
Class Representative Policy

Academic Policy

1 Purpose

Teaching, learning, and welfare are central to the work of the Victoria University of Wellington ('the University'). This policy provides a framework for the management of class representation in order to support a teaching-learning partnership between staff and students.

2 Organisational Scope

This is a University-wide policy.

3 Definition

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

Class Representative:	A student enrolled in a course or programme, who is selected by students in that course or programme, and whose role is to facilitate communication between staff and students.
Student Representation Organiser:	The person or service provider appointed to set up, manage and monitor class representation at the University.

4 Policy Content and Guidelines:

4.1 Representation

- (a) All undergraduate courses shall normally have one Class Representative except that:
 - (i) if appropriate, a student representative may be selected for a whole programme, cohort or year group. This role is known as Programme Representative, Cohort Representative or Year Representative respectively;
 - (ii) for large classes with more than one stream it is permissible to have one Class Representative for each stream; and
 - (iii) to assist balanced representation a course may have two Class Representatives by mutual agreement of the Course Coordinator and enrolled students.
- (b) Graduate and postgraduate courses and programmes may have a Class Representative by agreement of enrolled students.
- (c) Where there are different views on what type of representation is most appropriate, the Head of School shall make the decision, in consultation with relevant enrolled students and with the Student Representation Organiser.

4.2 Selection process

- (a) The Class Representative shall be selected in consultation with the class, normally by a show of hands, within the first two weeks of the course, or, if the course is shorter than twelve weeks, the Class Representative shall be selected within the first week of the course.
- (b) The Course Coordinator shall arrange the selection of the Class Representative but may delegate the selection process to a designated Lecturer or to the Student Representation Organiser.
- (c) If there are no candidates the Course Coordinator must ensure that the Student Representation Organiser is informed. The Student Representation Organiser will liaise with the class and assist with selecting a Class Representative, unless the class does not wish to have a representative.

Note: The Student Representation Organiser can provide advice on the selection process. For online courses, an equivalent method will be implemented, such as a call for volunteers through Blackboard.

4.3 Responsibilities

- (a) The key role of the Class Representative is to assist communication between staff and students in relation to course matters and to provide a point of contact for students. Where there are variations under s4.1(a)(iii), Class Representatives must ensure they liaise with each other to ensure clear communication with the relevant Course Coordinator.
- (b) Course Coordinators or Programme Directors must ensure that the contact details of the Class Representative are forwarded to the Student Representation Organiser and are made available to students.
- (c) All Class Representatives are expected to attend a training session.

Note: Variations to the obligation to attend a training session may be appropriate for students studying at campuses other than the four main Victoria campuses. The Student Representation Organiser can advise on what form of training should occur.

- (d) Where a Class Representative withdraws from a course, or if for any other reason they cannot continue as Class Representative, they must inform the Student Representation Organiser. The Student Representation Organiser will liaise with the Course Coordinator or Programme Director to select a new Class Representative.
- (e) The Student Representation Organiser is responsible for coordinating the class representation system, training the Class Representatives and liaising with Heads of School when appropriate.
- (f) The class representation system shall be reviewed at regular intervals by the Student Representation Organiser working in partnership with the Academic Office.

5 Legislative Compliance

There is no specific legislation directing this policy.

6 References

Previous Version: [Class Representative Policy](#)

7 Appendices

None

8 Approval Agency

Academic Board

9 Approval Dates

This policy was originally approved on: 26 February 2004

This version was approved on: 1 December 2011

This version takes effect from: 1 October 2014

10 Policy Sponsor

Provost

11 Contact Person

The following person may be approached in relation to this policy:

Senior Academic Quality Advisor

Extn. 6830

Note: The coordination of class representation is currently contracted to the Victoria University of Wellington Students' Association (VUWSA). The contact person is:

Education Organiser, VUWSA

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