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STUDENT REPRESENTATIVE POLICY

Section	Learning and Teaching		
Approval Date	12.06.2019	Approved by	Academic Board
Next Review	10.04.2021	Responsibility	Executive Director - Customer Experience and Excellence
Last Reviewed	10.04.2019	Key Evaluation Question	1, 4 & 5

PURPOSE

NMIT values student representation and student feedback as a core mechanism for maintaining academic quality and promoting communication between NMIT and students. Student Representatives play a vital role in the NMIT community, ensuring the student voice is heard at various levels of the institute. NMIT acknowledges that Student Representatives also play a key connecting role between students and the SANITI Advocacy service.

The purpose of this policy is to outline a process for NMIT and SANITI to jointly administer an effective Student Representative system.

SCOPE

This is an NMIT-wide policy and applies to all programmes lasting 10 weeks or longer.

DEFINITION

For the purposes of this policy, unless otherwise stated, the following definition shall apply:

Student Representative: A student enrolled in a programme or course who has been elected by their peers to assist communication between staff, students and SANITI in relation to programme/course matters, the learner experience and to provide a point of contact for students.

RESPONSIBILITIES

Curriculum Managers	<ul style="list-style-type: none"> Implementing this policy in conjunction with SANITI, the Curriculum Directors and Head of Learner Services and ensuring that all Curriculum Area staff are aware of this policy and abide by it. Organising and encouraging regular meetings between Student Representatives and Curriculum Area staff. The minimum expectation is one meeting per Term. Providing appropriate time for Student Representatives to fulfil the requirements of the role e.g for voting / attendance at focus groups. <p>Liaise with SANITI, who hold the Student Representative Schedule, to ensure the Schedule is checked and accurate.</p>
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Curriculum Directors	Liaison with SANITI, overseeing Student Representative training and Student Representative focus groups. Ensuring that all Curriculum Managers are aware of this policy and abide by it.
Head of Learner Services	<ul style="list-style-type: none"> • Collaboration with SANITI to ensure Programme Representatives are recruited, trained, and provide learner voice feedback and action. • Negotiate annual Service Level Agreement schedule between SANITI and NMIT
SANITI	<ul style="list-style-type: none"> • Implementation of this policy, liaison with NMIT, election of Student Representatives and implementing Student Representative training in collaboration with NMIT. • Scheduling and facilitation of Student Representative meetings, including meeting communications. • Distributing information on Student Representation. • Maintaining a Student Representative Schedule, and liaising with NMIT to ensure the Schedule is accurate
SANITI Advocate	<ul style="list-style-type: none"> • Implementation of this policy in conjunction with SANITI President, NMIT Curriculum Directors and Head of Learner Services, • Student Representative training and the SANITI Advocacy service.
SANITI President	<ul style="list-style-type: none"> • Chairing of Student Representative meetings • Oversight of this policy and implementation in conjunction with SANITI Advocate and NMIT staff
Student Representatives	<ul style="list-style-type: none"> • Attending a training session offered by SANITI and NMIT. • Ensuring classmates are kept informed about Student Representative activities and given opportunities to provide feedback. • Passing on classmates' views at Student Representative meetings (minimum of 4/year) and directly to SANITI • Be involved in SANITI annual planning activities, including identifying the priorities for services. (Executive are involved in the budget once the priorities have been identified). • Assist with the coordination, promotion and completion of SANITI or NMIT formal student surveys • Participate in Academic Committees and Industry Advisory Committees (facilitated by NMIT) • Informing SANITI if they withdraw from the course or otherwise feel that they cannot continue in the position so that a new Student Representative can be appointed. The Curriculum Area and SANITI will then be responsible for recruiting a new Student Representative.

POLICY

- (a) NMIT and SANITI are jointly responsible for coordinating, training, resourcing and maintaining the Student Representative system. The NMIT Head of Learner Services, SANITI President and SANITI Representative oversee all processes involved.
- (b) All programmes lasting 10 weeks or longer shall have a Student Representative (elected in consultation with other class members) within the first four weeks of a programme. The Curriculum Manager is responsible for ensuring this occurs.

A Programme may, in consultation with SANITI, choose to recruit Student Representatives for each Year and/or Group for multi-year or large Programmes. The maximum number of Representatives per Programme at any one time is as per the table below:

Programme Type	Maximum number of Student Representatives
Single-year Programme	2 per Programme
Multi-year Programme	2 per Year Group
Multi-year Group-based	1 per Group

- (c) A schedule of Student Representatives shall be maintained by SANITI, in conjunction with NMIT, and updated on an annual basis.
- (d) The Curriculum Manager is responsible for ensuring programme-specific issues and improvements are taken to Student Representative meetings and the Student Representatives are actively encouraged to gather feedback and attend meetings - a minimum of four meetings per year.
- (e) The Student Representative System has been established to achieve the following objectives:
1. Provide independent support to assist professional communication between NMIT staff and students in relation to course matters and to provide a point of contact for students.
 2. Provide independent feedback through the Student Representative system to support ongoing quality improvement on NMIT services, processes and information.
 3. Provide a pathway through the Student Representative System for NMIT students to access individual support and advocacy through the independent advocacy and support services.
- (f) Student Representative duties may include:
1. Assisting communication between NMIT staff and students in relation to course matters within their Programme Area, student facilities and other NMIT services and processes, and to provide a point of contact for students, through regular meetings with the SANITI President and Head of Learner Services
 2. Assisting communication between students and SANITI through regular meetings with the SANITI President and email communications.
 3. Supporting and promoting the administration of NMIT/SANITI student surveys
 4. Referring students to the SANITI Advocacy service, NMIT Learner Services or appropriate support services
 5. Attending Student Representatives meeting (minimum of 4/year)
 6. Attending Student Focus Groups
 7. Attending Industry Advisory Committee and Academic Committee meetings. [Refer NMIT Academic Statute s6](#)

- (g) The value of a Student Representative's involvement will be recognised, as appropriate, by Programme teams and SANITI. This could include:
1. Presentation of a certificate recognising the contribution of the Student Representative
 2. Inclusion of Student Representatives at appropriate Programme occasions
- (h) SANITI will provide the ED - Customer Experience and Excellence; and the Quality Enhancement Manager with two reports per year (in line with Semester breaks). The reports will include:
1. Feedback provided through Student Representatives from the previous Semester
 2. Any recommendations the Student Representatives have to enable NMIT to improve its learning and teaching delivery and other services
- (i) The Quality Enhancement Manager will meet with the Head of Learner Services and SANITI to discuss the content of these reports

PROCEDURE

ELECTING STUDENT REPRESENTATIVES

The process will be managed by the Curriculum Manager, or delegate, or on request from SANITI to the President at SANITI.

The procedure for recruiting Student Representatives is as follows:

- a. The Curriculum Manager (or delegate), or SANITI representative managing the process shall ask the classes for volunteers for the position. If there are two or more candidates they may co-share the position, or the classes may vote on their preferred candidate. If there are no candidates the Curriculum Manager should report this promptly to SANITI. Refer Appendix 2. [Student Representative Election Guidelines](#)
- b. The Curriculum Manager/ delegate or SANITI representative is responsible for returning the completed contact details form to the SANITI office.

TRAINING STUDENT REPRESENTATIVES

- a) The Student President, Student Advocate and Head of Learner Services are jointly responsible for the training of Student Representatives.
- b) A Student Representative handbook is supplied to all Student Representatives.
- c) A minimum of two training sessions are held with Student Representatives on each of Nelson, Marlborough and Woodbourne Campuses.
- d) Student Representatives are given SANITI and NMIT contact details and supported through regular communications with the SANITI office.

STUDENT REPRESENTATIVE MEETINGS

- a) The Student President is responsible for chairing Student Representative Meetings SANITI is responsible for coordinating and facilitating the meetings.
- b) Minutes will be taken, including agreed actions, and circulated to Student Representatives following the meeting. Minutes will make it clear as to whose responsibility it is to complete the actions raised.
- c) Minutes from the previous Student Representative meeting will be tabled and updates given on agreed actions.

REFERENCES

INTERNAL

[Academic Statute s6 Academic Board](#)

[The Learner Voice Policy](#)

[Student Charter](#)

EXTERNAL

SANITI and NMIT Service Level Agreement Schedule B 2. Student Representatives

SANITI Strategic and Operational Plan (see www.saniti.co.nz)

[SANITI Student Representative Booklet](#)

APPENDICES

Appendix 1: [NMIT and SANITI Student Representative Nomination Form](#)

Appendix 2: [Student Representative Election Guidelines](#)



NMIT and SANITI Student Representative Nomination Form

Note for Tutors: This form should be used in conjunction with the following documents:

- Student Representative Election Guidelines (for Teaching Staff)
- Student Representative Policy (for Teaching Staff and Students)

Forms may be: Dropped into the SANITI office
 Sent to SANITI via Internal Mail
 Faxed to: (03) 546 2426
 Scanned and emailed to: president@saniti.co.nz

PROGRAMME DETAILS:

Programme: Level:

Campus:

STUDENT REPRESENTATIVE NOMINEE:

Name:

Student ID No:

Email: Phone:

NOMINATED BY:

Student 1 Name:

Student ID No:

Signature:

Student 2 Name:

Student ID No:

Signature:

STUDENT REPRESENTATIVE ELECTION GUIDELINES

It is NMIT policy that all programmes lasting 10 weeks or longer shall have a Student Representative ('Rep'). A Rep is a student enrolled in a programme or course who has been chosen by their peers to assist communication between staff, students and SANITI in relation to programme/course matters and to provide a point of contact for students.

HOW DO I KNOW IF MY PROGRAMME NEEDS A REPRESENTATIVE?

All programmes lasting 10 weeks or longer shall have a Student Representative within the first four weeks of a programme. NMIT will provide SANITI with a schedule of programmes, and SANITI will hold a list of programmes that require a Student Representative.

Curriculum Managers or Programme Coordinators may be responsible for the election of Student Representatives. SANITI is also available to run the process if you need. Contact the Student President on president@saniti.co.nz or ext 2716.

HOW DO I RUN AN ELECTION FOR A STUDENT REPRESENTATIVE?

- 2-3 weeks into the term explain the role of a Student Representative to your students
- Explain the benefits of being a Student Representative:
 - Opportunity to meet other students
 - Can be included on their CV
 - Opportunity to support fellow classmates while obtaining leadership experience
 - Training in how to represent other people
 - Free food when they attend meetings
- Ask the class for any volunteers
- If there is more than one volunteer, conduct a quick election. Ask each student to speak briefly about why they would be suitable for the role, and give the other students an opportunity to ask them questions.
- Use a show of hands or secret ballot to determine who the Student Representative is. Alternatively, two students could share the role – this is advantageous for Programmes with larger numbers.
- Once the Student Representative(s) is confirmed, have them complete the **STUDENT REPRESENTATIVE NOMINATION FORM**. Make sure at least two other students (the "Nominators") complete their section of the form.
- Return the completed **STUDENT REPRESENTATIVE NOMINATION FORM** to SANITI. SANITI will then compile a list of Student Representatives for use by SANITI and NMIT.

(NOTE TO CURRICULUM MANAGERS/COORDINATORS: SANITI WOULD APPRECIATE IF TUTORS COULD TAKE RESPONSIBILITY FOR RETURN OF THE FORMS TO AVOID FORMS BEING LOST.)

WHERE CAN I FIND OUT MORE INFORMATION?

Contact SANITI on ext 2716 and ask to speak with the President, or contact NMIT's Head of Learner Services.