Class Representatives Policy

Category/Sub Category	Teaching and Learning / Teaching
Policy Number:	**LAW 2.08**
Name of Policy:	**Class Representatives**
Applicability:	All law students
Contact Position:	Associate Dean, Teaching and Learning
Policy Status:	Issue 2
Date of approval:	December 2009 (adapted from pre-existing 2003-2004 LSA documentation)
Date last amended:	14 November 2012 (Doc # changed from 2.14 to 2.08 14/11/2012)
Date of next review:	4 April 2013
Related policies:	Link (to the collection of relevant corporate policies) Queries: QA Officer, Faculty of Law

1. Overview

The Class Representative system has been created to establish an information chain between students, lecturers and tutors. The system enables students to pass on positive comments and constructive criticism to lecturers and tutors. This will enable the speedy resolution of any problems that may arise. The Class Representative system will apply in all compulsory law subjects. The system will also apply in elective law subjects, unless the class decides to opt out.

2. Definitions

3. The Policy

3.1. Students as Class Representatives

Students chosen as Class Representatives in each subject will conduct one formal meeting in the lecture where discussion will be held with fellow students in the absence of the lecturer, regarding general issues relating to lecturers and their tutors. As well as conducting this formal meeting, Class Representatives are expected to be available to hear student comments outside of the formal structure and act accordingly on these matters. Class Representatives should have good listening and diplomatic skills with a view to resolving issues quickly and privately.

The LSA [http://www.bondlsa.com/] encourages students to become involved in the system. Becoming a Class Representative enables the student voice to be heard and ensures that students are obtaining a quality service for their tuition fees.

3.2. Assessment

Reviews due or complete	4/4/2012 ✓	4/4/2013		

In all subjects, assessment for the subject is at the sole discretion of the subject coordinator. In compulsory subjects, assessment is not a matter of negotiation and it is for the subject coordinator to determine how they might deal with any concerns expressed to them. In elective subjects, although assessment is still at the sole discretion of the subject coordinator, negotiation on assessment is not discouraged.

3.3. Indicative Timetable

Wk 1: Election of Class Representative	Lecturer to call for nominations Class Representative chosen on a show of hands
Wk 3: Briefing of Class Representatives	Class Representatives to meet with LSA Academic Affairs Director
Wk 4: Class Rep meeting with Students	Lecturer to set aside 10 minutes during lecture

3.4. Resolution of Problems

Step One:

Students are encouraged to raise all matters of concern directly with the lecturer or tutor. In this sense, any concerns are dealt with quickly and privately, and this will resolve the majority of problems that may arise.

Step Two:
If the student does not wish to address the lecturer or tutor directly, or if the instructor does not respond to a concern that has been raised with them, the student is advised to speak with their Class Representative who will discuss with the student the concerns they have.

Step Three:
If the problem still exists, the Class Representative will then raise the issue with the lecturer or tutor and work with that instructor to find a satisfactory solution to the problem.

Step Four:
If the issue raised has not been resolved, then the Class Representative and LSA Academic Affairs Director will hold a meeting with the Associate Dean (Students) to resolve the issue.

Note: It is stressed that feedback can be given to either the Class Representative or directly to the LSA Academic Affairs Director at any time, not just formally through this system.

3.5. Administrative Matters

If students wish to change subjects, or discuss degree structure or related matters, they should see their Program Advisor on Level 3 of the Faculty of Law. Other administrative matters, such as changing tutorials, should be conducted via e-student and escalated to the Program Advisors if problems are encountered.

4. Related Policies/Procedures

5. Related Guidelines and Forms

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