



Student Representation and Engagement Policy

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Amendments	May 201 " #pdated as part of re\$ie% of SRC Constitution! Re\$ised to reflect c&anges to roles' terminology'



SRC should operate fairly and democratically' including that the appointment of Executive Officers is by secret ballot' and any affiliations to external organisations are published and notified to 2S0 / M Council!

SRC is accountable for its finances and produces audited accounts each year!

Students shall be eligible not to be members of the SRC!

=!2 2S0 / M will treat SRC as a key partner capable of representing student interests faithfully and effectively' and helping to ensure that the student voice contributes to ongoing management and improvement of the learning experience at 2S0 / M!

=!2!1 Student representatives' including SRC Executive Officers and programme and department reps' will be elected in line with the procedures in Annex 1!

=!2!2 Reps will be elected for specific programmes and departments as defined in Annex 2!

=!2! : Student members will be appointed to 2S0 / M committees as set out in Annex 3!

=!2! = Elected representatives shall represent the interests of all students in the group from which they are elected. +or Executive Officers' this covers the entire student body. +or programmes and departments where there are multiple reps' they may share or divide responsibilities appropriately between them to help represent their constituency!

=! : 2S0 / M and SRC will use channels such as student and)oo, s' orientation and induction events and in-year notifications to ensure the wider student body is informed a)out -i. &o% 2S0 / M is working with SRC reps and other students' and -ii. further opportunities for students to help shape the 2S0 / M learning experience!

=! = It is recognised that all students including distance learners are full members of SRC! However' due to the differences between face-to-face study and distance learning some communication and engagement mechanisms will necessarily be different!

=! > 2S0 / M will be responsible for ensuring that any students who opt out of SRC members are not disadvantaged' e)g! in access to 2S0 / M facilities' services or learning opportunities! Such students may engage directly with 2S0 / M through standard feedback, channels such as student evaluations and surveys.' student support services -e)g! Student Advice & Counselling.' procedural mechanisms -e)g! for complaints or appeals.' or where appropriate through direct representations to relevant staff!

=! 6 2S0 / M will ensure that student reps have access to training and ongoing support to allow them to fulfil their roles effectively! Primarily this will be largely' relatively informal and led by students themselves " by means of;

=! 6!1 Clear and concise but sufficiently comprehensive written guidance about what reps in different types of roles " including SRC Executive Officers' programme and department reps' and student members of committees " are expected to do! This guidance should be set out in an 'SRC Handbook' or similar' to be maintained and updated annually by SRC Executive Officers' and the opportunity for input by 2S0 / M -via the Academic Registrar.!

=! 6!2 Holding an induction event for new reps' normally annually in the autumn term! This should ideally be organised jointly between students and 2S0 / M however' if annual student turnover makes it difficult for outgoing reps to participate in inducting new ones' 2S0 / M may be expected to lead on organising and running such induction activities!

=! 6! : Providing small-group personal attention to those taking on SRC Executive roles " e)g! trying to ensure that a member of the previous year's Executive comes back, to give a direct and)ser session



=!/? /o &elp support t&e effecti\$e %or, of SRC' spec



=!1: /&e Pro<1 irector Education %ill organise informal meetings' again approx! termly' %it& t&e SRC
Exec and ,ey staff from student<facing functions!

=!1= Eac& academic +aculty %ill &old specific termly liaison meetings for MSc students and staff! /&ese
s&ould pro\$ide a good opportunity to discuss matters cutting across programmes and modules



=!2: Students who are appointed as members of 2SO /M committees are expected to make an effort to engage with the work of the committee including reading papers, attending regularly and providing a student voice on the matters being addressed " including consulting other students where appropriate about their views on key matters!

=!2= Chairs of such committees and other staff members are expected to make an effort to ensure student members have a genuine opportunity to contribute and that good use is made of their time!
6 ways to achieve this might include;
/the committee Chair or Secretary providing an indu



=!2A Recent alumni may also be invited to take part in such activities as an equally valid alternative to student involvement " recognising that pressures on students doing one-year or part-time MScs in particular may inhibit their in-depth or extended participation' and that alumni who have completed their programme may actually be better positioned to provide a well-informed and reflective perspective!

Student activities and societies

=!2 Because there is significant annual turnover of students and reps' especially for MScs' it can be challenging for students to organise events and activities early in the academic year -e.g! first half of the autumn term.! * outgoing SRC Executive * fficers should work, with the Academic Registrar and Student Communications & Engagement Manager' to plan appropriate student events for early in the next academic year when new reps are being elected or finding their feet! Relevant staff may be authorised to organise such events on behalf of SRC' particularly events to help the general student body settle in!

=! :0 SRC and 2S0 /M also recognise that as a small institution with a majority of students in London studying on one-year MScs' it can be challenging to set up and sustain successful student clubs and societies! /o help boost such activity' relevant 2S0 /M staff may be authorised by SRC to help support annual turnover and setup of clubs and societies' especially at the start of each academic year as newly elected reps settle in!

=! :1 SRC and 2S0 /M will also support clubs and societies that are open to both students and staff -for example' the Eicycle #sers @roup or 2S0 /M Choir.! /his should be helpful to in allowing such groups to achieve a critical mass of members' and fits with the 2S0 /M's collegial atmosphere and the fact that the demographics and interests of 2S0 /M's student body -all postgraduate' across a wide range of ages and nationalities' and often with significant professional experience. tend to be similar to those of staff!

=! :2 Where the SRC sets up or affiliates with commi



Valuing students' contributions

2S0/M and SRC will see, to recognise any substantial contributions made by students and reps towards institutional life " aiming for students to feel motivated, valued and rewarded for all success or, 2S0/M may record details of students who are served as reps or otherwise participated in





Election of SRC Executive Officers

- >! Election systems; As per the SRC Constitution' election of Executive Officers should always be by secret ballot overseen by a Returning Officer appointed by the School!
- i.! The Returning Officer will be the Academic Registrar or his or her nominee! Elements of responsibility may be delegated to other members of staff' and to previous Executive Officers or student reps who are standing down at the end of their term! The Returning Officer and any persons they nominate to support election processes shall be strictly bound to preserve the security of voting and the confidentiality of secret ballots!
- ii.! A suitable secure electronic system should be used to allow fully participative voting! This should allow full (one member) one vote participation by all registered students' including those based away from 2SO/M premises! Proxy voting -students authorising others to vote on their behalf. is not permitted!
- iii.! Voting should conform to the Electoral Reform Society's ERS Single Transferable Vote guidelines " see <https://www.electoralreform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/>! This form of proportional representation (s) 21.457 (r) 6.72047 (e) 12.207416 (y)-0.2949585 (&)-9.5



- i. Candidates may withdraw from the process at any time by notification to the Returning Officer. If this happens after nominations have been circulated the Returning Officer will let students know as part of their next general communication to electors. Depending on timing the names of withdrawn candidates may still appear on the ballot!

Campaigns

- ii. After the closing date for nominations the Returning Officer will email all electors with details of candidates' names, the positions they are standing for, their nominators and seconders, and their supporting statements as provided!
- iii. The Returning Officer will arrange at least one hustings event at which candidates will be invited to speak, directly to students. A time limit of 10 minutes will apply for speeches to enable successful candidates to be run in a timely fashion. For a list of hustings between lectures. At the conclusion of speeches it is good practice for candidates to reiterate their name and the position-s. for which they would like to be considered. Online hustings, e.g. via 42E discussion boards, may also be arranged and candidate details may be posted on the SRC website!
- ix. The Returning Officer will also provide guidance on how candidates should campaign to ensure fairness, good order and respectful conduct!
- x. The Returning Officer will usually arrange to send out " typically no more frequently than weekly ahead of 16.9.2020 (t)-4.2.2020 (t)-4.2.2020 (t)-4.2a



2 APPENDIX 2 (constituencies) of Elected Representatives

(numbers of student representatives) by programme/department and mode of study

1. The following table sets out typical numbers of student reps expected to be elected from each programme or department' depending on student numbers; it also indicates where specific representation for part-time students may be appropriate!

2. It is suggested that all programmes have a minimum of 2 representatives' and those programmes of over 100 students having 3 representatives!

3. Additional student representatives may be appointed where the role is taken on as a whole!

<u>Programme/Department</u>	<u>Typical total no.</u>	<u>Typical no. part-time</u>	<u>Typical no. of reps</u>	Typical no.
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Doctoral degrees				
Department of Global Health & Development -POP.	6=	47%	2	1
Department of Disease Control -5/ 1.	>6	39%	2	1 or 2
Department of Infectious Disease Epidemiology -EP0.	>2	48%	2	0 or 1
Department of Clinical Research -5/ 1.	=6	59%	2	1 or 2
Public Health, Environments and Society -POP.	:	54%	2	1 to 2
Department of Health Services Research & Policy -POP.	:A	53%	2	1 or 2
Department of Population Health -EP0.	:6	50%	2	1
Department of Infection Biology	=6	24%	2	1
Department of (non)communicable Disease Epidemiology -EP0.	20	40%	2	1
Department of Medical Statistics -EP0.	1:	31%	2	1
PrPO /aug&t Component	12	n/a	2	0
. RA "D T /TA0			c. 12	c. 22



.3 APP! "D#\$ 3% 3tudent Representation on 034T& (ommittees

69RD (7	reps for departments in each faculty should nominate one rep per department to be a member of +R1C	each faculty! Meets once or twice per term!
Programme (committees 6P (s7	1<: reps' or in some cases more -see Annex 2 to this document! /elected programme reps for each programme are automatically members!	* Oversees the management operation and development of programmes/wards under its remit! Meets once or twice per term!

A! Students may also be represented on less formal groups and meetings' e.g! Sustainability Group which was previously advised S2!! Appointments should be made as per the standard procedures above' or as per specific Constitution and Terms of Reference for each such group!