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## PROGRAMME REPRESENTATIVE POLICY

<b>Section</b>	Learning and Teaching		
<b>Approval Date</b>	04.04.2012	<b>Approved by</b>	Academic Board
<b>Next Review</b>	16.02.2018	<b>Responsibility</b>	Director of Academic and Quality
<b>Last Reviewed</b>	16.02.2016	<b>Key Evaluation Question</b>	1, 4 & 5

### 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.

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 who has been chosen by their peers to assist communication between staff, students and SANITI in relation to programme/course matters, the learner experience and to provide a point of contact for students.

### RESPONSIBILITY

<b>Director of Learning</b>	<ul style="list-style-type: none"> <li>Ensuring that all Managers (Programme Area) are aware of this policy and abide by it.</li> </ul>
<b>Manager (Programme Area)</b>	<ul style="list-style-type: none"> <li>Implementing this policy in conjunction with SANITI and the Director of Learner Services and ensuring that all Programme Area staff are aware of this policy and abide by it.</li> <li>Organising and encouraging regular meetings between Programme Representatives and Programme Area staff. The minimum expectation is one meeting per Term.</li> <li>Providing appropriate time for Programme Representatives to fulfil the requirements of the role e.g for voting / attendance at focus groups.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring the Programme Representative Schedule is checked and accurate.</li> </ul>
<b>SANITI President</b>	<ul style="list-style-type: none"> <li>Oversight and implementation of this policy, liaison with NMIT, election of Programme Representatives and implementing Programme Representative training.</li> <li>Scheduling and facilitation of Programme Representative meetings, including meeting communications.</li> <li>Distributing information on Programme Representation.</li> </ul>
<b>Director of Learner Services</b>	<ul style="list-style-type: none"> <li>Oversight and implementation of this policy, liaison with SANITI, overseeing Programme Representative training and Programme Representative focus groups.</li> <li>Distributing information on Programme Representation.</li> </ul>
<b>SANITI Advocate</b>	<ul style="list-style-type: none"> <li>Implementation of this policy, Programme Representative training and the SANITI Advocacy service.</li> </ul>
<b>Programme Representatives</b>	<ul style="list-style-type: none"> <li>Attending a training session offered by SANITI and NMIT.</li> <li>Ensuring classmates are kept informed about Programme Representative activities and given opportunities to provide feedback.</li> <li>Passing on classmates views at Programme Representative meetings and directly to SANITI</li> <li>Informing 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 Programme Area and SANITI will then be responsible for recruiting a new Programme Representative.</li> </ul>

## POLICY

- (a) NMIT and SANITI are jointly responsible for coordinating, training, resourcing and maintaining the Programme Representative system. The NMIT Director of Learner Services , SANITI President and SANITI Advocate oversee all processes involved.
- (b) 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 Manager (Programme) is responsible for ensuring this occurs.

A Programme may, in consultation with SANITI, choose to recruit Programme Representatives for each Year and/or Group for multi-year or large Programmes. The maximum number of Representatives per Programme at any one time is as per the table below:

Programme Type	Maximum number of Programme Representatives
Single-year Programme	2 per Programme
Multi-year Programme	2 per Year Group
Multi-year Group-based	1 per Group

- (c) A schedule of suggested Programme / Year Representatives shall be maintained by SANITI, in conjunction with NMIT, and updated on an annual basis.
- (d) The Manager (Programme) is responsible for ensuring programme-specific issues and improvements are taken to Programme Representative meetings and the Programme Representatives are actively encouraged to gather feedback and attend meetings - a minimum of 1 meeting per year.
- (e) The Programme Representative System has been established to achieve the following objectives:
  - a. Provide independent support to assist professional communication between NMIT staff and students in relation to course matters and to provide a point of contact for students.
  - b. Provide independent feedback through the Programme Representative system to support ongoing quality improvement.
  - c. Provide a pathway through the Programme Representative System for NMIT students to access individual support and advocacy through the independent advocacy and support services.
  - d. Provide information on NMIT services and information.
- (f) Programme Representative duties may include:
  - a. Assisting communication between NMIT staff and students in relation to course matters within their Programme Area and student facilities and to provide a point of contact for students, through regular meetings with the SANITI President and Director of Learner Services.
  - b. Assisting communication between students and SANITI through regular meetings with the SANITI President and email communications.
  - c. Supporting the administration of NMIT student surveys
  - d. Referring students to the SANITI Advocacy service, NMIT Learner Services or appropriate support services
  - e. Attending Student Focus Groups
  - f. Attending Programme Advisory Committee and Academic Committees [REFER NMIT ACADEMIC STATUTE](#)
- (g) The value of a Programme Representative's involvement will be recognised, as appropriate, by Programme teams and SANITI. This could include:
  - a. Presentation of a certificate recognising the contribution of the Programme Representative
  - b. Inclusion of Programme Representatives at appropriate Programme occasions
- (h) The Director of Academic & Quality and the Director of Learner Services at NMIT receive two reports per year from SANITI (in line with Semester breaks) which include:
  - a. Feedback provided through Programme Representatives in the previous Semester
  - b. Any recommendations the Programme Representatives have to enable NMIT to improve its learning and teaching delivery

## PROCEDURE

### ELECTING PROGRAMME REPRESENTATIVES

The process may be managed by the Manager (Programme), or a designated tutor, or upon request to the President at SANITI, by SANITI.

The procedure to be followed in recruiting Programme Representatives is as follows:

- a. The Manager (Programme), 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 Manager (Programme) should report this promptly to SANITI. Guidelines will be supplied to the Manager (Programme) to help with this process. [REFER APPENDIX 2. PROGRAMME REPRESENTATIVE ELECTION GUIDELINES](#)

- b. The Manager (Programme) or designated tutor or SANITI representative is responsible for returning the completed contact details form to the SANITI office.

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## TRAINING PROGRAMME REPRESENTATIVES

- a) The Student President, Student Advocate and Director of Learner Services are jointly responsible for the training of Programme Representatives.
- b) A Programme Representative handbook is supplied to all Programme Representatives.
- c) A minimum of two training sessions are held with Programme Representatives on each of Nelson, Marlborough, Auckland and Woodbourne Campuses.
- d) Programme Representatives are given SANITI and NMIT contact details and supported through regular communications with the SANITI office.

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## PROGRAMME REPRESENTATIVE MEETINGS

- a) The Student President is responsible for co-ordinating and facilitating Programme Representative Meetings, in conjunction with the Student Advocate and the Director of Learner Services.
- b) Minutes will be taken, including agreed actions, and circulated to Programme Representatives following the meeting. Minutes will make it clear as to whose responsibility it is to complete the actions raised.
- c) Minutes from the previous Programme Representative meeting will be tabled and updates given on agreed actions.

## REFERENCES

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### INTERNAL

NMIT Student Charter  
NMIT Academic Statute

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### EXTERNAL

SANITI and NMIT Service Level Agreement Schedule B 2. Programme Representatives  
SANITI Strategic and Operational Plan

## APPENDIXES

Appendix 1: NMIT and SANITI Programme Representative Nomination Form  
Appendix 2: Programme Representative Election Guidelines



## NMIT and SANITI Programme Representative Nomination Form

**Note for Tutors:** This form should be used in conjunction with the following documents:

- Programme Representative Election Guidelines (for Teaching Staff)
- NMIT Programme Representative Policy (for Teaching Staff and Students)

**Forms may be:** Dropped into the SANITI office  
Sent to SANITI via Internal Mail  
Faxed to: (03) 546 2426  
Scanned and emailed to: [president@saniti.co.nz](mailto:president@saniti.co.nz)

### PROGRAMME DETAILS:

Programme: ..... Level: .....

Campus: .....

### PROGRAMME REP NOMINEE:

Name: .....

Student ID No: .....

Email: ..... Phone: .....

### NOMINATED BY:

**Student 1 Name:** .....

Student ID No: .....

Signature: .....

**Student 2 Name:** .....

Student ID No: .....

Signature: .....

## PROGRAMME REPRESENTATIVE ELECTION GUIDELINES

It is NMIT Policy that all programmes lasting 10 weeks or longer shall have a Programme Representative ("Programme Rep"). A Programme Representative is a student enrolled in a programme or course who has been chosen by their peers to assist communication between staff, students and SANITI in relation to programme/course matters and to provide a point of contact for students.

### HOW DO I KNOW IF MY PROGRAMME NEEDS A REPRESENTATIVE?

A schedule of programmes that require a Programme Representative is held by SANITI.

Programme Managers or Individual tutors may be responsible for the election of Programme Representatives. SANITI is also available to run the process if you need. Contact the Student President on [president@saniti.co.nz](mailto:president@saniti.co.nz) or ext 835.

### HOW DO I RUN AN ELECTION FOR A PROGRAMME REPRESENTATIVE?

- 2-3 weeks into the term explain the role of a Programme Representative to your students

#### *REFER TO THE PROGRAMME REPRESENTATIVE POLICY*

- Explain the benefits of being a Programme Representative:
  - Opportunity to meet other students
  - Can be included on their CV
  - Opportunity to support fellow classmates while obtaining leadership experience
  - Training in how to advocate for other people
  - Free food when they attend meetings
- Ask the class for any volunteers
- If there is more than one volunteer, conduct a quick election. Ask each student to speak briefly about why they would be suitable for the role, and give the other students an opportunity to ask them questions.
- Use a show of hands or secret ballot to determine who the Programme Representative is. Alternatively, two students could share the role – this is advantageous for Programmes with larger numbers.
- Once the Programme Representative(s) is confirmed, have them complete the **PROGRAMME REPRESENTATIVE NOMINATION FORM**. Make sure at least two other students (the "Nominators") complete their section of the form.
- Return the completed **PROGRAMME REPRESENTATIVE NOMINATION FORM** to SANITI. SANITI will then compile a list of Programme Representatives for use by SANITI and NMIT.

*(NOTE TO TUTORS: SANITI WOULD APPRECIATE IF TUTORS COULD TAKE RESPONSIBILITY FOR RETURN OF THE FORMS TO AVOID FORMS BEING LOST.)*

### WHERE CAN I FIND OUT MORE INFORMATION?

Contact SANITI on ext 835 and ask to speak with the President, or contact NMIT's Director of Learner Services.