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## Class Representative Policy

### Academic Policy Group

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#### 1 Purpose

Teaching, learning, and welfare are central to the work of the University and to Victoria University of Wellington Students' Association (VUWSA). Class Representatives play a vital role in the University community, liaising between staff and students to represent the interests of students to the lecturers and furthermore liaising between VUWSA and the class. The University is committed to working with VUWSA to ensure that the interests of students are met and served by the Class Representative system. The purpose of this policy is to provide a process for ensuring that each undergraduate course in the University has a Class Representative.

#### 2 Organisational Scope

This is a University-wide policy and applies to all undergraduate courses.

#### 3 Definitions

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

**Class Representative:** A student enrolled in a course chosen to assist communication between staff and students in relation to course matters and to provide a point of contact for students.

#### 4 Policy Content and Guidelines:

##### 4.1 General

- (a) All undergraduate courses shall have a Class Representative recruited in consultation with the class within the first 1/6 of a course. The course coordinator is responsible for ensuring this occurs. The process may be managed by the course coordinator, or a designated lecturer, or, upon request to the Education Office at VUWSA, by VUWSA. A school may, in consultation with VUWSA, choose to recruit Year Representatives rather than Class Representatives in programmes where each cohort of students enrolls in a cohesive set of courses.
- (b) The procedure to be followed in recruiting a Class Representative is that the course coordinator, or designated lecturer, or VUWSA representative managing the process shall ask the class for volunteers for the position. If there is only one candidate a show of hands for approval will be sufficient to appoint that volunteer. If there are two or more candidates they can briefly introduce themselves and talk about their suitability for the role before the class vote on their preferred candidate. If there are no candidates the course coordinator should report this promptly to the Education Office at VUWSA.

Clear and useful instructions will be supplied to the course coordinator to help with this process.

- (c) The course coordinator or designated lecturer or VUWSA representative is responsible for returning the completed contact details form to the Education Office, VUWSA.
- (d) 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.
- (e) VUWSA is responsible for coordinating, training, resourcing and maintaining the Class Representative system. The VUWSA Education Advocacy Coordinator oversees these processes.
- (f) It is the responsibility of the Class Representative to attend a training session offered by the VUWSA Education Advocacy Coordinator.
- (g) It is a Class Representative's responsibility to inform VUWSA if they withdraw from the course or otherwise feel that they cannot continue in the position so that a new Class Representative can be appointed. VUWSA will then be responsible for recruiting a new Class Representative.
- (h) For large classes it is permissible to have one Class Representative per stream.

#### **4.2 Responsibility**

Heads of School are responsible for ensuring that all course coordinators are aware of this policy and abide by it.

## **5 Legislative Compliance**

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this policy.

## **6 References**

Previous Version: [archived\\_ClassRepresentativePolicy\\_20070806.pdf](#)

## **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: 18 June 2008

This version takes effect from: 18 June 2008

This policy will be reviewed by: 18 June 2011

## **10 Policy Sponsor**

Assistant Vice Chancellor (Academic)

## **11 Contact Person**

The following people may be approached on a routine basis in relation to this policy:

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