

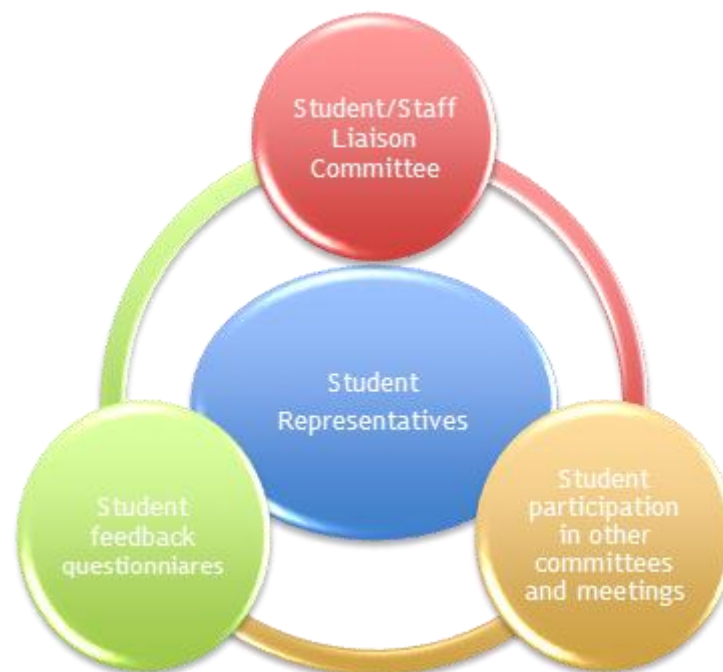
# Procedure 4.1

## Student Representatives

### 1. Introduction

Student Representatives are students who are chosen by their peers to act as the formal representative for their particular BA, MA or Diploma Course. They act as a channel of communication between the students they represent and LFA staff.

Student Representatives should be provided for all BA, MA or Diploma Courses and should be appointed as soon as possible after the start of a new academic year, ideally no later than the fourth week of the term or by the time of the first Student-Staff Liaison Committee meeting.



### 2. Student Representative election process

Each term, MA and Diploma students are asked to elect a Student Representative from their class. Each second term BA students are asked to elect two Student Representatives from their class. Elections take place at the start of each term for MA and Diploma Course and every second trimester (i.e. every academic level) for BA students through an anonymous vote, the arrangements for which are made in collaboration with the Head of Courses and with the BA, MA or Diploma teams.

### 3. Boards and Committees

Student Representatives contribute to the work of the Student-Staff Liaison and Course Committees and are also invited to serve on the Academic Board and present at the Governance Board.

See [LFA Procedure 1.2 - Board and Committees: Terms of Reference](#) for details of the board and committee structures.



The Student-Staff Liaison committee provides a forum for the discussion of student issues which may arise in relation to the quality of LFA's support services (operations). The purpose is to strengthen communication between staff and students and to identify any matters of concern that should be brought to the attention of the Senior Management Committee (SMC).

The Academic Board and Course Committees provides a forum for students to contribute to the quality of LFA's academic and course content. The purpose is to strengthen LFA's courses and ensure that the student is at the heart of all course innovation, review and improvement.

The student body as a whole provides feedback to LFA through a variety of means (see [LFA Procedure 5.2 - Student feedback](#))

## 4. Duties of Student Representatives

It is best practice that each Student Representative serve for a maximum of two terms.

LFA encourages students to discuss issues, concerns and ideas as a group, The Student Representative should then bring the outcomes of such discussions to the attention of the Course Teams. Where a Student Representative is unavailable, students should take the concern or complaint directly to the Course Team, who will raise it with the Head of Courses.

Key tasks of a Student Representative include:

- fairly representing, communicating and giving feedback on all aspects of student engagement to all departments of LFA
- proactively aiding the continual improvement of the learning environment at LFA by attending and contributing to Student-Staff Liaison and Course Committee meetings
- attending meetings of the Academic Board and Board of Governance if invited to do so
- identifying good practice and issues that affect the student experience
- ensuring that they represent views of other students (and not just their own views) on matters relating to learning and the social experience at LFA
- reporting back to the student body on the issues discussed with Course Teams and in Student-Staff Liaison and Course Committees and other meetings.

## 5. Equal Opportunities

All students must have an equal opportunity to put themselves forward to become representatives. This requires effective communication in all appropriate media, fair timing and placement of the election, provision of appropriate facilities for public speaking and conveyance of information, and absolutely no discrimination on any grounds by those overseeing the election. The entire process must also be effectively and accurately communicated from the outset.

