

Class Representative Registration Form

Please take or email this completed form to your Programme Administrator or Class Rep Coordinator

Course Name: _____
(e.g. Accounting for Management)

Paper Code: _____ **Student ID No:** _____
(e.g. ACCTN101-21A)

Name of Elected Rep: _____

E-mail address: _____
(Please write clearly & ensure you provide your preferred email address, as this will be used to send you class rep information and may be shared with other students)

Privacy & Role Expectations:

- I agree that the email address provided above may be shared with other students so that they can contact me (**Administrators**, please enter this onto the Class Rep spreadsheet).
- I understand that the information I provide will be shared with the WSU for the purposes of arranging training and support for class representatives.
- I understand that the information I provide is being collected for the purposes described in, and will be used in accordance with, the University's Privacy Statement (available to view at: <https://www.waikato.ac.nz/official-info/index/docs/privacyact>).
- I understand the class representative role expectations (as outlined over page).

Signed: Student: _____ **Lecturer:** _____

Administrators: please enter the selected training date onto the Class Rep spreadsheet and then either get the student to take a photo or detach the below and give it to the student as a record of their training date.



Training – Compulsory for new class reps

Please select the training date you wish to attend:

Hamilton Campus (Venue: WSU Guru Lounge):

- | | |
|---|---|
| <input type="checkbox"/> 26 July 2021, 10.00am – 11.00am | <input type="checkbox"/> 26 July 2021, 1.00pm – 2.00pm |
| <input type="checkbox"/> 27 July 2021, 10.00am – 11.00am | <input type="checkbox"/> 27 July 2021, 1.00pm – 2.00pm |
| <input type="checkbox"/> 29 July 2021, 10.00am – 11.00am | <input type="checkbox"/> 29 July 2021, 1.00pm – 2.00pm |
| <input type="checkbox"/> 2 August 2021, 10.00am – 11.00am | <input type="checkbox"/> 2 August 2021, 1.00pm – 2.00pm |
| <input type="checkbox"/> 6 August 2021, 10.00am – 11.00am | <input type="checkbox"/> 6 August 2021, 1.00pm – 2.00pm |

Tauranga Campus (Venue TCBD2.03):

- 4 August 2021, 1.00pm – 2.00pm

Hamilton/Tauranga Campus (Venue: Zoom – <https://waikato.zoom.us/j/89391358385>):

- 3 August 2021, 1.00pm – 2.30pm

Additional sessions can be organised if required. Please contact the WSU on voice@wsu.org.nz about this or if you have any other queries about training.

Role Expectations of a Class Representative:

Class representatives should:

- make sure their classmates know who they are
- familiarise themselves with the student support services offered by the University
- inform classmates 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 classmates to provide good useful feedback

Class representatives can:

- inform classmates 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/Department Committee meetings class representatives should:

- attend all scheduled meetings, or advise the Committee Secretary in advance if unable to attend.
- ask your classmates 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 classmates 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