

Student Representation Committee



Contents

1. Introduction	2
2. Student Reps	2
3. ICMT Staff	3
4. Election of Student Reps	3
5. Student Representation Committee	3
Document control	5

1. Introduction

1.1 Elected student representatives are responsible for representing their peers' best interests, including the varying needs and perspectives of different students. To enable this, they gather feedback, both positive and negative, from their peers about their experience at the ICMT. Students share this feedback with staff and work in partnership with them to share best practices, explore issues, suggest solutions, and bring about positive change.

1.2 Students are elected by their peers and are known collectively as Student Reps.

1.3 Student representation enables students to contribute to quality assurance and enhance teaching and learning and the student experience.

1.4 Through the student representation committee, students can directly influence the design, delivery and evaluation of many aspects of their educational experience, including:

- Admissions.
- Programme delivery and organisation.
- Programme evaluation and review.
- Teaching and learning resources and facilities.
- Assessment and feedback.
- Student support and guidance.

1.5 Students and staff work collaboratively towards common goals and meaningful change, and they share ownership and responsibility for the processes and outcomes.

1.6 Formal structures for collective student representation work alongside other mechanisms for gathering individual feedback from students, including online/digital feedback tools, student surveys and more informal methods such as conversations outside of class.

2. Student Reps

2.1 Two Student Reps are elected per year group, per course.

2.2 Student Reps are members of the Student Representation Committee, where they represent their peers, relaying student feedback and reporting any actions taken as a result of this feedback to the student body. The ICMT staff will also be at the meeting.

3. ICMT Staff

3.1 The ICMT staff will work in partnership with and support the elected Student Reps to:

- Promote the student representation system.
- Coordinate the elections process and promote the nomination and voting periods.
- Organise and promote training and development opportunities for Student Reps, and provide ongoing support to Student Reps.
- Foster the development of a community of Student Reps.
- Review the effectiveness of student representation.
- Facilitate effective communication between Course Reps and key ICMT stakeholders. This includes ensuring that relevant feedback and suggestions are shared throughout the ICMT organisation.

4. Election of Student Reps

4.1 Students nominate themselves to the Senior Management Team.

4.2 Student Reps are democratically elected by their peers and hold office for one academic year, although they can run for re-election.

4.3 Elections take place at the start of the autumn term. Successful candidates can take up posts immediately.

4.4 Introductory training takes place, including information on topics that can/cannot be covered during meetings, the role and responsibilities of Student Reps, how to obtain student feedback. Additional skills-based training, such as effective communication skills, chairing meetings and mediating, will be offered once the Student Reps have been elected.

5. Student Representation Committee

5.1 Student Reps are members of the Student Representation Committee.

5.2 The ICMT will provide two staff members, usually the International Relations Manager and the Operations Manager, to facilitate the committee.

5.3 The committee will be held twice a year, once in the autumn term and once in the spring term.

5.4 Student Reps can provide immediate feedback to their peers from a student's perspective on ideas, suggestions and outcomes.

5.5 Ideas, suggestions and actions that require further discussion will be taken to the next Executive Committee.

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