gather feedback prior to, and prepare appropriately for, course meetings;

c. Attend and participate in all appropriate course level meetings, and in particular, course committees;

d. Attend any School level meetings, such as School Forum, as required;

e. Complete surveys from, give feedback to, and attend focus groups organised by NTSU.
### Policy owner

**STEAR**

### Change history

<table>
<thead>
<tr>
<th>Version</th>
<th>Approval date</th>
<th>Implementation date</th>
<th>Nature of significant revisions</th>
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<tbody>
<tr>
<td>Sept 2016</td>
<td>30.09.16</td>
<td>01.10.16</td>
<td>No updates to be made. Document belongs to STEAR. Due to be updated in 2016/17</td>
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<tr>
<td>Sept 2017</td>
<td>25.04.17</td>
<td>01.10.17</td>
<td>New joint statement agreed in April 2017, section updated for 2017/18 handbook accordingly</td>
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<tr>
<td>Sept 2018</td>
<td>12.09.18</td>
<td>01.10.18</td>
<td>None</td>
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<tr>
<td>Dec 2018</td>
<td>11.12.18</td>
<td>11.20.18</td>
<td>Requirement added for course teams to support communication between reps and their course cohort</td>
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<tr>
<td>Sept 2019</td>
<td>11.09.19</td>
<td>01.10.19</td>
<td>None</td>
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<tr>
<td>Sept 2020</td>
<td>16.09.20</td>
<td>01.10.20</td>
<td>References to School representatives updated to reflect new title of School officers</td>
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### Equality Analysis

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Joint Statement

between Nottingham Trent University and Nottingham Trent Students’ Union
in relation to The School and Course Representative System

Introduction

The Student Representative System is an important mechanism by which the University receives and disseminates information from and to students about the student academic experience.

This joint statement sets out the principles agreed by Nottingham Trent University (NTU) and Nottingham Trent Students’ Union (NTSU) for the oversight and operation of the Student Representative System.

It outlines in broad terms the responsibilities of Student Representatives and the support they can expect, as part of the joint commitment of NTU and NTSU to continuously improve and enhance the student academic experience. The associated Guide for Course Leaders provides guidance on the election process and indicative lines of communication within Schools.

In addition to the matters included in this statement, it is expected that all parties will adhere to the principles identified in the Student Charter and the Student Code of Behaviour and the relevant processes identified in the Academic Standards and Quality Handbook.

This statement will be kept under review by NTU and NTSU, and will be updated as necessary to accommodate agreed improvements and developments.

Jo Southwell-Sander
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