

UNIVERSITY OF WAIKATO
TE WHARE WĀNANGA O WAIKATO

Student and Faculty Academic Services

Role Description for Class Representatives

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The motto of the University of Waikato is Ko te Tangata, “For the People” and the University is committed to partnership with its stakeholders, including students, to deliver a world leading, distinctive and future focussed education and University experience to all our students.

As part of this, the University is committed to working in a consultative way with students, including ensuring there is a student voice on relevant committees with the University’s Governance Framework.

2. ROLE PURPOSE

Class representatives are elected by their peers to represent the views of his or her class on academic matters to the tutor, lecturer, Department or Programme and Faculty.

Class representatives speak for and represent the students in their class and play an important part in making constructive change possible between their class and academic staff.

3. ACCOUNTABILITY

Class representatives are accountable, in the first instance, to their student peers and secondly to their Lecturer.

4. RELATIONSHIPS:

Internal: Students in the cohort they were elected by
Lecturer (for the paper you are representative for)
Tutor
Programme Administrator
Convenor
Members of the Subject Committee

4. EXPECTATIONS

Class representatives should:

- make sure their class mates know who they are
- familiarise themselves with the student support services offered by the University
- inform class mates when student feedback is required for important University plans and guiding documents
- be available for consultation when the University requires student input
- be available to listen to and assist students who approach them with concerns
- liaise with the lecturer or tutor about problems or questions raised by students
- provide feedback to the class on any issue that has been raised with the lecturer or tutor
- attend subject committee meetings
- attend the class representative training provided by the University
- act in a professional and respectful manner to fellow students and staff
- know about the course appraisal system (BLUE) and encourage their class mates to provide good useful feedback

Class representatives can:

- inform class mates about important dates and events
- familiarise themselves with some of the rules and regulations relevant to students
- refer students to relevant support services
- develop some expertise in university practices
- become involved in developing resources to support class representatives
- have opportunities to represent students on other University committees at the Faculty and pan-university level
- take part in additional training opportunities as they arise
- offer suggestions about how to improve support for class representatives
- be involved in the University's decision making processes.

At Subject Committee meetings class representatives should:

- attend all scheduled meetings, or advise the Committee Secretary in advance if unable to attend.
- ask the Committee Secretary (usually the Programme Administrator) for the Committee's terms of reference and the Rules of Procedure and abide by these.
- ask your class mates whether there are issues or concerns they want raised
- raise common issues or concerns of students to the committee
- treat fellow representatives, lecturers, tutors and other academic staff with respect
- approach issues of concern positively and if possible raise them with a solution in mind.
- provide feedback to your class mates about the Subject Committee meetings
- let the secretary know at least three days in advance of the meeting if they intend to raise a matter at the meeting
- liaise with the other class and Faculty representatives
- understand that not all issues or concerns can be solved immediately
- ensure that the lines of responsibility are clear in relation to the escalation of issues

Class representatives should not:

- assume that one student's issue (or their own), problem or concern is held by the whole class
- speak for all students without checking that the views about to be expressed are shared
- escalate issues without seeking advice