

PROGRAMME REPRESENTATIVE POLICY

Section	Teaching and Learning		
Approval Date	17.02.2010	Approved by	Academic Board
Next Review	July 2010	Responsibility	Director of Curriculum and Planning
Key Evaluation Question	1, 4 & 5	ITPNZ Quality Standard	6, 7, 8, 9 & 10

PURPOSE

NMIT values student representation and student feedback as a core mechanism for maintaining academic quality and promoting communication between NMIT and students. Programme Representation plays a vital role in the NMIT community, ensuring the student voice is heard at various levels of the institution. NMIT acknowledges that Programme Representatives also play a key connecting role between students and the SANITI Advocacy service.

This policy supports NMIT Objective 1: “Be excellent in teaching and training”, through the provision of learner feedback that supports ongoing quality improvement.

The purpose of this policy is to outline a process for NMIT and SANITI to jointly administer an effective Programme Representative system.

SCOPE

This is an NMIT-wide policy and applies to all programmes lasting 10 weeks or longer.

DEFINITION

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

Programme Representative: A student enrolled in a programme or course chosen by their peers to assist communication between staff and students in relation to programme/course matters and to provide a point of contact for students.

RESPONSIBILITY

Heads of School	<ul style="list-style-type: none"> Responsible for ensuring that all Programme Leaders are aware of this policy and abide by it.
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- (a) All programmes lasting 10 weeks or longer shall have a Programme Representative recruited in consultation with other class members within the first four weeks of a programme. The Programme Leader is responsible for ensuring this occurs. The process may be managed by the Programme Leader, or a designated tutor, or upon request to the President at SANITI, by SANITI. A School may, in consultation with SANITI, choose to recruit Year Representatives rather than Programme Representatives in multi-year programmes.
- (b) A schedule of suggested Programme / Year Representatives shall be maintained by SANITI, in conjunction with NMIT.
- (c) The procedure to be followed in recruiting Programme Representatives is as follows:
- a. The Programme Leader, or designated tutor, or SANITI representative managing the process shall ask the classes for volunteers for the position. If there are two or more candidates they may co-share the position, or the classes may vote on their preferred candidate. If there are no candidates the Programme Leader should report this promptly to SANITI. Instructions will be supplied to the Programme Leader to help with this process.
 - b. The Programme Leader or designated tutor or SANITI representative is responsible for returning the completed contact details form to the SANITI office.
- (d) The key role of the Programme Representative is to assist communication between NMIT staff and students in relation to course matters and to provide a point of contact for students.
- (e) A secondary role of the Programme Representative is to assist communication between students and SANITI in relation to advocacy and personal matters through regular meetings with the SANITI President and email communications.
- (f) NMIT and SANITI are jointly responsible for coordinating, training, resourcing and maintaining the Programme Representative system. The NMIT Learner Journey Manager, SANITI President and SANITI Advocate oversee all processes involved.
- (g) It is the responsibility of the Programme Representative to attend a training session offered by SANITI.
- (h) It is a Programme Representative's responsibility to inform SANITI if they withdraw from the course or otherwise feel that they cannot continue in the position so that a new Programme Representative can be appointed. The School and SANITI will then be responsible for recruiting a new Programme Representative.
- (i) The value of a Programme Representative's involvement will be recognised, as appropriate, by Schools and SANITI. This could include:
- Presentation of a certificate recognising the contribution of the programme representative
 - Inclusion of programme representatives in appropriate School occasions.