



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Student Representation

Handbook

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Author: H Edwards, J E Fawkes, L Butler
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Glossary of Acronyms

| Term | Acronyms |
|------|---|
| LSR | Lead Student Representative |
| PSR | Programme Student Representative |
| SRCM | Student Representative Committee Member |
| SRLO | Student Representation Liaison Officer |

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1. Introduction

Student Representatives play a very important and valued role in providing feedback to UCEM on issues that are important to its student community, thus helping to shape the student learning experience.

UCEM has different levels of student representation including a Lead Student Representative (LSR), Programme Student Representatives (PSR) and Student Representatives Committee Members (SRCM). This handbook is designed to provide student representatives with all the information that they will need to become a successful student representative in whichever role they are undertaking. It is very important that, as representatives of the student body, they get involved and make sure that the student voice is heard. UCEM wants to receive feedback from students and it is up to student representatives to make that happen.

Students that are interested in applying to become student representatives or student representatives needing additional advice and guidance can contact the UCEM Student Representative Liaison Officer, Liz Butler at studentreps@ucem.ac.uk or via the Student Representative area of the VLE.

2. Benefits of being a Student Representative

Benefits for UCEM

- UCEM needs Student Representatives to put forward the views of the student body and contribute to decision-making regarding the academic quality and standards of its awards.
- Student Representatives play an essential role in communicating issues for review as well as highlighting areas of good practice.
- Through listening and responding to student feedback UCEM can improve on the quality of the learning experience it provides to current and future students.

Benefits for your fellow students and yourself

There are lots of brilliant reasons to become a Student Representative but these are probably the top 3:

- It looks fantastic on a CV and is a good opportunity to develop your personal transferable skills.
- You are able to raise awareness of student views and suggest constructive changes.
- You will be invited to relevant UCEM events, such as the UCEM Conference and development workshops for student representatives.

In addition, you will be providing feedback at the highest levels within UCEM and able to influence/gain valuable exposure to decision-making and the strategy and governance of the organisation.

Remuneration is available for all levels of Student Representatives, please refer to individual role specifications in the appendices.

3. Lead Student Representative (LSR)

3.1 Outline of role

The Lead Student Representative (LSR) plays a pivotal role in ensuring that the student voice is championed at the highest levels within UCEM including at the UCEM Board of Trustees meetings. The role works closely with both Programme Student Representatives and UCEM staff to discuss key issues affecting the student experience.

The job specification for the LSR is contained in Appendix B, the role includes the following duties and responsibilities:

- Work with students and UCEM staff to ensure that UCEM fulfils the requirements set out in the UCEM Code of Practice chapter on Student Engagement
- Represent the student community on the UCEM Board of Trustees
- Act as independent student adviser to other students for the purpose of complaints and appeals
- Liaise with the Programme Student Representatives to obtain their views on key issues affecting their student experience
- Work with UCEM teams to act on student feedback received in student surveys and communicate information to the student community

3.2 Appointment process

UCEM has one LSR position which is a salaried position for 5 hours a week (to be used flexibly to meet the requirements of the role).

The role is advertised as a two-year fixed term appointment to be filled by a current student or a member of the UCEM alumni community who graduated less than one year prior to the date of appointment. The successful candidate is appointed following a selection and interview process which mirror the appointment process for UCEM staff job vacancies.

4. Programme Student Representatives (PSRs)

4.1 Outline of role

Programme Student Representatives play an important role in representing the student community by encouraging debate, championing students' views and acting as a communication channel between UCEM and the student community.

The role specification for PSRs is detailed in Appendix C, the key tasks include:

- To represent students on issues of teaching, learning and student support
- To liaise with UCEM on matters relating to the teaching, learning and student support experience through the Student Representative VLE
- To work with UCEM on initiatives and communicate information to students on your programme VLE
- Attend PSR and Programme Leader meetings normally via webconference

4.2 Nomination and appointment process

Vacancies for PSRs are advertised by the Student Representative Liaison Officer (SRLO) on the programme page of the VLE. On each programme there should normally be a minimum of two representatives per level/year of the programme, usually one based in the UK and one overseas. On larger programmes it may be appropriate to have up to a maximum of four representatives per year of the programme. The maximum terms of appointment for a PSR is three years.

Applications will be invited, and applicants will be asked to submit 250 words on why they wish to become a student representative. The SRLO will review the applications with the Programme Leader. Where there are the correct numbers of applications per vacancy, all complete applicants will be appointed, if no reason is given from any of the student body. Where there are a large number of applicants for a limited number of places, a ballot will be held and all students on that level of the course will be invited to vote for their chosen representative. The candidates with the most votes will then be elected. The Programme Leader may decide to hold the application until a vacant position exists.

Successful Student Representatives will receive confirmation via email from the SRLO of their appointment.

4.3 Induction

After appointment, successful PSRs will be contacted by the SRLO. Student Representatives will be able to view a copy of the Student Representation Handbook on the VLE and access to the Student Representative VLE, where there is more information about being a Student Representative.

PSRs will also receive a welcome message from the SRLO and support and guidance on how to get started.

4.4 First steps as a PSR

4.4.1 Check your VLE profile is up to date

Your VLE profile is a good way for your fellow students to know who you are and what you are about. It is very important as a Student Representative that other students feel that you are approachable. Please ensure that your VLE profile is populated with a picture and some information about yourself and what you hope to achieve as a Student Representative.

To update your profile, just click on the ‘my profile’ tab on the VLE.

4.4.2 Introduce yourself on your programme page

It is important that you introduce yourself to your fellow students. To do this you should login to your programme level page of the VLE and post an introductory message within the ‘Student Feedback’ forum. Again you might want to say a bit about yourself and what you hope to achieve as Student Representative. You may want to state how frequently you will be visiting the forum and encourage others to contribute by ending your introductory message with a question. For example you could ask colleagues to post one positive and one negative about the programme and then collect the responses.

4.4.3 Introduce yourself to the other Student Representatives

Next you should login to the Student Representative VLE area. Once your access has been set up, you will see the link to the site shown in orange on the first page of the VLE, ‘my VLE’. Please do explore the site as there is lots of information available. You should then post an introductory message within the ‘welcome forum’ on the Student Representative VLE area. This is a good opportunity for you to meet the other Student Representatives who will be able to provide help and support during your time in this role. The SRLO be there to welcome you.

Please remember to check out the Student Representatives that sit on the various Committees as they will be an important channel for your input and feedback.

4.4.4 Dealing with student feedback

Throughout your time as Student Representative you should be encouraging your fellow students to provide feedback on their experience studying with UCEM. It is really important that you collect this feedback within your programme student feedback forum and then post it within the Student Representative VLE area where it will be fed back to UCEM.

UCEM’s Student Representative Liaison Officer will acknowledge the feedback and will pass it to the relevant member of staff / team. UCEM will then try to provide details of actions that will be taken as a result of the feedback, which the Student Representative can then feedback within the course feedback area, thus ‘closing the loop’.

It should be noted that not all feedback can be actioned straight away as there are many factors that UCEM will need to take into consideration. You will therefore need to help manage expectations when changes cannot be implemented immediately.

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4.4.5 Remember to be enthusiastic

As a Student Representative you will need to be enthusiastic in order to encourage other students to get involved. You are more likely to get a positive response to requests for feedback if you are positive.

Student Representatives will be encouraged to attend Programme Leader/Student Representative meetings (usually through web conferencing) to share student issues and concerns at least twice a year, feeding into a meeting of all Programme Student Representatives with the Lead Student Representative. If you have any ideas of topics that you feel would be good to discuss, please let UCEM know and these could be incorporated within the discussion schedule. Please email studentreps@ucem.ac.uk with any ideas.

4.5 Seven steps to success as a PSR

4.5.1 Visit the VLE regularly

As a PSR you will be expected to be a regular visitor and contributor to two additional VLE areas. Firstly you will be given access to a separate VLE course called 'Student Representation'. Only student representatives and nominated UCEM staff will have access to this VLE. In this area you will discuss with UCEM staff issues that have been raised, and we will post information here for you to share and canvass views of your fellow students.

If you are in any doubt about what to post in respect of anything of a sensitive nature, remember that you contact the SRLO who can offer advice and support.

To help you share information and discuss with your peers on your course VLE you will find an additional forum called 'Student Feedback'. You will be expected to visit this forum to gain the views of your fellow students from time to time.

4.5.2 Represent others

It is essential as a PSR to champion the views of your fellow students. The role is very much about providing a channel of communication, raising ideas and issues of concern from the students that you represent. The position is not simply voicing your own opinions. You need to respond to the diverse nature of the UCEM student population to ensure equal opportunities for all UCEM students. If you have something that you feel should be raised on behalf of those you represent, then make sure you ask your fellow students first. Remember as a PSR you are in a position to bring about change. If you don't say anything then the issue is unlikely to be changed.

4.5.3 Make yourself known to your Year/Level

It may seem obvious but in order to get feedback and information from the people that you represent you need to communicate with them and it all starts with letting them know who you are and what you hope to achieve as student representative. This should be done through the student feedback discussion forum, which will be on your programme page on the VLE.

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4.5.4 Poll fellow students

If an idea is suggested by UCEM or another student, you might want to consider polling other students for their views. You may need to keep some details confidential but, if you can get a consensus from those you represent, then it will add weight when you present the point in the Student Representative VLE, or at UCEM meetings. You may also find opposing views and you need to reflect on these when presenting your point.

4.5.5 Be constructive

As a PSR you will probably need to present negative issues raised by your fellow students about their experiences with UCEM. When you present such issues, you should also highlight any possible solutions. It is also important that you present items of good practice that your fellow students have identified, so that these can be acknowledged and promoted across the range of UCEM awards.

4.5.6 Take a broad view

As a PSR you are encouraged to seek your fellow students' views on their experiences outside of their immediate programme. This might include student support, views on using new technologies or other issues.

4.5.7 Remember being a PSR is good for you!

We hope that being a PSR will be a positive experience, providing you with an opportunity for greater interaction with UCEM and your peers, as well as contributing to your own personal development.

4.6 How will UCEM feedback to PSRs

PSRs should receive feedback from UCEM on the suggestions made and any resulting changes. Feedback will normally be provided via the Student Representative VLE area.

If a PSR has concerns at any point that this is not happening, in the first instance, they should contact the Student Representative Liaison Officer to request an update on progress.

4.7 Support and monitoring

Student representatives play a vital role within UCEM and it is therefore essential that they fully engage with the role and work within the guidelines provided by UCEM. Student Representatives should be regular visitors to the VLE Student Feedback forum and the Student Representative VLE site, and actively encourage feedback from fellow students.

UCEM is there to support PSRs in their role, but will also monitor their activity levels to ensure that they are fulfilling their responsibilities. This will be actioned at the end of each year of service.

Within the terms and conditions of registration at UCEM it stipulates the expectations of Students in relation to professionalism and therefore UCEM reserves the right to ask a PSR to step down if it feels s/he is not fulfilling their role responsibly.

5. Student Representative Committee Members (SRCM)

5.1 Outline of role

All of the UCEM main deliberative committees have at least one position for a student representative committee member. When vacancies occur, UCEM will post an announcement on the Student Services VLE area requesting nominations to fill the vacancies as per the Procedure for Appointment to Membership.

Please see the diagram of the UCEM's main deliberative committees in Appendix D. The boxes shown in blue are the committees that include student representation:

5.2 Nomination and appointment process

Vacancies for Student Representative Committee Members (SRCM) are notified on the Student Services VLE elections area. All nominations in respect of vacant positions should be made on the official nomination form. Nominees are asked to submit a short statement relating to their candidature of not more than 250 words. Where there is more than one application per vacancy a ballot will be held with the student community voting for the new Student Representative as per the Procedure for Appointment to Membership.

SRCM serve for a maximum term of two years. All appointments are reviewed after one year of appointment.

5.3 Induction

After appointment, successful SRCMs will be contacted by the Student Representative Liaison Officer. Student Representatives will be able to view a copy of the Student Representation Handbook on the VLE and access to the Student Representative VLE, where there is more information about being a Student Representative.

SRCM also will be provided with a comprehensive electronic Induction Pack including a Terms of Reference. They will be contacted by the committee secretary and advised of the dates of forthcoming meetings.

The secretary will arrange an induction meeting with the Chair of the committee (normally in advance of the first meeting attended) to ensure that the SRCM is fully briefed on the terms of the appointment, the context for her/his contribution and the support available. The meeting provides an opportunity to clarify any aspects of the role and/or seek additional information.

All committee papers will be provided by email and hardcopy at least one week prior to the meeting to allow time for preparation.

5.4 First steps as a SRCM

5.4.1 Getting started

- Study the terms of reference for the committee you will be involved with and determine how it fits into the academic governance of UCEM.
- Speak to the Secretary or Chair to gain information about your role on the committee.
- Request previous meeting minutes from the Secretary to help you identify the types of topics that will be discussed.
- Familiarise yourself with the supporting papers in the Induction Pack, particularly the standing orders for committee meetings and the guidance notes for deliberative committee members.
- View the UCEM glossary on the VLE as this will help explain UCEM terms and acronyms
- Speak to your fellow SRCMs via the VLE to gain their perspectives on the role

5.4.2 Preparing for meetings

- The agenda and committee papers will be provided by email and in hard copy at least one week prior to the meeting.
- Read the committee papers.
- Ask the Chair or Secretary of the committee if there is anything you do not understand.
- Let fellow student representatives know what is on the agenda and canvass their opinions as appropriate.
- Seek out any items that would be of particular interest to your fellow students.
- Organise your thoughts on each agenda item and have a clear understanding of any opinions or ideas you wish to present.
- If you are unable to attend the meeting, please send your apologies and forward any comments/observations to the Secretary or Chair of the committee.

5.4.3 At the meeting

- At your first meeting please make yourself known to the Chair and the Secretary of the committee (if an induction meeting is yet to be arranged).
- Never be afraid to ask questions or contribute.
- If you do not understand what is being discussed, ask for clarification. There may be a tendency for more experienced committee members to use jargon or acronyms, or to assume a certain level of knowledge about the HE sector, so do not be afraid to ask questions.
- Asking questions is also a useful way of contributing.
- Try to be positive and constructive.

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- Be assertive to ensure that your comment or suggestion is considered.
- Make notes of points of interest to report back to your fellow student representatives and peers.
- At all times, act in accordance with the UCEM governance principles which will have been discussed with you at your induction session and are included in the Deliberative Committee Members Guidance Notes.

5.4.4 After the meeting

- Reflect on the discussion
- Read the minutes and check for accuracy.
- Feedback to fellow student representatives and more widely if appropriate.
- Identify actions that you are required to take or where there are areas on which you need to canvass opinion.

5.5 Tips for success as a SRCM

- Read the committee papers especially those directly relating to the student experience as the committee may ask you directly for your view
- Don't be afraid to present your view that's what you are there to do
- You are also on the committee to represent student view so where possible engage with students on your course or PSRs to seek their views
- If possible, sit where the Chair can see you so that you can make eye contact to let her/him know you wish to speak.
- Ask questions or for clarification especially if you are unsure of UCEM acronyms or terms
- If you are unclear what you can share with other students check with the Committee Secretary or Chair

5.6 Arranging time off work to attend meetings

SRCMs should make every effort to attend meetings whether in person or via teleconference. SRCMs may be entitled to take the time off work to attend as a charity day. Not all employers offer this facility and there is no law to say that they must, but larger organisations have policies in place to cover this. SRCMs should check with their employer for further information.

UCEM is happy to liaise with SRCMs employers to explain the importance of the role; the commitment required; and the benefits accruing in terms of continuing professional development.

Nominees should be aware that, by counter-signing the nomination form, they are signifying their readiness to serve.

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5.7 Claiming expenses

A fee of £100 is payable for attendance at each committee meeting, whether attending in person or via teleconference/Skype.

Committee members can claim up to £250 expenses for each meeting to cover reasonable travel expenses associated with attendance. Travel expenses will normally be reimbursed on the basis of standard rail fare. If public transport is not possible, a mileage allowance can be claimed on the basis of 45 pence per mile.

Where travel time exceeds 3 hours each way, meals and beverages can be claimed. It is understood that the cost of meals varies widely, but in order to control the level of expense the limit of £10 for lunch and £18 for dinner has been set excluding drinks. No alcoholic drinks may be claimed.

All claims for expenses must be submitted on UCEM expenses form provided within two weeks of the incurred expense and be backed up by relevant receipts. If you have any queries about claiming travel expenses please contact the committee secretary for advice.

5.8 Support and monitoring

SRCM can seek support from the SRLO or the committee Secretary or Chair. It is acceptable to ask for feedback after your first meeting to ensure that you are meeting the expectations of the role.

SRCM play a vital role within UCEM in ensuring that the student voice is heard as part of UCEM's academic governance system. It is therefore expected that SRCM like other committee members will regularly attend committee meetings. If any member of a deliberative committee fails to attend three meetings in succession without due cause, the Chair may invite that individual to stand down.

It is also expected that SRCM will act in accordance with the Guidance Notes for Deliberative Committee members.

SRCM term of appointment will be subject to review after one year. The review process will involve a teleconference with the committee chair to discuss how the role has been undertaken and whether any additional support is required.

Signed by: .....

Jane Fawkes
Chair of the Quality Standards and Enhancement Committee

Date: .....

Appendix A Student Representative Case Studies

Student Representative Case Study - Claire Brown



1. What made you volunteer to become a student representative?

I had recently started my MSc in Building Surveying at UCEM when I saw a post on the VLE asking for volunteers to become student representatives. At the time the course was still new and we were experiencing a number of teething problems with its delivery and I felt that I could help to improve things by providing the College with feedback from my fellow students. I hate feeling stuck inside a system I can't change, so volunteering as a student representative helped me vent some of my own frustrations with the course!

2. What do you wish you had known before you started?

I think more people would be prepared to volunteer if they understood that being a student representative isn't a difficult or onerous responsibility, but you have to remember that there will always be people who have a different point of view to you – and you need to represent them too!

3. Do you have any advice for new student representatives?

You will be able to provide more useful and constructive feedback for the college if you can develop open discussions and friendships with your fellow students. This is understandably much harder for those of us distance learning courses than it would be in a regular university, but the benefits not only in terms of generating feedback, but also for your own personal engagement with your academic studies are immeasurable.

4. How have you found balancing the time commitment of being a student representative?

Most of us have chosen to study with UCEM to enable us to manage our studies alongside a full-time job. We are all busy people and effective time management is a 'sink-or-swim' skill that you will have to learn quickly if you want to pass the course – adding on the responsibility of being a student representative is really only a tiny bit of extra commitment. It only takes a minute or two to check a forum or respond to a post!

5. What have you gained from the experience?

I think that some of the friendships and links (both in the United Kingdom and internationally) I have made through my engagement with other course members will prove useful as professional contacts in the future as my course mates and I move up the property career ladder.

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6. Have you enjoyed being a student representative?

Not always! It can sometimes be tough being the middle man when people are unhappy about a situation, but it is good to be able to see improvements being made as a result of the feedback you have given.

7. Have you experienced any challenges as a student representative?

It was sometimes difficult to ensure that our criticism remained professional and constructive, especially when emotions were running high amongst the student population as a result of problems and stresses on the course.

8. How have you found acting as a representative?

I have found the College very willing to listen to and act on feedback from its student body – it just needs more people gathering that feedback for them!

9. What changes/improvements have you been part of?

During my time as a student representative I have seen numerous changes to the courses and their delivery which relate directly to feedback I have contributed to.

For example:

- The College switched to a different eBook platform in response to dissatisfaction with the previous system
- Course reading lists have been compressed and better signposted to reduce unnecessary work for the students
- Adjustment of coursework deadlines when problems were identified with coursework design
- Better explanations of coursework marking criteria (as part of the specification)
- Increased (and more effective) use of webinars for teaching
- Better supervision of associate tutors on study forums
- Tutors are getting better at engaging with their students in the virtual environment
- Tutors who were not meeting the required educational delivery standards have been removed

10. Do you have any further comments on being a student representative?

My experience as a student representative at UCEM has put me more closely in touch with the people who make the College work and I genuinely feel that there are a lot of members of staff working hard to deliver an educational experience to its students which is both high quality and good value for money. It is when things don't go quite right that student representatives become the key intermediaries between the students and the College.

By engaging with this process as a student representative, you can make a difference and improve things for everybody, yourself included!

Appendix B Lead Student Representative Job Specification

Lead Student Representative

Job Specification

Job description

Employment status: Fixed term for 2 years, part time

Hours: 5 hours per week to be undertaken flexibly

At certain times of the year there may be a requirement for more or less hours, however the average will be 5 hours per week

Location: Flexible location; home or remote from the UCEM main office at Horizons, 60 Queens Road, Reading, RG1 4BS

Department: Student Services

Manager: Wendy Finlay, Vice Principal - Student Experience

Liaises with: Students, Student Programme Representatives, Academic Quality Unit, Programme Leaders, Student Services teams

Summary of the role

You will be the lead Student Representative for UCEM and as such will be the student voice for the UCEM Board of Trustees, where you will represent our diverse student community. You will work closely with the Programme Student Representatives and be part of the team reviewing and acting on student feedback. In addition you will be responsible for the student submission for the purpose of the QAA Higher Education Review and act as an independent student adviser for complaints and appeals.

Duties and responsibilities

- Work with students and UCEM staff to make sure that CEM fulfils the QAA Code of Practice Section B5 and UCEM Code of Practice on Student Engagement.
- Undertake the student voice role for the UCEM Board of Trustees, actively promoting the student interest.

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- Prepare the student submission for the QAA Higher Education Review that complies with the required guidelines.
- Act as the independent student adviser to other students for the purpose of complaints and appeals.
- Liaise with the Programme Representatives to obtain their views on key issues affecting their student experience.
- Work with UCEM teams to act on student feedback received in student surveys and communicate information to the student community.

Line management responsibilities

None

Financial accountabilities

None

Person specification

| Criteria | Essential | Desirable |
|---------------------------------|--|---|
| Qualifications and training | Currently undertaking a UCEM Programme or graduated from UCEM within the last 12 months | Completion of further or higher education qualifications |
| Previous experience | Preparation of reports Committee experience | Knowledge of quality assurance processes Student representative experience |
| Skills, knowledge and aptitudes | Committed to quality and following rules and procedures Effective time management and organisation skills Clear communication skills Listening skills IT skills and accurate in your work; pay attention to detail Team player with the ability to multi-task | |
| Other or special requirements | Ability to work at home/remotely | |

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| Criteria | Essential | Desirable |
|----------|---|-----------|
| | Ability to attend meetings when required to do so; please note Board meetings are mostly held in London and other meetings will take place in Reading | |

Appendix C Programme Student Representative Role Specification

Summary of the Role

This is an important role to represent the student community by encouraging student debate, championing students' views and acting as a communication channel between UCEM and student community.

Duties and Responsibilities

- To liaise with students regarding issues of teaching and learning and student support.
- To represent students on teaching and learning and student support
- To report to students on new UCEM developments
- To provide a link between UCEM staff and students
- To check the student representative VLE site and the course level student feedback forum regularly
- To campaign effectively on relevant issues
- To work with the UCEM on initiatives and communicate information to students
- To undertake the role responsibly and to follow the guidelines provided relating to the role

Skills

The following skills are desirable to undertake the role:

- Good communication skills
- Active listening
- Ability to present views and ideas at meetings
- Good organization and time management skills
- An objective, impartial approach
- Good negotiation and problem-solving skills
- Able to work on own initiative
- Willing to undertake training or development
- Able to relate to tutorial staff, senior managers, administrative staff and students

Benefits

- On meeting the requirements of the role a £250 payment will be paid at the end of each semester.
- Take an active part in putting your view into the student educational experience at UCEM.
- Able to raise awareness of student views and suggest constructive changes
- Includes invitation to UCEM conference and any other relevant UCEM events
- Opportunity to develop personal transferable skills and add to CV
- Access to Student Representative VLE area

Appendix D Student Representative Committee Member (SRCM) Role Specification

Summary of the Role

Student Representative Committee Members play an important role in decision making in relation to the academic quality and standards of UCEM awards. Their role is to represent the wider UCEM student community providing a general student perspective on the matters under discussion. By ensuring that such views are taken into account in policy formulation and decision making,

Duties and Responsibilities

- To regularly attend quarterly committee meetings either remotely (by virtual means) or in person
- To represent students issues at the committee meeting ensuring that such views are taken into account in policy information and decision making
- To report to students on decisions made and matters arising from the meeting
- To identify relevant agenda items and canvas student opinion on these items ready to present at the meeting
- To undertake the role responsibly, to follow the guidelines provided and to respect the confidentiality of some of the items discussed.

Skills

The following skills are desirable to undertake the role:

- Good communication skills
- Active listening
- Ability to present views and ideas at meetings
- Good organization and time management skills
- An objective, impartial approach
- Good negotiation and problem-solving skills
- Able to work on own initiative
- Willing to undertake training or development
- Able to relate to tutorial staff, senior managers, administrative staff and students

Benefits

- A fee of £100 is payable for attendance at each committee meeting whether attending virtually or in person.
- Can claim up to £250 expenses associated with attendance at committee meetings
- Provide feedback directly at the highest levels within UCEM
- Includes invitation to UCEM conference and any other relevant UCEM events
- Opportunity to develop personal transferable skills and add to CV
- Access to Student Representative VLE area

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Appendix E Deliberative Committee Structure



UNIVERSITY COLLEGE
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Academic Governance Structure

