

Student Representation Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to provide a proper and efficient operational process which enables students to voice their views, suggestions and concerns.

This policy sets out the EIA's commitments to maintain an effective system of student representation and enable the formation of a Student Association.

2. Responsibility

The Academic Director is responsible for the implementation of this procedure and ensuring that staff and students are aware of its application.

3. Definitions

Student representative: the representative elected by the EIA student body.

4. Requirements

EIA is committed to responding to student feedback at all levels at all times, in order to monitor and enhance student learning experience and outcomes.

Student representation will be a collaboration in which EIA, its students and the Student Association will support student representation and share the responsibility for promoting an environment which empowers and emboldens the student's voice.

Student representation will be student-led. Student representatives will be expected to attend the training provided, to take responsibility for ensuring that students' issues and concerns are addressed appropriately and that actions and subsequent outcomes are communicated to the wider student body and management.

EIA will designate a member of staff as the Student Engagement Officer who will provide student representatives with support and advice, particularly on matters relating to EIA policy and procedure.

5. Procedure

5.1 Student Representation System

- a) There will be a student representative for each level of qualification. All representatives will collect and present the views of their student constituency on all relevant matters at regular intervals.
- b) The student body will elect student representatives.
- c) Student representatives will pass items for action to the Student Engagement Officer. If the Student Engagement Officer identifies issues which cannot be addressed at their level, these items will be reported to the Academic Director.
- d) All student representatives will report the actions and their outcomes to the student/student group that they represent.
- e) All student representatives are required to submit a semi-annual (every semester) update to the Student Engagement Officer via a scheduled meeting to keep the Student Association informed about EIA matters.

- f) All student representatives are required to attend meetings of the Student Progress and Examination Committee which relate to the student learning experience including matters raised by students and matters on which EIA wishes to seek student views.
- g) All student representatives must attend all the training provided by the Student Association.
- h) All student representatives are required to develop and conduct a transition with the next student representative(s).

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