



BIMM  
INSTITUTE



INSTITUTE FOR  
CONTEMPORARY  
THEATRE

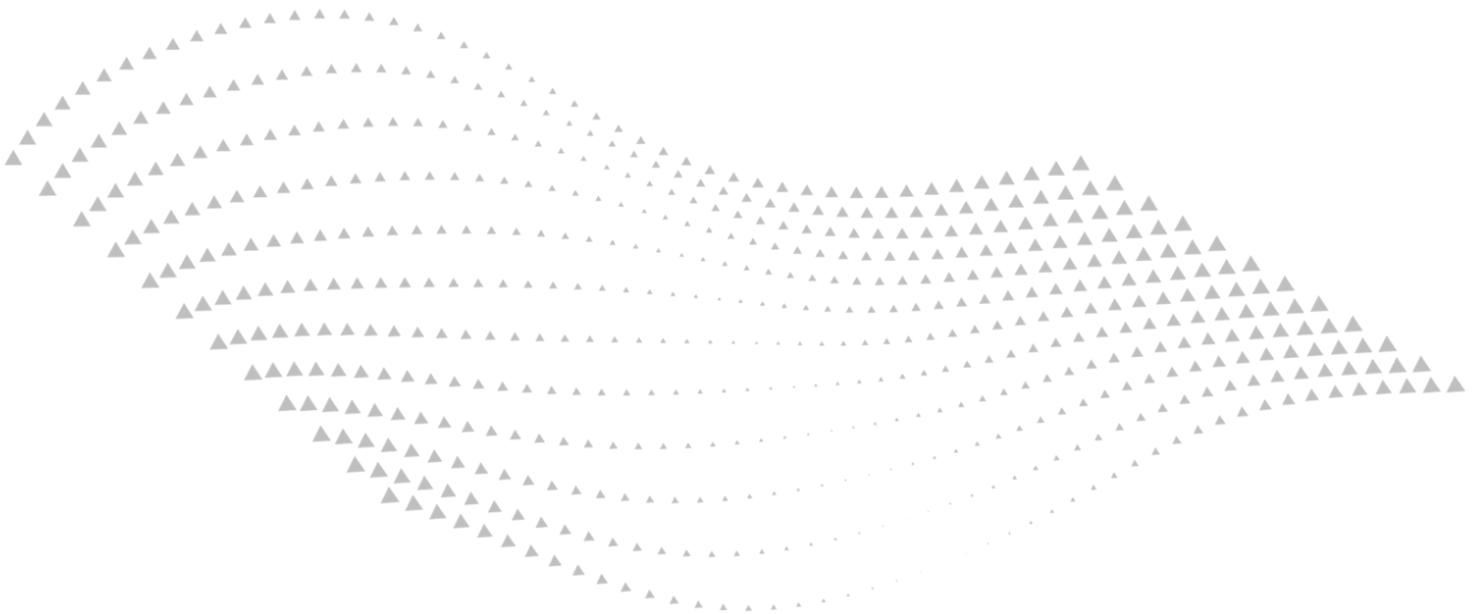


PERFORMERS  
COLLEGE



SCREEN AND  
FILM SCHOOL

# Student Representation Scheme



Last approved: June 2019

Approved by: Academic Board

Next review due: June 2023



## **Purpose:**

This Student Representation Scheme applies to all students currently registered on a course at BIMM Institute, the Institute of Contemporary Theatre, Performers' College or Screen & Film School (collectively referred to as "the Institute").

The Institute's Quality Cycle ensures that feedback from students and staff is included in annual monitoring. Student surveys are set for each module on an annual basis, and Module Leaders collate the resulting data and respond to it in their annual report.

Students also provide feedback through their Student Representatives.

Elected Student Representatives each semester/term at Student Representation Forums (SRF) and Boards of Studies (BoS). In addition, they may be elected to attend other key group-wide academic committees, which also meet each semester/termly, and include:

- Academic Board (AcBd)
- Further Education Learning, Teaching & Enhancement Committee (FELTEC)
- Higher Education Learning, Teaching & Enhancement Committee (HELTEC)
- Quality Assurance & Compliance Committee (QACC)

Student Representatives are asked to comment on:

- The quality of their courses
- Core decision-making that affects their courses
- The student experience as a whole

Student Representation Forums and Boards of Studies are the main opportunities for Student Representatives to pass on and discuss feedback gathered from other students on their course with members of the academic team. They also provide the Institute with opportunities to feed information back to peers that should be passed on to all students.

## **Process:**

- Student Representatives are elected by secret ballot by their peers during Semester/Term 1 each academic year;
- Candidates are asked to make themselves known to the Course Leader early in Semester/Term 1 and may present a short manifesto to their peers prior to election;
- Candidates meet with existing Student Representatives in Semester/Term 1 to discuss the role and ask any questions they may have;
- Student Representatives normally serve for one calendar year but there is no limit on standing for re-election whilst still a student at the Institute.

## **Benefits of the Student Representation Scheme**

Student Representatives are democratically elected to represent their peers. They enable a useful and effective communication link between staff and students. They provide helpful feedback to staff on courses, raise concerns in a constructive manner, give feedback to other students on why particular decisions are made, and can help to pre-empt concerns becoming serious issues.

## **Why become a Student Representative?**

- To represent the views of others
- To enhance your personal development
- To develop valuable transferable skills such as:
  - Communication



- Organisation
- Teamwork
- Negotiation skills and conflict management
- Time management
- Speaking in public
- Confidence.

### **What can you gain from being a Student Representative?**

Experience of taking on this role will benefit you in other areas of your academic life and beyond:

- The opportunity to develop skills sought by employers
- Valuable experience, which can be highlighted in your CV
- Important experience of formal meetings
- Knowledge of your institution and current issues in higher education
- The chance to make a real difference to the experience of students at the Institute
- Letter of recognition from your College Principal.

### **What is the role of a Student Representative?**

Student Representatives at the Institute are expected to:

- Self-publicise the role to students in your cohort/college
- Consult students to find out their opinions on:
  - The Institute
  - Their course
  - The student experience
- To collect the views of students on matters relating to their learning experience and to help find solutions
- If necessary, refer students with individual problems to appropriate sources of help, such as the Student Support Team
- Represent the views of students through attendance at:
  - Student Representation Forums
  - Boards of Studies
  - Key Academic Committees – see above
- Inform students of outcomes and follow up on any agreed action points from the meetings.

### **Support for Student Representatives**

Student Services will host training sessions for all new Student Reps shortly after their election and a Student Representative Handbook is provided. The Institute has provided a dedicated Student Representative page on the VLE that includes separate college-level and group-wide forums that enable Reps to communicate with each other.

### **Resolution of complaints procedure for Student Representatives:**

By standing for and accepting a post of Student Representative, Reps agree to adhere to the roles and guidelines as set out above.

If a complaint or concern (by students, Reps or Institute staff) is raised about a Rep's ability to fulfil their duties, the following procedure should be followed:

- The complainant should informally approach the Rep in question and try to resolve the situation;



- The complainant should contact Student Services or the Course Leader to mediate a solution, with the possible outcomes being:
  - SMART targets (Specific, Measurable, Attainable, Relevant and Timely) being agreed for the Student Rep.
  - The Student Rep stepping down.

**Process for replacing a Student Representative in-year:**

When a Student Representative is no longer in post, the other Reps will decide between the following options:

- The remaining Reps for the course in question cover the workload.
- A new Rep is elected as follows:
  - Where only one candidate is interested, the support of the relevant cohort should be sought in class;
  - Where more than one candidate is interested, elections will take place.