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## Class Representative Policy

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### 1. Purpose

The purpose of this Policy is to provide a framework for class representatives in order to support a teaching-learning partnership between staff and students. Teaching, learning, and wellbeing are central to the work of Te Herenga Waka—Victoria University of Wellington ('the University').

### 2. Application of Policy

This is a University-wide policy. It applies to staff members and students.

## Policy Content

### 3. Policy Principles

- 3.1 Te Herenga Waka – Victoria University of Wellington recognises that Class Representatives have an important role in supporting staff and students to build and maintain a learning and teaching partnership. The value that Class Representatives bring to the University is recognised through their inclusion in the Wellington Plus Programme and in the annual Student Rep Celebration run by VUWSA.
- 3.2 Class Representatives advocate for their classmates, expressing the collective opinions of their class or cohort. They should be approachable and skilled at articulating the diverse perspectives of all students and be able to discuss issues concerning learning, teaching, and student wellbeing within their courses. Class Representatives are expected to listen to their classmates and (where necessary) to raise issues with academic staff appropriately and sensitively.
- 3.3 As integral members of the university community, class representatives are expected to uphold the institution's core ethical values. These values encompass manaakitanga (the generous fostering of knowledge), kaitiakitanga (responsibility for and guardianship of knowledge), whai matauranga (intellectual curiosity), whanaungatanga (collaboration and collectiveness), and akoranga (collective responsibility for learning).

### 4. Responsibilities

- 4.1 The core role of the Class Representative is to assist communication between staff and students in relation to course matters and to provide a point of contact for students. Where there is more than one Class Representative, they must ensure that they liaise with each other to ensure clear communication with the relevant Course Coordinator.
- 4.2 Class Representatives are not expected to provide additional academic or pastoral or administrative support to their classmates beyond communicating issues between students and staff.
- 4.3 Course Coordinators or Programme Directors must ensure that the contact details of the Class Representative are made available to the students (typically via Nuku).
- 4.4 Class representatives are required to register their contact details on the [Class Representative site](#) maintained by VUWSA. Course Coordinators and Programme Directors must ensure that Class Representatives are aware of this requirement.
- 4.5 All Class Representatives are expected to complete an online training module or attend an in-person training session.

- 4.6 Where a Class Representative withdraws from a course, or if for any other reason they cannot continue as Class Representative, they must inform the Student Representation Organiser. The Student Representation Organiser will liaise with the Course Coordinator or Programme Director to select a new Class Representative.
- 4.7 The Student Representation Organiser is responsible for coordinating the class representation system, training the Class Representatives and liaising with academic staff where appropriate.
- 4.8 The class representation system shall be reviewed at regular intervals by the Student Representation Organiser working in partnership with the Academic Office.

## **5. Representation**

- 5.1 All courses (undergraduate and postgraduate) shall normally have at least one Class Representative except that:
- (a) if appropriate, a student representative may be selected for a cluster of courses. This role is known as Cohort Representative and is a Class Representative for the purposes of this Policy;
  - (b) for large classes with more than one stream, it is recommended to have at least one Class Representative for each stream; and
  - (c) in determining the appropriate number of Class Representatives to appoint, Course Coordinators should consider the size of the course and, where there is more than one Class Representative, consideration should also be given to having Class Representatives who represent a range of student backgrounds.

## **6. Selection process**

- 6.1 The Class Representative shall be selected in consultation with the class, normally by election, within the first two weeks of the course, or, if the course is shorter than twelve weeks, the Class Representative shall be selected within the first week of the course.
- 6.2 The Course Coordinator shall arrange the selection of the Class Representative but may delegate the selection process to a designated Lecturer.
- 6.3 If there are no candidates, the Course Coordinator must ensure that the Student Representation Organiser is informed. The Student Representation Organiser will liaise with the class and assist with selecting a Class Representative, unless the class does not wish to have a representative.
- 6.4 The Student Representation Organiser can provide advice on the selection process. For online courses, an equivalent method will be implemented, such as a call for volunteers through Nuku.

## **7. Definitions**

In this Policy, unless the context otherwise requires, the following definitions shall apply:

Class Representative	A student enrolled in a course or programme, who is selected by students in that course or programme, and whose role is to facilitate communication between staff and students.
Student Representation Organiser	The person or service provider appointed to set up, manage, and monitor class representation at the University.

## Related Documents and Information

### 8. Related Documents

[Education and Training Act 2020](#)

### 9. Document Management and Control

*Essential Record*

Approver	Academic Board
Approval Date	26 February, 2025
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Policy Sponsor	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)
Policy Owner	Manager, Quality and Policy Academic Office 3880
Policy Contact	Manager, Quality and Policy Academic Office 3880

#### *Modification History*

Date	Approval Agency	Details
26 February, 2025	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)	Minor Amendments

*Note: The coordination of class representation is currently contracted to Te Herenga Waka—Victoria University of Wellington Students' Association (VUWSA). The contact person is:*

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