

Student Representation Policy

This policy has been co-written by BCU and BCUSU in partnership.

This policy will be reviewed annually by LTAQC.

Scope

This policy includes the principles and roles of student representatives for taught undergraduate and postgraduate courses, apprenticeships, BCU International College (BCUIC) courses and postgraduate research (PGR) degree courses.

Principles

- It is the role of BCU and BCUSU, working in collaboration, to ensure that the roles and responsibilities of all Representative positions are understood by the student body and well publicised throughout the year. BCUSU will provide materials to do this and ensure that they are shared with BCU in good time.
- It is the joint responsibility of BCU and BCUSU to promote the benefits of becoming a Representative in terms of the change they can affect and the experience they can gain. BCUSU will provide materials to do this and ensure that they are shared with BCU in good time.
- It is the joint responsibility of BCU and BCUSU to promote the benefits of voting in any Representative elections. BCUSU will provide materials to do this and ensure that they are shared with BCU in good time.
- It is the joint responsibility of BCU and BCUSU to promote and support Representatives in collecting feedback from the students they represent.

- All Representative positions will receive full and specific role training by BCUSU. Training materials will be developed collaboratively with appropriate BCU Faculty/ Doctoral Research College/ Royal Birmingham Conservatoire (RBC) staff.
- All Representative positions will receive support from BCUSU Coordinators and BCU faculty staff throughout their term in office.
- Faculty staff will take initiative to include all Representatives in meetings, offering them support on the collation of feedback, agenda items and closing the feedback loop.
- It is the responsibility of Representatives to ensure fair and proactive representation of student feedback regardless of mode of study, place of study or demographic.
- All Representatives can serve more than one term in office, as long as they are elected or appointed again by the appropriate method according to the role that they are nominating themselves for.
- All Representative positions will be held until the end of that academic year, at which time a new recruitment process for a Representative will begin. If a Representative stands down or is removed from post during that time, a new recruitment process will begin for that role.
- BCU and BCUSU staff and all Representatives have a role to play in 'closing the feedback loop' to the student body and explaining what has happened due to their feedback.

Undergraduate and Postgraduate Taught Representation

Course and Department Representatives

Requirements

- There should be a minimum of 1 Course Representative per Level, per Course or designated area of study as deemed appropriate by BCU and BCUSU.
 - For RBC Music there will also be one 'Department Representative' for each musical discipline.
 - These Department Representatives should mimic all assumptions and requirements outlined below.
- Recruitment should aim for a ratio of 1 Course Representative:40 students.

Recruitment

- Course Representatives should be elected and registered by the third week of teaching.
- Each College is responsible for the election of the Course Representatives on their courses.
- A point of contact for each College should be established to allow BCU, faculty staff and BCUSU to share information and updates.
- Colleges are free to further delegate Course Representative election and reporting responsibilities to College/Course staff they deem appropriate.
- The recruitment of Course Representatives should be undertaken democratically, ensuring the opportunity is open and available to all eligible students.
- Colleges are free to elect their Course Representatives through whichever method is most suitable for their students. BCUSU will provide resources with suggestions and best practices for undertaking this.
- The College point of contact is responsible for ensuring recruited Course Representatives are logged and reported to BCUSU via the supplied method. When registering a new Course Representative, the reporter must provide: Student's name, Student's ID number, Faculty, College, Course, Year of Study/Level, Intake month. The reporter must have a student's consent prior to registering them as a Course Representative.
- After being registered as a Course Representative the student will receive an email stating who has registered them and what Course and level they have been registered for, and given the opportunity to confirm the information is correct and accept the terms of the Course Representative role.

Role

- Course Representatives are responsible for gathering feedback from their cohort related to subjects such as resources, organisation and management, teaching, assessment and feedback, community etc. and recording this on the Student Feedback Hub accessed via the BCUSU website.

- Course Representatives are accountable to their Lead Representative, Course leader/ Course Director, Vice President Student Voice, and the students in the cohort they represent.
- Course Representatives will attend at least three Course Feedback Forums (CFFs) per year.
 - CFFs should consist of the Course Leader/ Course Director, Course Advisor (nominated by the Taught Student Administration Manager), and Course Representatives for the appropriate course(s) being discussed.
 - Taught Student Administration Manager's nominated staff are responsible for the organisation and minuting of CFFs.
 - CFFs should be chaired by a Course Representative, or a Student Facilitator provided by BCUSU.
 - CFFs should typically be held as one meeting to discuss issues and feedback raised by all year groups on a course. CFFs may be held for multiple courses or for individual years of study in a College or Department where appropriate and deemed the most effective way by faculty staff and Course Representatives of conducting the CFF. CFFs can also be conducted in person, virtually, or by a hybrid of the two depending on the most appropriate method for the Course Representatives.
 - An indicative Agenda for CFFs is given in [Appendix B](#).
- Course Representatives are expected to engage with their Lead Representative at least once per month. The Lead Representative is responsible for organising this.
- Course Representatives will attend at least three Faculty Student Voice Committees (FSVCs) per year.
- FSVCs bring together all Course Representatives within a Faculty to discuss Faculty-wide issues and can be used as an opportunity to host relevant speakers from University departments to update all Representatives with key information.
 - FSVCs will be chaired by the Faculty Associate Dean for Learning and Teaching, or their nominee.
 - Lead Representatives should work collaboratively with Faculty staff to ensure FSVCs are student-friendly. This includes ensuring the meeting contains some measure of social or entertainment element or by highlighting events that may prevent Representatives from attending.

See [Appendix A](#), Figure 1 for a diagram of all Course Representative meetings.

Lead Representatives

Requirements

- There should be one Lead Representative per College, with additional positions being made available to ensure appropriate representation of level of study, mode of study, or study location according to each Faculty.
- Lead Representative positions should exist based on academic structures only. Welfare and liberation leadership is undertaken by Liberation societies within BCUSU.
- Lead Representative positions should be reviewed annually by Student Voice Committee (SVC), with Vice President Student Voice having final say.

Recruitment

- Recruitment of Lead Representatives is undertaken by application and followed by an interview process, led by BCUSU and supported by a member of university staff appointed by the College.
 - An exception will be made for Lead Representatives for the Royal Birmingham Conservatoire, who are recruited via an elections process (facilitated and supported by BCUSU) to meet the eligibility criteria for the Conservatoires UK Student Panel.
 - Lead Representative candidates will receive support and training from BCUSU on how to campaign effectively.
 - BCUSU will provide materials and events to promote the elections during voting and nominations periods.
- Two phases of Lead Representative recruitment are undertaken, one in the Spring/Summer to recruit for Undergraduate positions, and another at the beginning of the Academic Year to recruit for any Postgraduate-specific positions as well as any vacant Undergraduate positions.

Role

- Lead Representatives are responsible for coordinating a group of Course
- Representatives determined by their College, Level of study, or Campus.
 - Two Lead Representatives will be elected for RBC: one to represent Music and one to represent Acting.
- Lead Representatives are accountable to their Heads of College (the Head of College can delegate this responsibility, where appropriate, to another member of senior college staff), Associate Dean for Learning and Teaching, the Activities and Representation Coordinator for their Faculty, Vice President Student Voice, and their Course Representatives.
- Lead Representatives will hold a meeting with the Course Representatives they oversee at least once per month to discuss current feedback and other relevant topics brought forward by Course Representatives. Lead Representatives should ensure this meeting is held prior to CFFs to ensure Course Representatives have logged all current feedback on the Student Feedback Hub, and to give Representatives the opportunity to discuss priorities and suggested resolutions

prior to the CFF. Lead Representatives will be encouraged to include a community building aspect during these meetings.

- Lead Representatives will attend at least three BCUSU-led Lead Rep Councils annually to discuss updates from BCUSU, relevant Officer campaigns, as well as Faculty-wide and Institution-wide feedback.
 - Lead Rep Councils are chaired by Vice President Student Voice and attended by Vice President Academic Experience and relevant Activities and Representation Coordinators.
 - Lead Rep Councils should be held prior to College Course Performance Committees (CCPCs) and Faculty Learning, Teaching, Assessment and Quality Committees (FLTAQCs) to ensure Lead Representatives are prepared for the meetings.
 - Lead Rep Councils may be called additionally on an ad-hoc basis depending on requirements or current events.
- Lead Representatives will attend at least three FSVCs per year.
- Lead Representatives will attend at least three CCPCs per year.
 - Lead Representatives should receive invitations and papers for their relevant CCPC along with other members of the committee.
 - Lead Representatives should receive appropriate training and briefing before each CCPC they attend from a member of College or Faculty staff and from BCUSU.
 - Lead Representatives should be treated as an equal committee member, given equal opportunity to speak and offer feedback or opinion on subjects raised throughout the meeting.
 - CCPCs will create College Action Plans which take into account themes from Course Action Plans. Each College Action Plan will contain a section for Lead Representative Feedback. This section should be completed by Lead Representatives and CCPC members either in the meeting itself or in a debrief meeting held after CCPCs.
- College Action Plans created at CCPCs are discussed FLTAQCs.
 - Lead Representatives may attend FLTAQC if they wish, receiving appropriate briefing from Faculty staff, and being treated as an equal committee member during the meeting.
 - The secretary of FLTAQC will share minutes of the meeting with Lead Representatives regardless of whether they attended or not, so that they may review the committee's responses to the College Action Plans.
- Additional to these duties, RBC Lead Representatives are responsible for attending Conservatoires UK Student Network (CUKSN) conferences on an annual basis and for attending the Association of European Conservatoires (AEC) annual congress.

See [Appendix A](#), Figure 1 for a diagram of all Lead Representative meetings.

Bursary

- Lead Representatives will receive a bursary, funded by the University and distributed by BCUSU. This will be on a pro-rate basis depending on what time of year a Lead Representative begins their role.

- A review of the bursary amount and frequency of payment should be held annually by the SVC.
- Payments are made to Lead Representatives at fixed periods throughout the Academic Year and are released upon acceptable completion of the minimum requirements of their role, as listed in their role description.

Postgraduate Research (PGR) Representation

PGR Course Representatives

Requirements

- For the purposes of representation, the Doctoral Research College will determine which combination of PGR course codes will be viewed as one 'course'.
- 1 PGR Course Representative will be elected per 'course' however this number is flexible depending on relative demand, funding, and need.

Recruitment

- The nominations period will last one week. Within the nomination period, students from each active course code will have the chance to nominate themselves to become a PGR Course Representative.
 - The role will be open to all PGR students, however given the nature of the PGR course, researchers in their first or final years of study will be provided with specific information that cautions them when applying, due to an expected increase in academic workload during this period.
- Nominees are required to submit a manifesto outlining their competency to carry out the role and what they aim to achieve whilst in office.
- Once the nominations period has closed, students per course code will be asked to vote for who they would like to represent their course code. This process will be facilitated by BCUSU who will moderate the process using an 'alternative vote' system.
- Voting will be open for one week. The candidate with the majority vote will win and winners will be announced by BCUSU and shared by the Doctoral Research College.

Role

- PGR Course Representatives are required to seek and collect feedback on their PGR course or professional doctorate from colleagues and to feed this back to the Faculty Research Degrees and Environment Committee (FRDEC), or by liaising with BCUSU and/or the Doctoral Research College if feedback requires a more urgent response.
- PGR Course Representatives must work collaboratively with the Doctoral Research College to ensure PGR research support events accommodate PGR research support needs.
- PGR Course Representatives should encourage and promote PGR participation in formal feedback mechanisms adopted by the faculty and University (e.g. PRES).

See [Appendix A](#), Figure 2 for a diagram of all PGR Representative meetings.

Bursary

- Each PGR Course Representative will receive a bursary payment of £700 p/a upon satisfactory completion of year end representative reporting to FRDEC.

PGR Faculty Representatives

Requirements

- 1 PGR Faculty Representative will be appointed per Faculty.

Recruitment

- Once PGR Course Representatives have been elected, they will all be contacted by the Doctoral Research College and given the opportunity to nominate themselves to become the PGR Faculty Representative.
- The nominations period will last one week.
- Nominees are required to submit a manifesto outlining their competency to carry out the role and what they aim to achieve whilst in office.
- At the end of the week, appropriate representatives from the Doctoral Research College and BCUSU will convene to select the candidate who they deem most appropriate

Role

- PGR Faculty Representatives also must perform the duties necessary for their 'course' as a PGR Course Representative
- PGR Faculty Representatives will have the duty of collating all course-level feedback from their Faculty and delivering it in a suitable format to the Research Committee.
- PGR Faculty Representatives may also have an additional duty of change lobbying by working with the representatives throughout their faculty to determine core areas that they believe need change within the university, before working with relevant stakeholder groups to enact this change across the university, should it be feasible.

Bursary

- Each PGR Faculty Representative will receive a bursary payment of £700 p/a upon satisfactory completion of year end representative reporting to FRDEC
- Each PGR Faculty Representative also receives an additional £300 upon satisfactory completion of year end representative report to RC.

Conduct of Representatives

- All BCUSU Student Leaders, including Representatives, must agree to adhere to BCUSU's Code of Conduct upon confirming registration.
- If a student or member of staff deems the conduct or behaviour of a Representative as inappropriate, or they are concerned that the Representative is not fulfilling their role, they should refer to either the [BCU Student Disciplinary Procedure](#) or the [BCUSU Bye-law \(14\) Code of Conduct – Members' Disciplinary](#).
- In the event that a Representative feels they have been treated unfairly by BCUSU staff or Officers, either as the result of action taken against them or otherwise, they have the right to appeal by following the appeals procedure outlined in the BCUSU Appeals Procedure.
- As is written in Bye-Law 14, if a Representative has been removed from their position, the duration of this sanction can be decided by the disciplinary process.

Key Logistical Points

- By 1st August, BCU Delivery Services will need to provide BCUSU with the below:
 - A list of all actively taught courses, including Apprenticeships and pathways for the International College, containing:
 - Course name
 - Faculty
 - College
 - Currently taught years of study
 - Course start date
 - A list of student headcounts per course per year group for both September intake students and January intake students, once their respective enrolment periods close.
- By 1st August, Faculty Taught Student Administration Managers will need to provide BCUSU with a schedule of relevant committee dates.
- By 1st August, Academic Governance will need to provide BCUSU with access to the Academic Governance Committee Almanac for FLTAQC dates.

Appendices

Appendix A: Meeting Diagrams

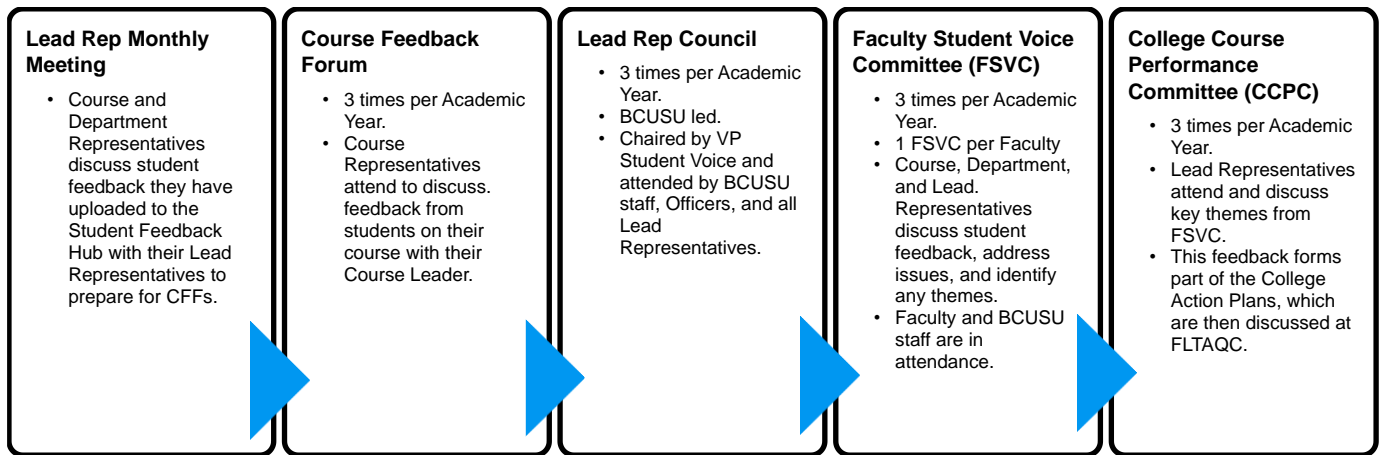


Figure 1: Undergraduate and Postgraduate Taught Representation meeting diagram.

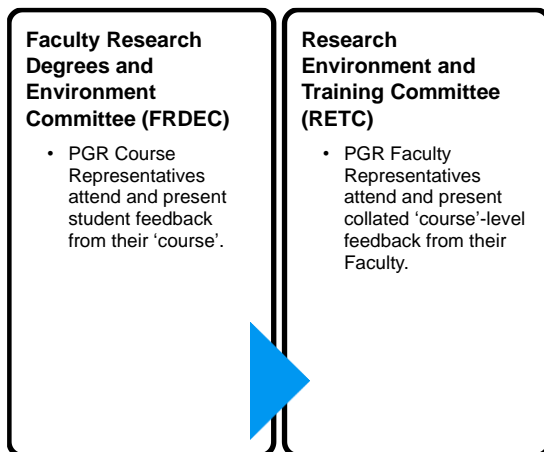


Figure 2: Postgraduate Research (PGR) Representation meeting diagram.

Appendix B: Course Feedback Forum (CFF) Indicative Agenda

1. Introductions (CFF 1 only)
2. College updates
3. Update of Agreed Actions from the previous CFF meeting
4. Student Matters Arising for the current CFF meeting:
 - a) What do students feel is working well?
 - b) What are the high priority issues?
 - c) What can be dealt with immediately?
 - d) What needs to be reported elsewhere?
 - e) What needs further investigation? If so, who will do this?
 - f) Expected timescale for response.
 - g) Who is responsible for feeding the outcome back to the student body?

Administrator (nominated by the Taught Student Administrator) or a Course Rep to record outcomes on the Student Feedback Hub.

5. Additional Agenda Items
6. Any Other Business (AOB)
7. Date of Next meeting: 00/00/00